UCAS Clearing Procedure

Clearing Plus

- Make sure you have your clearing number; you can find this on **UCAS track**.

- Starting point - Clearing Plus is now a new feature, this will appear as **'View Matches'** in UCAS Track. Here, you will see universities which have been matched to your application.
    It might be worth starting with the universities that you were previously considering.

- If you find a course you want to be considered for, click the 'I'm interested' button and your details will be passed to the relevant university/college.

- If the university or college still has places, they may reach out to discuss things further and make an offer.

- Once you receive an offer, you need to add it as a Clearing choice in Track so your place is confirmed once it opens at **3pm**.

Calling the university to discuss a place

- Make sure you have your clearing number; you can find this on **UCAS track**.

- **Research** You can still also use the search tool to browse all official Clearing vacancies and contact universities and colleges directly to discuss options

- Call the university, most universities have a 'clearing hotline'.

- Introduce yourself and provide them with your **clearing number**:
    ➢ *"Hello, I am John Deane, I am calling about your clearing vacancy in History, my clearing number is 12345678"*

- Inform them of your situation and what course you would like to study there:
    ➢ *"Unfortunately I didn't get accepted by my firm or insurance choice, as I didn't meet their entry requirements. I received a B grade in English Language, a C grade in History and an A grade in Sociology. I have attended an open day at your university and done some research into the History course, I am really interested in…"*

- Ask if they will accept you:
    ➢ *Would you be able to **accept me** onto your History course with these grades?"*

- Once you have a verbal offer from the university, log onto **UCAS track** at **3pm** and apply to the university.

Space for important information: