

UCAS Teacher Training  
Rosehill  
New Barn Lane  
Cheltenham GL52 3LZ  
[www.ucas.com/teachertraining](http://www.ucas.com/teachertraining)

**Customer Experience Centre**  
0371 468 0 469 (UK)  
+44 330 3330 231 (International)  
08:30 – 18:00 (UK time) Mon – Fri

## **GT12B** **Confirmation**

[title] [initial] [surname]  
[addr 1]  
[addr 2]  
[addr 3]  
[addr 4]  
[postcode]  
[country (if no postcode)]

Personal ID: [pid]  
Username: [username]  
Date: [produced]

Dear [Firstname],

### **This letter requires your action.**

Congratulations [Firstname]! This letter confirms your place on [course/course code], the [course/course\_long\_name] teacher training programme at [course/institution/long\_name].

Your programme will start in [intake/year], subject to you meeting any outstanding non-academic conditions, such as criminal record and health checks. You are now committed to take up this place and you cannot apply to any other providers.

### **This letter is proof of your teacher training place. It is important you keep it safe.**

If you have made a late direct application to this provider, this letter is confirmation of your place, subject to you meeting any outstanding non-academic conditions.

The Department for Education requires you to provide evidence of good health, and undergo a criminal record check. The training provider will ask you to provide a health declaration or to complete a health questionnaire. You will also need to obtain a DBS Certificate from the Disclosure and Barring Service. If you have any questions about the above requirements, you should contact the training provider.

**To confirm whether or not you intend to take up this place, you must contact the training provider at [www.....com].**

If you are replying to the training provider's email address, you must include your:

- full name
- Personal ID
- Training programme code
- Reason for not taking the place (if applicable)

When you accepted the offer of a place on this training programme, a contract was made between you and the training provider. If you have changed your mind, please read the information below which explains what you need to do next, depending on what you want to change.

We wish you every success with your training.

Yours sincerely

UCAS

**If you've accepted an unconditional offer which was never conditional, and you now want to accept a place at a different training provider.**

If you accepted the unconditional offer within the last 14 days, you have the right to decline it if you let us know straight away. [Contact us](#) to decline your offer and to discuss your options about accepting a different offer. After the 14-day period, you can only change your mind and not take up this place with the permission of the training provider whose offer you have accepted. To arrange this, you will need to contact them and us.

**If you've accepted a conditional offer which is now unconditional, and you want to accept a place at a different training provider.**

If you don't want to take up this place, you can use Apply 2 to apply for other training providers, but only with permission from the training provider whose offer you have accepted. To arrange this, you will need to contact them and us. Our [contact details](#) are on our website.

**If you want to defer your entry to 2019.**

You must contact the training provider to discuss deferring your entry. If they agree, they will update your application accordingly and you will be able to see this in Track. However, you will not be able to apply for **any** other training programmes this year, or send a new application for training programmes starting in 2019. If you later change your mind and don't want the place at all, you can withdraw from the offer by completely withdrawing your application or, if you've been holding the deferred place for a long time, by contacting the training provider and [us](#) to arrange this.

**If you want to change the training programme but not the training provider.**

You must contact the training provider to discuss this. If they agree to the change, they will update your application accordingly and you will be able to see this in Track.

**If you no longer want to train to teach.**

You can completely withdraw your application in Track, but you won't be able to send another application for training programmes starting in 2018. After withdrawing your application, you can send a new application for training programmes starting in 2019.