Learners applying to study at universities in the UK will typically make applications using the UCAS Apply system available at [www.ucas.com](http://www.ucas.com). Schools are encouraged to become registered UCAS centres, allowing them to effectively support learners through the process.

**How to add your qualifications to UCAS Apply**

### Step 1: select the qualification type. Cambridge International A Level (or Cambridge International AS Level) should be selected from the drop down menu. If your centre (school) has added qualifications to a qualification shortlist, this list will be displayed at this stage. If not, you can search and a comprehensive will be offered. If the qualification is not displayed, ‘other’ can be selected which allows you to manually enter the required information.
Step 2: complete the details for each Cambridge International A Level. The subject can be selected from the drop down list, or if this is not available, please select ‘other’.

The date of the qualification should be included – whether this is achieved or will be completed in the future.

The awarding organisation for Cambridge International A Levels is ‘CAIE’ for qualifications taken from 2017 onwards. For qualifications taken prior to 2017, please select ‘CIE’ as the awarding organisation.

The grade achieved must be added or alternatively select ‘pending’ if you are still completing your studies.

Science qualifications: Students who take GCE A Level qualifications will be asked to enter a separate grade for their practical assessments. UCAS is aware that Cambridge International A Levels do not have a separate practical grade and so there is not a box for this grade on the form. If you selected ‘GCE A Level’ as the qualification type – instead of ‘Cambridge International A Level’ – you will be asked to enter a practical grade and should select ‘not relevant’ from the menu. We strongly recommend that you select ‘Cambridge International A Level (or AS Levels)’ instead of ‘GCE A Level (or AS Levels)’ as the qualification type on your form to avoid any confusion.

Step 3: ensure you save for all your Cambridge International AS & A Levels and any Cambridge IGCSEs you have completed. Your Cambridge IGCSE qualifications can be entered as ‘IGCSE’.