



UCAS

International advisers' Confirmation and Clearing briefing 2015

What is Clearing?

Clearing is a service your students can use, to find a place on a course that still has vacancies. Students use Clearing if they have not got a place with their firm or insurance choices, or if they have applied after 30 June.

If they already have their exam results, but don't have any offers, your students can use Clearing until late October. Advise them to discuss their options with universities and colleges, and if they are verbally offered a place, they can add the choice in Track.

How Clearing works

Universities and colleges that still have places on their courses make them available to apply for through Clearing. Students can contact as many of these universities and colleges as they like, to see if they will offer them a place. Your students then need to decide which of these offers they would like to accept, then add the course in Track for the university or college to confirm the place.

How will my students know if they're in Clearing?

If their Track status shows a six-digit Clearing number, they can use the Clearing service. If Track does not show a Clearing number, it might be that their results are still being processed or weren't received by UCAS. Advise your students to talk to the universities and colleges they applied to – they might still be considering them (even if their results are a bit lower than required), or they might need to send their results to them directly.





Terms explained

Here are explanations of some of the other terms that are used throughout Confirmation and Clearing:

Adjustment

If your students' exam results are better than expected and they not only meet, but exceed the conditions of their conditional firm offer, they will be eligible to use Adjustment. This is a service that allows students to reconsider what and where to study. They only have five 24 hour periods (including weekends) to do this.

Confirmation

Confirmation is the name given to the outcome of conditional offers students have accepted. Applicants holding conditional offers are either updated to 'unconditional' or 'unsuccessful', depending on their examination results. If an applicant has not met conditions set by the universities and colleges, they may still be accepted. This depends on how close to their conditions they were, and also if there are places available on the course. If your students are unsure, we would advise them to check with the universities.

Confirmation can happen at any point in the year – although for most UK students this will be on 13 August 2015.

Conservatoires Confirmation

UCAS Conservatoires is the application route for conservatoire-based music, screen, dance and drama courses. As with UCAS Undergraduate applications, many conservatoire places are confirmed after exam results are published. Decisions are also shown in Track.

How to use Clearing

1. Check search.ucas.com for available courses

On the search page, select the option to show courses available in Clearing 2015. When your students find courses they are interested in, they need to remember to research the course and the university/college thoroughly – it is still important to make sure they're choosing a course that is suitable.

2. Talk to the universities or colleges. Your students should:

- give the universities or colleges their Clearing number (located on the welcome and choices pages in Track), and their UCAS Personal ID number, which will let them see their application online
- ask if they'd accept them onto the course they're interested in – even if they applied to them earlier in the year
- get informal offers over the phone or at an education fair – maybe from a variety of universities and colleges – then decide which offer they want to accept

3. Add a Clearing choice in Track

In Track, your students will need to click 'Add a Clearing choice' and fill in the course details. The university or college may give them a deadline, so they'll need to make sure they add the choice by this date.

By doing this, your students are definitely accepting the offer, so if they confirm, it will show as an acceptance on the choices page of Track. Please remind them to only add a Clearing choice once they've had verbal confirmation from the university that they're happy to offer them a place.

If the university or college doesn't confirm their place, they'll be able to add another Clearing choice.



Prepare for Confirmation and Clearing

Please remind applicants to:

- make sure they know their Personal ID and password for Track
- make sure they update their contact details in Track – otherwise they may miss important updates
- regularly check Track – this could avoid the need to call us or their chosen university or college
- not be on holiday when their results are published in August

30 June
deadline reminder

If any of your students are still planning to apply to university or college for September 2015 entry, they can submit an application with up to five choices through Apply until 18:00 (UK time) on 30 June. Any applications received after this date will be automatically entered into Clearing.

When we are available to help you and your students

Below you will find a full list of when our three main points of contact are available during the busiest part of the Confirmation and Clearing period. You may wish to pass this information on to your students. If so, **please do not give them the Schools Team contact number or opening hours**, as these are only relevant to you.

All times stated below are UK time.

Schools Team: +44 330 333 0239

Normal opening hours: Monday - Friday

- 08:30 - 17:30

Extended opening hours:

- Thursday 13 August 07:30 - 20:00
- Friday 14 August 08:00 - 19:00

Contact Centre: +44 330 3330 230

- Tuesday 4 August 08:00 - 18:00
- Wednesday 5 August 08:30 - 18:00 (Normal opening hours resume)
- Thursday 13 August 07:30 - 20:00
- Friday 14 August 08:00 - 19:00
- Saturday 15 August 09:00 - 17:00
- Sunday 16 August 10:00 - 16:00
- Monday 17 August 08:30 - 18:00 (Normal opening hours resume)

Social media

Normal opening hours: Monday-Friday

- 08:30-18:00

Extended opening hours:

- Tuesday 4 August 08:00-18:00
- Wednesday 12 August 08:30-02:00
- Thursday 13 August 06:00-20:00
- Friday 14 August 08:00-19:00
- Saturday 15 August 09:00-17:00
- Sunday 16 August 10:00-16:00

Change to Clearing vacancy display in our search tool

Universities and colleges have asked us to show Clearing vacancies in the UCAS search tool earlier than in previous years. This will improve the Clearing experience for applicants who are not waiting for results, or who receive their results earlier, such as IB students.

We will be displaying Clearing vacancies in the search tool from **6 July**. It is important to remember that Clearing vacancy lists are regularly updated. Just because a course isn't listed with a Clearing vacancy at the beginning of July, it does not mean it won't be available in Clearing later on. Universities and colleges can update their Clearing vacancies at any time until 30 September, so it is important to keep checking.

Please note:

The Clearing vacancy search will be unavailable from 27 July, until the following times:

- At 18:00 (UK time) on 3 August, Clearing vacancies at universities in Scotland will be displayed.
- At 18:00 (UK time) on 12 August, Clearing vacancies for all universities and colleges in the UK will be available again.

Communications to students

We will be providing your students with their own briefing to ensure they are prepared for Confirmation and Clearing. They can also find a wide range of **information on ucas.com**, or by connecting with us on **Facebook** and **Twitter**.





Top tips for your students

To make sure the application process runs smoothly, we suggest your students:

- do plenty of research – there is a lot of useful information on www.ucas.com/clearing where they'll find a video and plenty of advice about the Clearing process
- search for courses with vacancies using our search tool at search.ucas.com
- ensure their contact details are entered correctly in Track
- understand how they will receive their results. UCAS receives the results of some qualifications directly from the exam board – check www.ucas.com/sending-exam-results to see if their qualifications are listed. If their qualifications are not listed, they must send their results to the university or college themselves.

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You can follow us at:



www.twitter.com/ucas_online