

Clearing and adjustment guide for students

Clearing

If neither your firm nor your insurance university confirms your place on Results Day, you become eligible for entering Clearing, which allows you to contact universities directly and secure a place over the phone. There is no limit to the amount of universities you may contact and you can receive multiple offers before making a decision.

It is essential that you enter Clearing as soon as possible on the day. Last year it was reported that most top university places were taken by 11am. To this end, the school will be **open from 8am on Thursday, August 13th and we strongly recommend you come in at that time.**

In order to prepare for Clearing, we recommend you take the following steps:

Over the summer:

- Research universities and courses you are interested in with entry requirements **below** your insurance offer. Use the UCAS Search function to do so and select 'Extra courses' (i.e. courses that still have places available)
- Make a list of your top 5 choices to cover all eventualities.
- Be aware that some universities might not have places left in the exact course you are interested in but might still have places on similar courses.
- Make a rough plan of what you will be saying to the admission tutor on the day – why you chose the university and the course and what qualifies you for it.
- Prepare some questions to ask the admission tutors on the day. Don't forget to ask about student accommodation availability.
- If you have a smart phone, download the Clearing App available from The Telegraph that enables students to search for live course vacancies at hundreds of universities and colleges and is available to download free from iTunes and Google Play.

On Wednesday, August 12th:

- Universities receive your Results on Wednesday. This means that in some cases (but not all!), your UCAS Track will be updated at midnight or very early Thursday morning with confirmation of your place. Make sure you check it!

For Thursday, August 13th – Results Day:

A step by step Clearing guide will be available to you on the day and staff will be on hand to support you with the process.

- Come into school at **8am**.
- If you have a smart phone, download the Clearing App. Also buy a copy of the Telegraph and bring it to school with you.
- Make sure you bring your mobile phone. There will be landlines available but universities might ask to call you back on your phone.
- Make sure you have:
 - Your UCAS Track username and password.

- Your UCAS Clearing number (the six-digit number starting with the letter 'C' displayed in UCAS Track)
- Your UCAS Personal ID (the 10-digit individual number assigned to each applicant when they register on UCAS Apply);
- Your address and postcode;
- Your GCSE and A-level results.

Adjustment

If you have achieved higher grades than those requested by your firm choice by at least one grade, you are eligible to enter Adjustment. This allows you contact other universities you might be interested in (with higher entry requirements) and secure a place over the phone.

Many top universities have places available through Adjustment so this is a great chance to shop around if you have achieved better than expected.

By entering Adjustment, you do not put your confirmed firm place in jeopardy. The confirmed place is safe and you will only lose it once you've confirmed to UCAS that you'd like to go elsewhere and the university in question adds itself to your application.

You have 5 days, including weekends, to use Adjustment (13th – 31st August 2015) but be aware that the best places are filled up very quickly.

In order to prepare for Adjustment, we recommend you take the following steps:

Over the summer:

- Research universities and courses you are interested in with entry requirements **above** your firm offer.
- Make a list of your top 5 choices to cover all eventualities.
- Make a plan of what you will be saying to the admission tutor on the day – why you chose the university and the course and what qualifies you for it.
- Prepare some questions to ask the admission tutors on the day. Don't forget to ask about student accommodation availability.

For Thursday, August 13th – Results Day:

A step by step Adjustment guide will be available to you on the day and staff will be on hand to support you with the process.

- Come into school at **8am**.
- Make sure you bring your mobile phone. There will be landlines available but universities might ask to call you back on your phone.
- Make sure you have:
 - Your UCAS Track username and password.
 - Your UCAS Personal ID (the 10-digit individual number assigned to each applicant when they register on UCAS Apply);
 - Your address and postcode;
 - Your GCSE and A-level results.