

Applying Through UCAS Extra and Clearing

UCAS Extra

UCAS Extra is a free service, open between **25th February and 4th July** which enables you to add an additional choice if you have already **used all 5 choices** on your original application and **are not holding an offer**. UCAS will send you all the details you need if you become eligible and you will see the option to 'Add an Extra choice' on your application. The courses at each university willing to consider these applications will be available on the UCAS website.

Factors to Consider:

- You can use Extra if you were not accepted at any of your choices or have declined the offers you received
- Courses available on UCAS Extra differ yearly, and availability changes rapidly
- Contact the university/college to see if they will consider you. Have your UCAS ID, course code and original application to hand. They may ask questions about your personal statement
- Add the new course in your UCAS hub – you can only add one choice at a time
- Add a subsequent choice if you decline an offer, or are unsuccessful

Remember...

- Your chosen institution should try to make their decision within 21 days, but sometimes they need longer
- Accepting an Extra choice means you will not be able to use Extra further
- Reply to the offer by the date shown in your hub or it will be automatically declined
- By accepting an offer in Extra you are committing that you will be placed with the chosen institution if you meet the conditions of their offer.

Clearing

Clearing is the process of matching university applicants to courses with spaces. To be eligible for Clearing you must be applying for an undergraduate course through UCAS and not be holding any other offers. Clearing is open to anyone holding A Level, Applied or equivalent qualifications.

You can apply for a course using Clearing on the UCAS website from the **5th July - 17th October 2023** if you:

- Are applying through UCAS after 30th June
- Did not get an offer from your firm or insurance university choices on results day
- Changed your mind about your offers and used **Clearing Self-Release**

However, you cannot be allocated a place in Clearing until you have received your Level 3 results.

Clearing Self-Release allows students who are already holding a university place to release themselves into Clearing rather than wait for their original choice of university to release them. Self-release is available from early July.

Clearing Plus is a service offered by UCAS which suggests Clearing courses that you might be interested in using what UCAS know about you from your application, and what universities and colleges are looking for. A button will appear in your application called 'My matches' detailing your top 50 course matches. You will then be able to tell universities and colleges if you are interested in their courses and institutions are able to directly contact you if you express an interest.

On results day, Clearing is operated on a first-come-first-served basis so if you are considering using the service you will need the following to hand before calling each institution's dedicated Clearing line:

- Your UCAS ID number
- Your Clearing number displayed within your UCAS hub
- The course code and institution code
- Your A Level and Applied results plus your GCSE results

University and college hotlines will be extremely busy so you will need to persevere.

Each institution may ask you some basic interview questions such as "*Why are you interested in this course?*", so it is good to consider your answers in advance. However, it is essential to have your own questions ready:

- Ask about accommodation options – is there any on-campus?
- Do you have the time to visit the institution and is someone available to show you around? Alternatively, see if they have a virtual tour or a virtual open day.
- Get informal offers over the phone – maybe from a variety of institutions – then decide which one you want to accept

You will be able to add a Clearing Choice from **1pm** on results day.

Remember...

- 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 provided on the phone
- This counts as you definitely accepting the offer, so if the institution confirms this, it will show as an acceptance on your 'Choices' page in your application
- If the university/college confirms your place you can start looking into what type of accommodation is available
- Clearing can seem a daunting process but it provides the opportunity to find a course which is a great match for you. Be prepared to be open-minded, persistent and avoid making rash decisions.

Essential Reading

[UCAS Extra](#)

[Learn how Clearing works & find a new place](#)

[University Clearing 2023 | Prospects.ac.uk](#)

[UCAS Document- Results Day Advice](#)

Careers Advisers will be available in school on results day. You can also call us on 01423 815834 or email us at careersstaff@staidans.co.uk. We will be happy to help.

Careers Department

St. Aidan's and St John Fisher Associated Sixth Form

