



HELLENIC-AMERICAN EDUCATIONAL FOUNDATION  
Athens College-Psychico College

## CLEARING

### **COURSE VACANCIES WILL BE ANNOUNCED ON**

**Thursday 14 August 2008**

(5 August for Scotland)

Clearing is a UCAS service that helps people **without** a university or college place to find suitable vacancies on higher education courses. It is a well-organized, efficient system run by friendly people. Last year more than 60,000 people found places through Clearing.

## WHO CAN USE CLEARING?

Most people who use Clearing have already applied through UCAS, but have not secured a place on a course.

You will be able to go through Clearing, if:

- You hold no offers and you have not withdrawn from the UCAS scheme
- Your offers have not been confirmed because you have not met the conditions
- you have declined your offers
- you have applied after 30 June (12 June for route B Art and Design courses)

If you are eligible for Clearing, UCAS will **automatically** send you a **Clearing Passport** and Clearing Instructions' Booklet.

## HOW DOES CLEARING WORK?

The Clearing process helps to place students who have not got the right grades or who have applied late on courses where there are still spaces. You will need to be available **in person** to deal with Admissions Tutors and make decisions. **Plan your summer holiday so you have Internet and telephone access when course vacancies are**

**announced (14 August).** In Clearing, you can apply for any course that has places left. You don't need to keep to the same subjects which you first applied for.

Lists of courses with vacancies will be published from mid-August until late September in *The Independent*, *The Independent on Sunday* and *The Mirror*.

However, **www.ucas.com** (the UCAS web-site) is the easiest, most up-to-date and reliable source of this information. Publication dates and details will be in your Clearing Instructions' Booklet.

Check the lists for courses that **interest you** and for which there **exist vacancies** and then call the university or college to ask if it will accept you. You should do this **yourself** because the Admissions Tutor will want to speak to **you personally**.

**Make a list of responses you receive during these phone conversations (positive, negative, wait-listed) and take down the name of the person you spoke with for any follow-up enquiries.**

An Admissions Tutor who is seriously interested in you, will ask you to send him/her your Clearing Passport, then the University or College will either tell you and UCAS that you have been given a place there ...or (rarely!!!) it will send your Clearing Passport back to you so you can deal with another University or College. With enough care and a realistic target, there should be no need for you to apply for a place you cannot attain.

If you find a place through Clearing, UCAS will send you a Confirmation Letter automatically (AS18).

## **WHAT DO I NEED TO DO IF I DO NOT MEET MY OFFERS?**

Don't panic if you don't get the exam grades you had hoped for and your offer is not confirmed. If you're **flexible** and you have **reasonable** exam results, there is still a good chance you could find another course through Clearing.

If you are eligible for Clearing, you don't need to ask UCAS for details. They will send you a Clearing Passport and Clearing Instructions booklet **automatically**.

UCAS applicants taking the IB and not holding offers may receive their Clearing Passports in mid-July. Keep in mind, however, that course vacancies are announced on 14 August (5 August for Scotland). In the meantime, you can make *informal* contacts with Universities or Colleges, but do not expect them to commit at this stage, as they are still waiting to see what vacancies they will have, if any, when A Level (GCE) results come out (on 14<sup>th</sup> August).

Barring exceptional circumstances, all applicants will receive their Clearing Passports by 1 September 2008. Make a note of your Clearing Passport Number and your original UCAS application number. You will need to quote these during Clearing.

**Start Clearing procedures (on 14 August) even if you have NOT received your Clearing Passport and you KNOW that neither your Firm nor your Insurance places has been confirmed. In this case, use your UCAS number instead.**

## **I'VE MADE A LIST OF COURSES. NOW WHAT?**

Start contacting the Universities and Colleges about the courses that interest you and for which there exist vacancies. Make sure you telephone **in person**. Keep your Clearing Passport (if you have it already) handy – you will probably be asked for your Clearing Passport Number (and/or UCAS application number if your Clearing Passport has not arrived yet) **and** exam results. Jot down responses (“yes”, “no”, “we will call you back” etc.) and names of people you spoke with.

The IBO has been authorized to forward your IB results to UCAS, so you need not send them, unless the University insists.

## **WHAT DOES SENDING MY Clearing Passport TO A UNIVERSITY/COLLEGE MEAN?**

When a University or College asks for your Clearing Passport, it is, effectively, **making you an offer**. Make sure you are genuinely interested in their offer. If you are sure the course is right for you, fill in your Clearing Passport and send it off to the **University or College that has made you the offer** (not UCAS!)

If you are applying for Architecture or Art and Design courses, be ready to take/send a portfolio of work as well as your Clearing Passport.

Remember that your Clearing Passport can only be sent to **one institution at a time**. The University or College will insist that you send the original form, **not a photocopy or a fax**. So, if you're not convinced that the course is for you, remember you don't have to commit yourself. Only when you are **certain** you have found the right course, write the details on your Clearing Passport and send it (preferably via courier) to that University or College.

## **HOW DO I KNOW IF I'VE GOT A PLACE**

When the University or College receives your Clearing Passport, it will write to you offering you a place. If you are unsuccessful, your Clearing Passport will be returned to you, so you can keep looking. If you accept an offer, the University or College will confirm your place to UCAS and UCAS will send you an official confirmation letter.

## **WHAT DO I DO WHEN A UNIVERSITY OFFERS ME A PLACE?**

**If a university or college is happy that you meet their requirements, they will ask you to send them your Clearing Passport.**

**When they receive it and they are happy with what they see, they will send you, via UCAS, a confirmation letter that you have secured a place. You're in!!!**

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