

## Clearing sheet

UCAS ID Number: \_\_\_\_\_

Primary choice course code: \_\_\_\_\_ Admissions phone number: \_\_\_\_\_

Secondary choice course code: \_\_\_\_\_ Admissions phone number: \_\_\_\_\_

1. **The night before!** Look up the phone numbers you might need to call the universities (most, if not all, will have a page on their website dedicated to this). Make sure the login for the UCAS portal is working and have the course reference codes available because some universities will need these as well.
2. **The big day.** Collect your results, while the UCAS portal will tell you if you have been confirmed in your primary or secondary choices it will not give you your grades. You will need these grades to speak to other universities so get them as soon as possible.
3. If you did not get what you wanted: **Breathe and don't panic!** I went through clearing, and it all worked out in the end. The most important thing is that you are focussed and have a plan.
4. Login to the UCAS portal and check your status. The portal says that it will be updated at 8:15am in the morning but it can take longer.
5. Phone your primary choice immediately. The candidate will need to do this, but an adult or trusted friend can be there to provide support and prompts. There will be spaces (not necessarily on your chosen course), so you need to show that you really want to go to your primary choice.

### How to show that you really want to go to their university:

- Talk about how much you want to go to your primary choice.
  - Ask if there are any additional tutoring available if you have missed a grade
  - Are there any related courses that you could take?
  - Be open minded and don't be afraid to ask questions!
  - If you get a verbal offer, ask about time scales, when should you see an offer on the UCAS portal?
  - Will you receive a follow-up email offer?
6. Depending on how the conversation goes with your primary choice you can either celebrate or move on to your secondary choice. I assume here you have missed the grades for the secondary as well.
  7. Call your secondary choice on their admissions number. You need to sell yourself as you did for your primary. For points 5a,5b,5c,5d, 5e.
  8. Once you have spoken to your primary and secondary choices you should either have an offer or not. If not then it is time to look at the list of available places on the UCAS portal, you might be surprised about what is available. Again, keep an open mind but do some research on the University that you want to go to as you will be spending 3-4 years of your life at this place so finding out as much as possible is a good idea. Think about related courses for example if you applied for Economics then think about Management studies with Economics or Maths and Economics etc.
  9. **Accommodation** Once you have been offered a place and accepted it the next challenge will be accommodation. I strongly suggest that you apply for this as soon as you have accepted your place!

