



## **Securing your place at university - KEEP THIS FOR REFERENCE**

In advance:

1. Ensure you know your **UCAS personal ID and password**
2. Ensure your **email/ address details** are correct/updated on the UCAS website so you receive all UCAS correspondence - [track.ucas.com](http://track.ucas.com)
3. Ensure you inform UCAS if there have been any changes since your application e.g. if withdrawn from an examination

### **A) CONFIRMATION OF YOUR PLACE**

The moment of truth ... **YOU NEED TO BE IN SCHOOL ON RESULTS DAY!**  
Come to school at **8.30am on Thursday 16 August** to collect your long-awaited results.

What happens next? Look at **TRACK** - you will need your user ID/password to hand.

**PLAN A** EXCELLENT NEWS! You meet the conditions of your *firm* choice offer, you are automatically placed there and UCAS send an email notifying you of an update on Track.

**PLAN B** You meet the conditions of your *insurance* choice offer, you are automatically placed there (there is no need to ring).

If you haven't met the entry requirements, don't assume you will not get your university place. If you narrowly fail to get the grades required, they may still take you. Check first on the UCAS website - TRACK will inform you about the status of your application. Ring up the institution, speak to the admissions tutor and you may find you are still accepted on to the course. You will need to be patient - not all decisions are made on results day.

If you have been offered a place by your firm choice institution you must take up that place or withdraw from this year's application cycle. You cannot turn down the offer and enter clearing unless your university specifically releases you to do so.

**PLAN C** You don't get the grades you hoped for but your university offer you a place on a different course or in a different year. This is shown on TRACK with the symbol UCC. You are not obliged to accept this offer but have only 5 days to reply i.e. accept the revised offer.

**PLAN D** You are not offered a course. Don't panic - you can find a suitable course through clearing which allows you to apply for any course with vacancies ... see below.

## B) CLEARING

You will be able to go through clearing if:

- You hold no offers and have not withdrawn from UCAS **OR**
- Your offers have not been confirmed because you have not got the grades you needed for your firm or insurance choices (and your CF and CI institutions have confirmed they will not offer you a place)

### Summary of key timings

- TRACK is 'frozen' the week before 'A' level results are published.
- The Clearing vacancy list is published on UCAS website at 12.01 a.m. on 16 August. TRACK is 'unfrozen' the morning of 16 August.
- From 3pm on 16 August you will be able to 'Add Clearing Choice' on TRACK (see c and d below)

### What to do

- a) **RESEARCH** - Look at the vacancies - see the UCAS website or The Telegraph newspaper from the 16 August. **Act quickly as courses fill up quickly but remember the decisions you make will affect the next three years of your life** and you need to be sure the course/institution is right for you.
- b) **CONTACT** - Having checked the lists for courses that interest you, **contact the university** direct to ask if they will accept you. You will need to speak to admissions tutors personally and make decisions. They do not want to speak to a parent or teacher. This is why you need to be at home when your exam results come out. You will need to have your Clearing Number when you contact universities (this can be found in TRACK)
- c) **DECIDE** - If you are offered a provisional place you will need to **enter the details on TRACK** by clicking on the "ADD CLEARING CHOICE" button. You can only enter one choice at this stage.
- d) You **MUST** have your results before contacting universities. Only use the "Add Clearing Choice" button when you are ready to accept an offer. This will then become your Firm choice. You **MUST** have contacted the university before entering the choice in TRACK. You will see in TRACK whether your place is confirmed.
- e) There is plenty of extra relevant information on the UCAS website [www.ucas.com/clearing](http://www.ucas.com/clearing)

### **C) ADJUSTMENT / TRADING UP**

Did you do *better* than you expected?

If you exceed the conditions of your FIRM offer, you may be eligible to trade up your place. This will only apply to a small number of students and it is unlikely that competitive courses will have places.

- Go to the UCAS website and search for **Adjustment** - lots of important information here including examples which show if you will be eligible.  
<https://www.ucas.com/ucas/undergraduate/apply-and-track/results/ucas-adjustment-%E2%80%93-if-you%E2%80%99ve-done-better-expected>
- If you register for Adjustment you can keep your confirmed place whilst you research other courses. Remember, the university you want to trade up to must have a vacancy for the course you want. Check the vacancy situation on the UCAS course search facility.
- **You MUST act quickly after Results Day in order to take advantage of this.**
- **The adjustment period runs from 16-31 August - applicants have 5 calendar days to use Adjustment.**

### **THERE IS PLENTY OF HELP TO ACCESS:**

- One useful resource is the Which Guide to Clearing  
<https://university.which.co.uk/advice/clearing-results-day/the-survivors-guide-to-clearing>
- MBO/ MPJ will be available on Results Day
- You can also contact UCAS - their helpline is **0371 468 0468**. You will need your Personal ID
- See the UCAS website plus [www.facebook.com/ucasonline](http://www.facebook.com/ucasonline)

*Good Luck! An exciting future at university awaits you.*

**MBO/TGU May 2018**