

# The UCAS Clearing process



If you're applying through Clearing, find out what to do, and how to apply.

All information taken from <https://www.ucas.com/events/2020-entry-clearing-opens-348886>

## UCAS Clearing – Opens 6<sup>th</sup> July

Clearing is how universities fill any places they still have on their courses. Clearing vacancies are displayed in the [UCAS search tool](#)

From **6<sup>th</sup> July – 20 October** you can apply for a course using Clearing if you're not already holding an offer from a university or college, and the course still has places.

You can use Clearing if:

- you're applying to UCAS after 30<sup>th</sup> June
- you didn't receive any offer (or none you wanted to accept)
- you didn't meet the conditions of your offer
- you've [declined your firm place](#) using the 'decline my place' button in Track

## New for 2020 – Clearing Plus

If you find yourself in Clearing this year, UCAS will personally match you to courses you may be interested in, using what they know about you from your application, and what universities and colleges are looking for in a student.

If you're unplaced or have started a new application, a button will appear in Track – 'My matches'. This will take you to your top 50 course matches. You'll then be able to tell universities and colleges you're 'interested' in their courses. If they still have vacancies and you meet their entry requirements, they may call you.

Don't worry, if you want to apply for something different you can still find courses available in Clearing using our search tool.

## How do I apply using Clearing?

**If you haven't already applied**, you first need to register and make a UCAS application. Unlike applying before Clearing, you'll only be able to add a choice after you've submitted your application. UCAS will send you a welcome email, with details of how to access Track, and your Clearing number.

## 1. Ask for advice

Talk to an adviser at your school, college, centre, or careers office – they can talk you through alternative courses/subjects. You'll find everything you need to know about the Clearing process on [ucas.com](https://ucas.com).

## 2. See what courses are available

Use the [search tool](#) to find courses – it's the only official vacancy list, so it's the most up-to-date. If you can't find the course you're looking for:

- consider different subjects – you don't have to stick with your original idea. You could also look at joint honours courses, so you can study a mix of subjects
- keep checking – unis update their course information regularly. You might not find the exact unis/colleges/courses you were looking for – some might be full, but some might get vacancies later on
- check the course details – how is it structured each year? What modules make up each year? What are the entry requirements?

## 3. Talk to any universities or colleges you're interested in

Before you add a Clearing choice in Track, you need to call the uni and give them your Clearing number (you can find this in Track), and Personal ID, so they can look up your application.

- Ask if they'd accept you – they might reconsider you (maybe for the same course) even if you applied to them earlier in the year.
- Get informal offers over the phone – maybe from a variety of universities and colleges – then decide which one you want to accept.
- Ask about accommodation options – is there any on-campus?
- Take a look around the campus – if you have the time, it's the best way to see what a university/college is like – most will be happy to meet you and show you around. Alternatively, see if they have a [virtual tour](#) or a [virtual open day](#).

## 4. Add your Clearing choice in Track

Only add a Clearing choice **once you have permission** from the university or college.

- Click 'Add Clearing choice' and fill in the course details by the date the university/college gave you on the phone.
- This counts as you **definitely accepting the offer**, so if they confirm, it'll show as an acceptance on your 'Choices' page in Track.
- You can only add one choice at a time, but if the university/college doesn't confirm your place, you'll be able to add another.

*UCAS Conservatoires do not use Clearing to fill vacancies. If you're looking for a place at a conservatoire, please search for available courses in the conservatoires [search tool](#). You'll also need to check with the conservatoire if they're still accepting applications, before you apply.*

## FAQs

### How will I know I'm in Clearing?

You'll know you're in Clearing if your Track status says 'You are in Clearing' or 'Clearing has started'. Or, you follow the on screen prompts to [decline your firm place](#), and your Track status then says 'You are in Clearing' or 'Clearing has started'.

### Where can I find my Clearing number?

If you're eligible for Clearing, your Clearing number will be on the welcome page and 'Your choices' section of Track.

### I think I'm in Clearing, why don't I have a Clearing number yet?

If Track doesn't say 'You are in Clearing' or 'Clearing has started' it might just be waiting for your results to update. Get in touch with the universities/colleges if it's taking a while – they might still be considering you, even if your results are a bit lower than required

### How much does it cost?

If you originally only applied for one course for the reduced fee of £20, you'll have to pay an additional £5 to apply through Clearing. (For 2021 entry, the additional cost will be £6.)

### When can I use Clearing?

- It's available July to September each year (**the deadline this year has been extended to 20 October**)
- If you already have your exam results but you have no offers, you can use Clearing from July.
- If you had conditional offers but your exam results didn't go to plan, you can use Clearing from results day, when Clearing vacancies will be listed in the UCAS [search tool](#).
- If you're eligible, you can add a Clearing choice from 15:00 (UK time) on A level results day (13 August).
- If you are holding a firm unconditional place but have changed your mind, you can [decline your place in Track](#).

### Where can I find Clearing vacancies?

All Clearing vacancies are listed in our [search tool](#) from July. They are updated regularly by the unis until mid-September.

### How do I add a Clearing choice?

Go to the 'Your choices' section of Track and click 'Add Clearing choice.' Then enter the details of the course.

Only add a Clearing choice if you've been given permission by a uni.

## **How do I reply to a Clearing offer?**

You don't need to reply to a Clearing offer. Once you add the choice, it's then up to the uni to confirm your place in Track.

## **I don't want my firm choice, can I use Clearing?**

Yes. If you change your mind and no longer want to go to your firm choice, you can use the 'decline my place' button in Track – [find out more](#).

## **Why hasn't Track updated?**

Track will update once the university makes a decision. If you've met the conditions of your offer, your place will be confirmed soon.

## **Can I swap my firm and insurance choices now I've got my results?**

No, you can't swap your firm and insurance choices.

If you now want to go to your insurance choice, you need to go through Clearing. You need to check with your insurance choice uni that they can accept you in Clearing.

## **Looking after your wellbeing**

If you would like help with looking after your wellbeing during Clearing, the Charlie Waller Memorial Trust has some practical [advice and tips to manage anxiety and stress](#).

**Any questions, please contact Mrs Joyce on**  
[gjoyce@stjohns.excalibur.org.uk](mailto:gjoyce@stjohns.excalibur.org.uk)