

UCAS Guidance Booklet

2021 entry

What Happens Next?

Contents

Sub-topic	Page
Track	3
Receiving offers	4
Replying to offers	5
Interviews	6
Admissions Tests	7
UCAS Extra	8
UCAS Clearing	8
UCAS Adjustment	9
FAQs	10-13

Track, Offers, Interviews and Tests

UCAS Student helpline 0871 4680468

Track

- The Track system is part of UCAS: it is a way of finding out how your application is progressing and will enable you to reply to any offers you receive.
- You can log into Track once you have received your welcome email from UCAS. It can be accessed via a link on the UCAS website.
- You will need your ID Number, Username and Password to log onto the Track system. Please check this regularly, as all offers you get will appear on Track. UCAS will email you to the email address provided with any updates.
- No one else has access to your Track, so if you need any help with the system please bring along your log in details.
- For more information see the 'Introduction to Track' video guide on the UCAS website, www.ucas.com

Receiving Offers

UCAS will start sending your application to your chosen universities/colleges as soon as they receive it. No university will know where else you have applied.

- The universities/colleges will reply to your application at different times. Please do not worry if you haven't heard from a university/college straight away, some will take longer to reply than others.
- Some will reply within a couple of weeks, it may take others a couple of months. There are five types of reply/offer you will receive:
 - **Unconditional Offer** - you are offered a place regardless of what grade you achieve on your current course. This is a rare reply and normally only given when you have already gained the qualifications you need to meet the entry requirements of that course.
 - **Conditional Offer** - this is a common reply, where the university would like to offer you a place on the course as long as you gain the needed points/grades asked for.
 - **Unsuccessful** - the university is unable to offer you a place. Your Track page may give feedback to explain this decision.
 - **Referred** - this is a common reply, all this means is that your university is still considering your application, and has not yet made a decision.
 - **Withdrawn** - this will appear on Track if either you or the university has withdrawn from a course. The reason for this should be on Track - for example, not replying to correspondence from universities or not attending an interview.

Replying to Offers

You can only reply to your offers once you have received decisions from all of your choices.

- **Firm acceptance** - this is your first choice. If you are holding an unconditional offer you don't have to do anything further, you're in regardless of your grades/points. If you have a conditional offer you are accepted onto that place but depending on you achieving the entry requirements.
- **Insurance acceptance** - this is your second choice and is a back-up option if you don't get the grades/points you need to get into your first choice. You should not choose an insurance choice that has a higher offer (higher grades, more points) than your firm choice. However be realistic and make sure this is somewhere you would be happy to go to.
- **Decline** - once you have made your decision about your first and second choices, you will then need to decline any other offers you are holding.

Please think carefully about these decisions. You must be happy with both of these choices as you are entering into a contract situation at this point.

You can then reply via Track. You will have a deadline shown in Track to do this by - you must reply by this date. If you do not reply by the deadline then your application will automatically be rejected.

There are deadlines for replying to offers. Your reply date will depend on when your last university makes their decision, see Track for your personal reply date.

Last decision from the university	Applicants must reply by
31 March	5 May
6 May	4 June
4 June	18 June
13 July	20 July

* These dates are approximate. It is your responsibility to check your deadline on Track

Interviews

Applicants to Oxford or Cambridge, Medicine, Dentistry and Veterinary Medicine/Science will be interviewed before being made an offer.

For Social Work, Nursing, Midwifery, Healthcare Professions, Teaching and Art and Design courses it is also highly likely that you will have an interview before you are made an offer. Some other universities and courses may interview you.

If you do not attend an interview the university will withdraw their offer.

It is a good idea to research the type of questions you will be asked and to prepare some answers. Read over your personal statement and remind yourself what you have said about your experience and knowledge.

The following websites offer useful interview advice but you may wish to tips that are more specific to your course.

<http://www.allaboutcareers.com/careers-advice/university-interviews/how-to-prepare-for-a-university-interview>

<http://university.which.co.uk/advice/ucas-application/university-interviews-as-told-by-students>

<https://www.studential.com/university/applying/UCAS-application-guide/interviews>

If at this stage you don't get any offers... don't panic! You can still go to university.

Admissions Tests

Some universities or courses will require you to pass a specific admissions test before you are given an offer of a place. They will inform you if this is necessary and will give you details of how to register to take the test. Each one is different so please check your information carefully and ask for help if needed.

Guidance on these tests and recommended preparation and practice tests are available online.

www.admissionstesting-service.org – The Cambridge Assessment Admissions Tests website includes links to the BMAT and the TSA Cambridge and the TSA Oxford – Thinking Skills Assessments

www.bmat.org.uk – Biomedical Admissions Test

www.lnat.ac.uk – The National Admissions Test for Law

www.ukcat.ac.uk – UK Clinical Aptitude Test

Extra, Clearing & Adjustment

UCAS Student helpline 0871 468 0 468

UCAS Extra

UCAS offers the Extra service for students who hold no offers before 30 June.

That means you have already applied to all five choices and either had five rejections or declined all offers you have received. Extra gives you the opportunity to add one more choice to your application.

You apply for one course at a time, through Track and if you are unsuccessful with that place, you can apply for another.

