

A Guide to Clearing

by Mrs Jones, Post-16 Transition Director

You can use Clearing if you want to apply to university but you **don't have a place**. To apply if eligible, your application will automatically be entered into Clearing. Check 'Track' to see your status. If you are in Clearing, your Clearing number will be displayed.

To be eligible, you cannot be holding any university offers. Check Clearing vacancies on the UCAS website from results day. Contact any university you are interested in. Their numbers are in www.UCAS.com. Prepare questions to ask them, like 'will they be able to offer you accommodation' and 'will they need to see your examination certificates'. Be prepared to explain why you want to go to their university, or attend their course. You'll need your personal ID and Clearing number when you call them. Visit the campus before making the decision, remember you could be there for four years.

If you want to go ahead, enter institution and course details in 'Track'. The university will then be able to look at the application. The university will then make a decision and let UCAS know. UCAS will then display this decision on 'Track'.

If the university accepts you, you will then be sent a confirmation letter in the post, which will explain if you need to do anything else to confirm your place. Keep hold of this letter as you'll need to show it later, to prove you have been accepted.

If the university can't offer you a place, contact another university. Clearing ends at the end of September.

If you don't get a place in Clearing, you can apply next year.

For further advice go to www.UCAS.com.