

## UCAS application sent - what next?

Your school or college sends off your application.

When UCAS receives your application, it sends you a welcome email that lists your choices and login details for **Track** the system that allows you to track its progress. Use your personal ID (confirmed in the welcome email) and password (which you created when you registered for Apply) to view your application in **Track**.

UCAS gives each institution you've applied to, access to your application form – they do not know where else you have applied.

### Offers

Each institution then decides whether to offer you a place. They may ask you to gain certain exam results - a **conditional** offer.

Provided your application is in by 25 January 2023 (or 15 October 2021 for medicine, dentistry, veterinary medicine and veterinary science), the institutions you applied to will reply from March onwards and by early May 2022 at the latest.

When you've heard from all your institutions, choose two offers to hold until you get your exam results. Choose one as your first choice - **firm** acceptance, and a second as a back-up choice – **insurance** acceptance. If you accept an **unconditional** offer (not dependent on exam results), you cannot hold any other offers.

Use **Track** to reply to offers. Make sure you meet the deadlines shown on the UCAS website.

### UCAS Extra

If you have no offers, or you decline offers you receive, you can apply for other courses through this service, which operates from 23 February until 5 July in 2023. You apply for one course at a time, through **Track**.

### After results

If your results meet the conditions of your firm offer you're expected to attend the university that made you the offer. If they're below the conditions of your firm offer but equal your insurance offer conditions you'll attend your insurance choice.

### Clearing

When the exam results come out in August, if you still have no offers, or don't get the required exam results, apply for other courses through **Clearing**. The [UCAS](#) website lists courses with vacancies.

You need a Clearing Number to apply, which you will find through **Track**. You can watch a video on '**No Offers? Use Clearing**' on the [UCAS](#) website.

Look through the courses, find one that interests you and **contact the university or college yourself** (or have your

nominated person do so) to ask if they will accept you.

The admissions tutor you speak to will tell you what to do next.

When your exam results come out, try to be at home during August. You may have to reach decisions quickly about your future. It would be better if you spoke directly with admissions tutors rather than your nominated person. The end of Clearing Vacancy Search is usually the 21 September. If you get a place through Clearing, UCAS will send you an official letter confirming it.

If you apply late for university Clearing is used as the method of application. All applications made after the 30 June enter Clearing.

## Making changes

### Personal details

You can change your address, email and phone number using Track. This information is passed to the universities you have applied to by UCAS.

### Personal statement

You can't edit your personal statement but if you have additional information which you think the universities would find useful, contact them direct.

### Year of entry

If you wish to defer entry for a year, contact the universities you have applied to and if they agree to this, they will contact UCAS. Track will be updated by UCAS.

### Choice of university

Within 14 days from the date on your welcome letter you can change your choice of college or university. However, you cannot swap a choice after 30th June. If you have accepted the course and are changing your mind, contact the college or university direct. If the change goes ahead they will contact UCAS and they will update Track.

### Not used all five choices

You can add choices up to the 30 June, as long as you haven't already replied to offers.

### Cancel your application

If you have not received a reply from the college or university, you can withdraw your application. If you have changed your mind about applying to higher education within 14 days of applying, you can cancel your application and get a refund by contacting UCAS via phone or using the online form. Cancelling outwith 14 days means you will not get a refund.