

HOW TO USE CLEARING

IF YOU HAVE NO OFFERS

1

ASK FOR CLEARING ADVICE

Talk to an adviser at your school, college, centre, or careers office – they can talk you through alternative courses/subjects.

2

SEE WHAT COURSES ARE AVAILABLE

Use the UCAS search tool to find courses – it's the only official vacancy list. If you can't find the course you're looking for:

- consider different subjects – you don't have to stick with your original idea. You could also look at joint honours courses, so you can study a mix of subjects
- keep checking – unis update their course information regularly. You might not find the exact unis/colleges/courses you were looking for – some might be full, but some might get vacancies later on.

3

TALK TO ANY UNIVERSITIES OR COLLEGES YOU'RE INTERESTED IN

Before you add a Clearing choice in Track, call the uni and give them your Clearing number (you can find this in Track), and Personal ID, so they can look up your application.

- Ask if they'd accept you – they might reconsider you (maybe for the same course) even if you applied to them earlier in the year.
 - Get informal offers over the phone – maybe from a variety of universities and colleges – then decide which one you want to accept.
- Take a look around the campus – if you have the time, it's the best way to see what a university/college is like – most will be happy to meet you and show you around. Alternatively, see if they have a virtual tour.

4

ADD YOUR CLEARING CHOICE IN TRACK

Only add a Clearing choice once you have permission from the university or college.

- Click 'Add Clearing choice', and fill in the course details by the date the university/college gave you on the phone.
- This counts as you definitely accepting the offer, so if they confirm, it'll show as an acceptance on your 'Choices' page in Track.
- You can only add one choice at a time, but if the university/college doesn't confirm your place, you'll be able to add another.