

[www.connexions-tw.co.uk](http://www.connexions-tw.co.uk)

# Clearing 2009

connexions

Clearing is how universities and colleges fill their remaining vacancies. If you don't get the exam results you had hoped for and your offer is not confirmed, as long as you're flexible and have reasonable grades, you could find another course through Clearing.



Your future  
**STARTS  
NOW!**

## Who is Clearing for?

You are eligible to enter Clearing if you applied in the current application year and if any of the following apply:

- you have not withdrawn your application
- you hold no offers
- your offers have not been confirmed because you have not met the conditions (eg, you have not achieved the required grades)
- you declined your offers or did not respond by the due date
- your offers have not been confirmed and you have declined any alternative offers from the same university
- you applied after 30th June (11th June for Route B art and design courses)

If you only made a single choice on your original application, you must pay the full application fee to apply to other universities and colleges through Clearing.

If you have not yet applied through UCAS, you can still complete an application until 21st September. You will automatically be entered into Clearing so you should not fill in any choices on your application.

## When does Clearing take place?

Clearing takes place from mid-July until late September.

## How does Clearing work?

Use the UCAS website **www.ucas.com** to keep up-to-date with your progress and reply to your offers. Click on **'Track progress'** to log in to **Track** - you will need your Personal ID and the same username and password you used to complete your application.

Check **Track** to see if you're eligible to use Clearing, as UCAS will not let you know direct. If you are eligible for Clearing an **'Add Clearing choice'** button will appear on your **Track 'Choices'** screen which you can use to apply for a course.

## How to secure a place in Clearing

Talk to as many universities and colleges as you wish during Clearing - don't feel that you have to accept the first offer that you receive.

Talk to your **Connexions Personal Adviser** at your school, college or local Connexions Centre. They can help you decide which courses and subjects would be most suitable for you.

Find out which courses have **vacancies**. Official vacancy lists are published on the UCAS website and in the national media from Thursday 20th August (Wednesday 5th August for Scottish vacancies only). You don't have to stick to the subject choices you made originally.

The lists are updated continually, but not all courses have vacancies in Clearing and some vacancies may be filled quickly. Although there is no guarantee that places will be available on any particular course, a course that is full may have vacancies later. **Keep checking the vacancy list for the latest information.**

Once you have your exam results, **contact universities and colleges that interest you**. You can contact universities and colleges about the possibility of gaining a place through Clearing. If you declined an offer earlier in the year, you can contact them again to see if they will accept you in Clearing, either for the same course or another.

Admissions staff will normally work longer hours, including weekends, to take Clearing enquiries from students. Deal with your Clearing application like a job application - treat it seriously and don't leave it to your parents or friends to sort out. During Clearing, you need to be available in person to talk with admissions tutors and to make decisions. Plan your summer holidays so that you are at home when your exam results come out.

Your **Clearing Number** is displayed on the **'Welcome'** page and **'Choices'** page when you enter **Track** on the UCAS website. When you contact a university or college they will ask for your Clearing Number to confirm that they can consider you in Clearing. They can then view your complete application immediately.

When you are speaking to different universities and colleges, you may be informally offered several places. **You will need to decide which offer you want to accept.**

If an institution provisionally offers you a place in Clearing, they will give you a date by which you must enter their course details on **Track**.

If you want to be formally considered, you need to click on your **'Add Clearing choice'** button and enter the institution and course details. You can only enter details for one choice. Only enter a Clearing choice if the university or college has provisionally offered you a place on the course and you would like to accept it. If you enter a Clearing choice without discussing it with the university or college, this may delay the progress of your application.

UCAS will let the university or college know that you have entered their details on **Track**. If you are accepted, the acceptance will be displayed in the **'Choices'** section of **Track** and UCAS will write to you to let you know your place is confirmed. The **Confirmation letter** will explain whether there is anything further you need to do. The confirmation letter means that you have officially gained a place. By taking up this place, you accept the institution's terms and conditions. You cannot apply to another university or college in the UCAS application cycle for 2009 entry.