Extra is available from the end of February until early July.

Track will let you know if you can use Extra.

UCAS Clearing

Clearing is a service offered by UCAS for applicants who have no offers from their course choices, have rejected any offers or do not gain the required grades.

Universities or colleges that still have places available will advertise them and you will then be able to apply for these courses one at a time.

If you are eligible for Clearing UCAS will automatically send you Clearing details and instructions of what to do. Track will advise you if you are eligible for clearing.

Clearing starts from mid-July, any late applications after the 30 June will automatically go into Clearing.

UCAS Adjustment

When the results are announced UCAS provides a facility called Adjustment for students who exceed their offer grades. This allows students to apply to a different university/college, one you previously may not have considered as you did not think you would achieve the required grades, while keeping your original place on hold.

You have five days to use Adjustment from the time your original offer is confirmed.

You need to register on Track to be able to use it; the Register for Adjustment icon will only appear if you are eligible.

FAQs

I've changed my mind! What can I do now?

You are able to swap a choice for a different one in Track within seven days of the date of your welcome email from UCAS. After these seven days, you cannot change your choices.

If you wish to apply for somewhere completely different and you are sure you do not want any of your original choices, you can withdraw yourself from your choices and are then able to add on one more choice at a time through Extra. Extra is only available from 25 February to 5 July. However, once you have withdrawn from your choices you cannot return to these. This is a risky choice - you need to consider this carefully!

I've sent my application off, but now I want to add another choice...

If you haven't used all of your five choices you can add more in Track up until 30 June. You may have to pay an extra amount to add more choices if you originally only applied for one choice.

If you have used all of your five choices you will need to wait until Extra becomes available from February onwards. You will only be able to use this service if you have either had no offers or have declined all of your five choices

I've accepted my firm and insurance offers, but now I've changed my mind about my universities. Can I do anything?

You need to contact the universities directly to discuss this with them. If you wish to withdraw your offer of a place you need to talk about this with the university directly. Staff at school cannot do this for you. For further, more detailed advice about what you can do next contact UCAS on their student helpline number: 0871 468 0 468

I've got my results and they were better than predicted. Can I go to a better university?

It's totally up to you. You can choose to use the Adjustment service available through UCAS which is for students who exceed their offer grades. This allows you to 'shop around' for an alternative course whilst still keeping your original place on hold and safe. Adjustment is available from results day and you only have five days to use Adjustment from the time your original offer is confirmed. To register for this you need to register for Adjustment in Track.

I've got enough UCAS points for my first choice but I want to go next year instead of this year. What do I do?

You need to contact the university directly and ask if they would consider you for next year instead and accept you as a deferred entry. (UCAS Student helpline 0871 468 0 468).

Can I choose to cancel a choice on my UCAS application?

If you would like to withdraw just one of your choices, you can cancel it in Track (as long as the university has not made a decision yet). However you cannot replace this with another choice.

I haven't applied, but now I've got my results I've decided that I should go to university after all. What to do?

You still need to apply through UCAS and fill in a complete application form to be sent to UCAS. Your application form will then go through Clearing automatically. Clearing can help you to find courses with vacancies if you've applied late or your results are not as expected. Or you can apply early in next year's application cycle (September 2021) for entry in the following year, September 2022.

I've got an offer from my first choice university, but I want to do a different course there now?

You can swap a choice for a different one in Track within seven days of the date on your welcome letter/email. However you can't swap a choice after 30 June, unless for exceptional reasons (like a change in family circumstances or personal problems).

If you're happy with the university or college but you'd like to change the course details, you'll need to get in touch with the university or college rather than us. You are not able to change your UCAS form once it has been sent to UCAS, but you can contact the universities you have applied to by phone to ask if they would offer you a place on a different course. The university can then put in a change of course offer through UCAS, which should show up on your Track page. If you have not used all of your five choices you can add on other courses to the maximum of five choices. You might, however, need to write a new personal statement if you are changing courses radically. As previously stated you cannot change the UCAS form, so will have to write a new personal statement which will need to be sent to each university directly. The university will also get a copy of your original personal statement on their UCAS form, so you will need to justify the change of course.

As a BTEC student, I already know my result. Do I tell my university?

BTEC qualifications are passed on to UCAS by the examination body, but as and when they receive them rather than on a particular date. They will start receiving batches of results from BTEC at the beginning of July and this will go on until September. This means that universities will receive BTEC results on an ad hoc basis. The student will receive their certificate between July and September and can pass these on to their university of choice when they receive them rather than waiting for them to be passed on by UCAS, but they will need to be verified by UCAS.

As a BTEC student, when can I go into Clearing?

It is available July to September each year, when a specific Clearing course vacancy search will be available. If you already have your results certificate, but you have no offers, you can use Clearing from July. If you had conditional offers, but your exam results failed to meet these, you can use Clearing as soon as you get your results from July.

What do I do if I've missed something off my application form and need to get it back?

Once it has been sent to UCAS you cannot get it back, or make any changes. Make sure you check and recheck, before you send it. If you have noticed a serious mistake then please speak to me and I will advise you how to proceed.

I hope you find this useful. If you have any further questions or concerns please do not hesitate to contact me lharman@chacademy.co.uk