

## Top Tips for Clearing

To ensure the application process runs smoothly we suggest your daughter or son:

- does plenty of research – there is a lot of information and useful links in the Results section at [www.ucas.com/examresults](http://www.ucas.com/examresults).

Doing that all-important preparation will help them make the right decisions

- keeps up-to-date with the progress of their application and replies to offers as soon as possible
- gives us the correct contact details and keeps them up-to-date
- understands the exact conditions of their offers, so they are able to make the right decisions when exam results are published
- fully understands how they will receive their results. Exam results are not shown in Track, it will only show whether or not an application has been successful. If their qualification is NOT listed at [www.ucas.com/sendingexam-results](http://www.ucas.com/sendingexam-results) they must send their results to the university or college themselves. They must not send them to UCAS. Visit [www.ucas.com/sending-exam-results](http://www.ucas.com/sending-exam-results) for more information.

### The importance of checking Track

Track ([www.ucas.com/track](http://www.ucas.com/track)) will update your son or daughter with the status of their application – it should be the first place they look. Once they have their results, will update to reflect the university decisions. If Track shows a place is confirmed, it is not necessary to call UCAS.

### Options when they get their results

If your daughter or son's grades are different to their original expectations, there are two scenarios.

#### 1. Adjustment

If their **exam results turn out to be better than expected** and not only meet, but exceed, the conditions of their conditional firm offer, they have the option to use Adjustment. This allows them to register and apply for other aspirational courses in a five-day window, whilst holding their original confirmed place.

Visit [www.ucas.com/adjustment](http://www.ucas.com/adjustment) for more information.

#### 2. Clearing

This will be an option if they have been **unsuccessful in gaining a place with either their firm or insurance choices**.

Even though they can't approach a university for a Clearing place until they have their results and they have been made unsuccessful by the universities they applied to, it's worth doing some research in advance to consider the types of courses that could be an option. This could save time if they need to use Clearing in the future.

Because they will deal directly with university admissions staff in Clearing, they should treat the process as a mini interview. Nothing can be gained from a speculative phone call with little or no understanding of the course or university, particularly during Clearing – it is still a competitive process and should be viewed as such. Visit [www.ucas.com/clearing](http://www.ucas.com/clearing) for more information.

If your son or daughter has signed up to our **direct contact service**, please make sure they don't wait for calls from universities and colleges with potential offers. They should follow the usual Clearing process and do their own research and make calls. If they haven't applied through UCAS it's not too late. They can submit an application to go into Clearing between 1 July and 20 September 2016.

### **Parent newsletter**

If you haven't already done so sign up for the **UCAS parent newsletters** so you can help your daughter or Son with their application. These have updates and information about the application process – it's not too late to help them during these last few weeks.

### **Parent guide**

For full details about UCAS applications, download a copy of our **parent guide**. It has information about exam results, Clearing, Adjustment as well as starting university. It's a must for the final few weeks before they're off!

### **Further guidance**

We are hosting online web chats, posting important reminders on Twitter ([www.twitter.com/ucas\\_online](http://www.twitter.com/ucas_online)) and answering questions on Facebook ([www.facebook.com/ucasonline](http://www.facebook.com/ucasonline)). These resources are staffed by experienced UCAS advisers and provide answers to the most common questions. Of course, for more specific queries, the UCAS Customer Experience Centre still offers one-to-one advice. To get in touch call **0371 468 0 468** (international: +44 330 3330 230).

### **Useful websites**

<https://www.ucas.com/ucas/undergraduate/apply-and-track/key-dates>

<https://www.ucas.com/ucas/undergraduate/apply-and-track/track-your-application/replying-your-offers#dates>

<https://www.ucas.com/advisers/managing-applications/exam-results>