If you are not accepted, the **'Add Clearing choice'** link in **Track** will be reactivated so that you can apply to another choice in Clearing.

## **Where to find Clearing vacancies**

UCAS offer an interactive course vacancy service on their website **www.ucas.com** from Wednesday 5th August (for Scottish vacancies only) and from Thursday 20th August (for all vacancies) until Monday 21st September. Vacancy listings are updated continually throughout the Clearing period.

Vacancies will be listed in **The Independent** and **The Independent on Sunday** from Thursday 20th August to Friday 28th August, Thursday 3rd September and Thursday 10 September.

Scottish listings will be published on Wednesday 5th August in Scotland only.

All Connexions information products can be supplied in large print, audio, Braille or languages other than English. If you require this service or would like more information please contact your local Connexions Centre.

Clearing information provided by UCAS and reproduced with kind permission. For more information visit **www.ucas.com**.

## Top Tips for Clearing Success

- Plan your summer holiday so you are available when your exam results come out - you need to be available in person to deal with admissions tutors and make your decisions.
- Don't panic and take the first course that is offered to you. Universities and colleges hold open days throughout the summer so you can find out if it's the right place for you. Remember that vacancies can be filled right up until the courses start, so never give up in your attempts to gain a place on a course that interests you.
- Keep a note of your UCAS Personal ID and the username and password you used to complete your application. You will need these to track your progress in Clearing.
- If you haven't applied for a place at university or college, but your grades were better than expected, you could still apply for course vacancies in Clearing.
- Clearing is not an option if you have withdrawn from the UCAS scheme, if your conditional offer has been confirmed or you decide not to take your confirmed offer.
- If you have accepted your firm offer, but are having second thoughts, speak to the university or college admissions staff. You won't normally be able to withdraw and then go through Clearing (if you have exceptional circumstances, you should contact UCAS to ask for advice).
- Talk to your Connexions Personal Adviser at your school, college or local Connexions Centre. They can offer you impartial information, guidance and advice to help you make all the important decisions.
- Watch the 'how to' video guide about Clearing at **[www.ucas.tv](http://www.ucas.tv)**.

For more information about courses, universities, colleges and Clearing, visit the UCAS website **[www.ucas.com](http://www.ucas.com)**.



# Connexions Centres

## Interchange Centre Gateshead

Direct Line **0191 433 6800**

Opening times

Mon-Fri 9.30am-5.30pm

## Newbottle Street Houghton-le-Spring

Direct Line **0191 443 2972**

Opening times

Mon and Fri 10am-4pm

Tue and Thur 10am-5pm

Wed appointments only

## Percy Street Newcastle upon Tyne

Direct Line **0191 277 1944**

Opening times

Mon-Fri 9.30am-5.30pm

Sat 10am-5pm

## Russell Street North Shields

Direct Line **0191 290 0415**

Opening times

Mon-Fri 9.30am-5.30pm

Sat 10am-3pm

[www.connexions-tw.co.uk](http://www.connexions-tw.co.uk)

## Ocean Road South Shields

Direct Line **0191 424 6630**

Opening times

Mon-Fri 9.30am-5.30pm

Sat 10am-3pm

## Fawcett Street Sunderland

Direct Line **0191 443 2950**

Opening times

Mon, Wed 9.30am-5.30pm

Tue, Thur, Fri 9.30am-5pm

## The Galleries Washington

Direct Line **0191 443 2986**

Opening times

Mon, Wed, Thur 10am-5pm

Fri 10am-4pm

Tue appointments only

## Connexions Direct

Call free on **080 800 13 2 19**,

text **07766 4 13 21 9** or visit

**[www.connexions-direct.com](http://www.connexions-direct.com)**.

Open 8am-2am, Mon-Sun