

Frequently Asked Questions

Application/admissions questions:

What are the conditions of my offer?

You will be able to check your conditional offer by logging onto UCAS track. If you have a conditional offer you will need to meet these conditions before the course starts in order to enrol. However, if you are still unsure then please contact us by emailing admissions@bucks.ac.uk or calling **01494 605060**.

I have been given an unconditional offer, what happens now?

You will have received a letter confirming that you have been given an offer and all you need to do is choose which University to go to. If you make Bucks your first choice, in the spring you will receive an accommodation pack online so you can go through your accommodation options.

Joining Instructions will be sent to you in August, letting you know where to go on your first week. Don't forget you can join our Facebook group to meet other students on your course and get to know each other before hand.

I would like to change my course option, how do I do this?

We would need written confirmation that you wish to change your course. If your new course choice is very different to the original one, we may request a new personal statement in order to explain your new choice. Should we need this, we will request this from you. You just need to email admissions@bucks.ac.uk to request to change your course.

Do you accept transfers to Bucks New University?

For some of our courses you can transfer to the second or third year. Please contact the admissions team to find out if the course you are interested in is eligible.

If so, please make sure you have clear copies of your transcripts and modules studied so the faculties have the most information possible to consider your application. This information can be sent to the admissions team once requested.

Please note for our Undergraduate courses, should you wish to apply for a second or third year of a course, this still needs to be done through ucas.com.

Can I apply directly to one of your courses?

Applications for a full-time undergraduate course must go through ucas.com. However if you are interested in applying for one of our Postgraduate or part-time courses you can find details via this [link](#).

My conditional offer is based on providing qualifications certificates- how do I do this?

Please send clear copies of your qualifications to admissions@bucks.ac.uk. You will also need to provide your name, UCAS number and course you have applied for in the email. If you are taking the qualifications still, please inform the team and we can amend your offer where applicable.

I would like to defer my application, how do I do this?

We are able to defer applicants for certain courses, but not all. If you wished to defer, you are only able to do this once.

Please email admissions@bucks.ac.uk stating your name and UCAS number along with the course you are studying and a brief statement explaining that you wish to defer your application.

We are only able to defer applicants when they hold an unconditional offer. Should you wish to defer for a second year you would need to withdraw your application fully and reapply to the course.

What happens if I don't achieve my results?

Firstly, please don't panic. We review applications on an individual basis. When you receive your results and they are not what you had hoped, please give us a call on **0330 123 2023** and we can discuss the options available to you.

I need to change my contact details on my application, how do I do this?

If you have applied through UCAS you will need to inform them you have changed your details as your information is downloaded to all your University choices. You can contact them on **0371 4680468**.

I have had a long-term illness that has affected my studies, how do I let you know?

If you have been ill or have had something significant affect your studies then please let us know by email as soon as possible. We will also need confirmation from the school, which can either be emailed to us, or sent in the post on letter headed paper with a signature. It's important you let us know so we can also make reasonable adjustments is applicable.

How do I make my choice on UCAS track?

You need to wait until all your universities have made you an offer before you can make your firm and insurance choices.

Once this is done make sure you've done your research and you can pick your firm and insurance on UCAS track. Please note UCAS have a range of deadlines that you must make your decision by. Should you miss your deadline, UCAS may decline your application on your behalf.

I have been made an offer based on a criminal conviction panel- what is this?

If you have declared on your UCAS application that you have a criminal conviction, a member of the Admissions staff will be in touch. If you have any questions about this, please call the Admissions team to discuss.

I have achieved my results and got my certificates what do I do now?

All we need to see now is copies of those certificates. Please send clear copies to admissions@bucks.ac.uk and we can proceed with your application further.

I can't locate my qualifications- what can I do?

We ask to see copies of your qualifications as evidence of your education. If you are a mature student and took your qualifications a few years ago please give us a call.

However if you don't have copies of your qualification and have taken them recently you may need to contact your exam board. In either case, please contact the admissions team to discuss.

How do you check undergraduate, full-time applications?

Bucks have a centralised admissions team. We look through all applications which are made through UCAS and refer them to the faculty if necessary. We look at everything on an individual basis.

Whilst the process can differ for some of our courses, all application decisions are input by the admission team. Please do not hesitate to contact us should you have any questions regarding the process.

I no longer want to take my place up with Bucks New University, how do I let you know?

If you have decided not to study with us and are holding a firm offer with us, you will need to email admissions@bucks.ac.uk with your details to confirm your choice. We can then withdraw your application on UCAS.

Do you accept the Welsh Baccalaureate or an Extended Project?

We would accept these qualifications alongside two A-levels or equivalent.

Do you accept BTEC qualifications?

We do accept BTEC qualifications, but if you are a school leaver, you must have the equivalent of two A-levels. So this would be 2 BTEC level 3 subsidiary diplomas, a BTEC level 3 diploma or a BTEC level 3 extended diploma.

I have qualifications that aren't listed on the UCAS tariff, am I still able to apply?

We look at all applications on an individual basis, but if you are concerned please give the admissions team a call to discuss your qualifications and offer further advice. Please note we also advise on EU or International qualifications we are able to accept.

I have a HND. Can I apply to a top up year?

We accept these qualifications for some of our courses and you may be considered for a top up year. If it is a full-time undergraduate course, you must apply through ucas.com. Please contact the admissions team for further advice and to see if your course is eligible.

General questions:

When should I apply to the University?

UCAS have an official deadline of 15 January which means that any application made through UCAS after this date is considered a late application. We recommend you contact the University to check that we have vacancies if you are applying after this date.

When will I receive correspondence from the University?

Once we have received your application, you will receive a postcard in the mail to let you know we are considering your application.

After this, should you be successful we will instruct UCAS to place a conditional or unconditional offer on for you.

This will appear on your UCAS track. You will also receive a letter in the post informing you that you have received an offer. Whilst there is no set time for us to process applications we endeavour to process them as quickly as we can.

Where is the University?

Bucks New University has two campuses, one in the centre of High Wycombe in Buckinghamshire and the other in Uxbridge, West London. Take a look at bucks.ac.uk/visitingus for directions.

High Wycombe is conveniently located on the M40 and just half an hour away from London on the train. The High Wycombe Campus itself is in the town centre, and just a 10 minute walk from the train station.

Uxbridge is easily accessible by either the Metropolitan or Piccadilly tube line. The campus is just a 10 minute walk from the station.

When will I receive information about accommodation?

Once you have become firm with us we will send you an accommodation pack online around May and June. You will need to fill this in as soon as possible and return this to us. Securing accommodation is on a first come, first served basis.

Please ensure your contact details are kept up to date in order to receive this information.

I have been sent a fee assessment, what is this?

If you have been out of the UK for over three years, live abroad or are considered an international student, you may need to pay international fees. We send you a fee assessment so we can clarify which fees you should be paying.

I would like to visit the University, but cannot attend an Open day; can I still visit the University?

We offer campus tours every weekday at 1pm. You can just turn up or give us a call to let us know you are coming.

When do I receive my timetable?

Timetables are released online, in late August.

How many days a week will I be in?

Every course is different, but full-time undergraduate courses tend to have 12 hours a week contact time. To find out further information about your specific course, please check the prospectus or our website.

I'm an International student- how do I apply?

If you are not classified as a UK or EU student, you may be considered an International applicant. Please see our [International pages](#) or contact our International team on **01494 605010** who be able to advise.

I have a question about my student finance. Who deals with these enquires?

Our Student Centre will be happy to help you. They can be contacted by phone on **01494 603020** or by email thestudentcentre@bucks.ac.uk.