

WHAT IS CLEARING?

Clearing can be a confusing time for many people. If you're unsure about what clearing is, and what the process includes, then this handy guide should help.

Have a question about Clearing?
Call the Clearing Helpline on
0300 131 9292 or email
clearing@UA92.ac.uk



**UNIVERSITY
ACADEMY 92**
MANCHESTER

WHAT IS CLEARING?

Clearing is a great opportunity for those who didn't meet conditions of their original university offers, or have simply had a change of heart, decided to choose to study somewhere else or those who haven't started to apply yet.

It's not just A-level and BTEC results day either, like many believe it to be. Clearing actually runs from 5 July to 19 October. So, if you're not waiting for results, you can start your search straight away.

It gives applicants the chance to find themselves a place on a course that hasn't yet been filled. It's definitely not a case of applying for courses that nobody wants!

You're eligible for Clearing if:

- You apply to university after 30 June.
- You're not holding offers from any of the universities you've applied to.
- You don't meet the conditions of your firm or insurance choices.
- You have declined your offers and want to go elsewhere.



THE CLEARING PROCESS LOOKS A LITTLE LIKE THIS...

1

Results

If you have the relevant qualifications or received your results early, you can start the clearing process from the 5 July. Check if you're eligible to make a direct application first (see page 4). For most, it will be a case of waiting for results day in August.

2

UCAS

From 8:30am on Tuesday 10 August you can login to UCAS Track and check if your place, at your firm or insurance choice, has been confirmed. If it hasn't, don't panic. You'll automatically enter into clearing and you can start your search for suitable courses with available places.

3

Research

There's no need to make any hasty decisions. Use the UCAS Search Tool to look for vacancies at different universities and see if any of them are of interest to you. If you search for UA92, you'll see all the courses that we still have vacancies for.



4

Contact

When you've found a course you're interested in, it's time to make direct contact with the University or higher education provider. If the course is at UA92 you can simply give us a call on **0300 131 9292** or email **admissions@ua92.ac.uk**.



5

Offer

If you meet the entry requirements you'll be made an informal offer over the phone and we'll send you an email to confirm. We'll also give you guidance on what to do next.



6

Accepting

To accept the offer, simply log into UCAS Track. You'll be given an option to 'Add a Clearing choice.' You'll need the institution code (UA92 is U01) and the course code (see table below). You will only be able to add a clearing choice in UCAS Track after 2pm on results day.

Subject	3 Year Code
Accounting and Finance	N921
Accounting and Business	N621
Business Studies	N922
Software Development	C621
Journalism	P921
Media and Communications	P922
Physical Education	X921
Sports Journalism	P920
Sports Management	N291
Sports and Exercise Science	C921
Sports Media & Communications	P925

You can only add one clearing choice on UCAS Track at a time. You can't add another, unless you've been unsuccessful with the first one.

If you change your mind, you will need to ask the university to cancel your place so you're able to add another clearing choice.

If you selected the single application fee, you'll need to pay UCAS an additional £5 to go through Clearing.

WHAT IF I'M NOT USING UCAS, BUT I'VE DECIDED I WANT TO GO TO UNIVERSITY?

If you're not using UCAS, you can still apply during the clearing period! Whenever you get your results, or if you already have them, you can get in touch with us at admissions@UA92.ac.uk, and we can provide you with an application form so you can apply directly to us.

Remember, choosing a course and university through clearing is not a bad thing, it can help provide a new path and opportunity that you might not have otherwise considered. If you need any more help with the clearing process, feel free to get in touch with our admissions team at clearing@UA92.ac.uk.



CLEARING GLOSSARY

Clearing

A period from 5 July to 19 October that allows you to make a late application to a different or new university.

UCAS

The Universities and Colleges Admissions Service – the main system you can use to apply to university.

UCAS Search Tool

A search function on the UCAS website you can use to see which courses have vacancies in clearing.

UCAS Track

A personalised section of the UCAS website where you can login and see the status of your applications.

Personal ID

A 9- or 10-digit number starting with 1, assigned to you by UCAS, which helps universities find your details.

Clearing Number

If you're entered into clearing, you'll find your clearing number by logging into UCAS Track.



Level 2 Qualifications

If a university asks about your Level 2 qualifications, they're referring to your GCSEs or anything equivalent to them (Functional Skills Level 2 etc)

Level 3 Qualifications

These are qualifications such as your A Levels and BTECs or equivalent.

Unconditional Offer

This is the type of offer a university might make you if you apply. It means that if you meet all the academic conditions for the course, you're guaranteed a place.

Conditional Offer

Another type of offer a university might make you if you apply, however your place is dependent on whether your results meet the entry requirements.

Insurance Choice

If you've applied to more than one university and have received multiple offers, then you can also make an insurance choice as well as your first choice. Your insurance choice is often where you'd like to go should you not make it into your first choice.

Firm Choice

Once you've got your offer after you've received your results, you can accept it by making it your Firm choice. This means that you're accepting that offer and you're going to the university, congratulations!

