CLEARING

All clearing arrangements are made on Track electronically

* You will become eligible for clearing if your conditional firm (CF) and conditional insurance (CI) institutions have confirmed that they will not offer you a place. An 'Add clearing choice' button will appear on your Track 'choices' screen. You should check the status of your application on Track regularly to find out if you are in Clearing.

* Official course vacancy information is only published by UCAS and The Telegraph.

* More information about Clearing is available at www.ucas.com/clearing

How to use Clearing
1.   Contact the universities that have vacancies which interest you, to discuss whether they would offer you a place. You may enquire about several places **informally,** but you will need to decide which offer to apply for **formally,** as you can only enter one place on Track.

2.   If a university **provisionally** offers you a place in Clearing, they will give you a date by which you must enter the course details on Track. **If you want to be formally considered for the place**, you need to click on your 'Add Clearing choice' button and enter the institution and course details. You **can only enter details for one choice.**

3.   UCAS will let the university know that you have entered their details on Track. If the university accepts you, the details will be displayed in the 'choices' section of Track and UCAS will send you a letter to let you know your place is confirmed. If the University declines you, the 'Add clearing choice' button will be re-activated, so you can apply to another choice in Clearing.

You may know informally that you have been unsuccessful before UCAS has the official decision. You should contact universities to discuss clearing vacancies without waiting for UCAS to put the 'Add clearing choice' button on your Track 'choices' screen.

Universities will not be able to formalise agreements to consider or admit you until,
* They know your Personal ID and Clearing Number (shown in Track); and
* You have entered the institution and course details in Track.