



UCAS TRACK – Clearing 2016

- 1) To see your application visit <https://www.ucas.com/> and click “Track your Application.”

The screenshot shows the UCAS website homepage. At the top, there is a navigation bar with links for UCAS, Advisers, Providers, Corporate, Events, Connect, and Careerfinder. A 'Sign in' and 'Register' button is on the right. Below the navigation bar is the UCAS logo and tagline 'At the heart of connecting people to higher education'. A search bar is on the right. Below the logo is a menu with categories: 16-18 Choices, Undergraduate, Conservatoires, Teacher Training, Postgraduate, and Not sure. A secondary menu includes 'Getting started', 'Choosing a course', 'Apply and Track', and 'Finance and support'. A banner for 'EU referendum' is visible. The main content area features a large red banner with the text 'Getting results and what happens next...'. Below this banner are four buttons: 'Track your application', 'Find Clearing vacancies', '1. Results', and '4. Applying for 2017?'. A yellow arrow points to the 'Track your application' button.

- 2) Enter your **Personal ID** and **Password**.

The screenshot shows the UCAS Track login page. At the top, there is the UCAS logo and the word 'Track'. Below this is a purple banner with the text 'Welcome to Track' and 'Please log in to view your choices and track your application'. The main content area is a white box containing a 'Personal ID' field, a 'Password' field, and a 'Log in >' button. Below the 'Log in >' button is a link for 'Having trouble logging in?'. The version number 'Version 5.3.3.0' is displayed in the bottom right corner of the white box. The UCAS logo is also visible in the bottom right corner of the page.



3) Once logged in you will see the "Track" page below. Click; "Add a clearing choice"

UCAS Track / Your choices / Your application / Your details / Contact us

Welcome back Jo! Today's date: 19 Jul 2016

Your status
You are in Clearing. Your Clearing number is 078167.

Next steps
Clearing vacancies will be shown on our website from July. If you have any outstanding exam results, you must wait until you have these before using this service.

Add a clearing choice >

Frequently asked questions

- Why aren't my university choices in the order I entered them?
- Some of the information on my Welcome email is wrong. What shall I do?
- I didn't use all five choices - can I add another?
- I am still waiting for a decision from at least one of my choices - is this normal?
- When can I reply to my offers?
- What is Extra, and how does it work?
- Can I apply to a different course through Clearing or Extra to the one(s) I originally applied to?
- When does Extra start and finish?
- I have accepted/would like to hold an offer - can I still use Extra?
- How do I know which universities and colleges have vacancies in Extra?
- When do I have to meet my conditions by?
- How do the universities get my exam results?
- I met the grades but my university/college has not yet confirmed my place. What should I do?
- Can the university still accept me if I don't meet the conditions?
- What is Clearing?
- How do I apply through Clearing?
- How do I find out what courses are in Clearing?
- What is Adjustment?

Latest update
There have been no recent updates to your application

Your choices

4) Once you have spoken to a member of our team who have confirmed you have a place, select "I have a verbal offer"

UCAS Track / Your choices / Your application / Your details / Contact us

Add a choice Today's date: 19 Jul 2016

Verbal confirmation > Enter course details > Confirm choice

To add a Clearing choice you must have a verbal offer from the university or college.

Before you add a Clearing choice, please ensure that you have contacted the university or college and they have offered you a place on the course. If you don't do this, your application may be delayed.

Once you've added your Clearing choice, you will not be able to change it until the university or college has made a decision. If you are accepted, you will be firmly committed to that course.

I don't have a verbal offer yet
You shouldn't add a Clearing choice if you don't have a verbal offer

I have a verbal offer >



5) When asked for university or college type in **L63 – ARU London**.

Select your desired course from the drop down menu and select main campus from the Campus drop down. Answer the remaining questions and click Next.

UCAS Track / **Your choices** / Your application / Your details / Contact us

Add a choice Today's date: 21 Jul 2016 **Frequently asked questions**

Verbal confirmation > **Enter course details** > Confirm choice

To add a choice, please enter the choice details below

- [What does campus mean?](#)
- [What does start year mean?](#)
- [What does start date mean?](#)
- [Why isn't the course I want for apply to showing in the list?](#)

* Required

University or college *

L63 - ARU London

 L63 - ARU London
Start typing course name or code...

Campus *

Please select where you want to study. For campus information please check with the university or college

Are you planning to live at home while studying? *

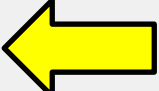
Please Select

Which year do you wish to start from? *

Please Select

If you are applying to start your course in a Foundation year, or after Year 1 please check that the university or college is willing to consider you

Not sure about the choice details?
[Look up courses in the UCAS search tool](#)





6) Review your selection to ensure it is correct and click **“Add this choice”**.

UCAS Track / **Your choices** / Your application / Your details / Cor

Add a choice Today's date: 21 Jul 2016

Verbal confirmation > Enter course details > **Confirm choice**

Do you want to add this choice?
Please check all details - you may not be able to make changes later.

Choice

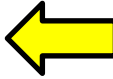
University or college ARU London (L63)

Course

Are you planning to live at home while studying?

Course start date 01 Sep 2016

Which year do you wish to start from? 1

Go back **Add this choice >** 



- 7) Your application has now been submitted. This application will now be listed as “Referred” and will be assessed by our admissions team. Once the team have made a decision, you will be notified via e-mail and can track your progress via UCAS.

UCAS / Track / **Your choices** / Your application / Your details

Today's date: 21 Jul 2016

Your status
You have added a Clearing choice.

Next steps
You need to wait until you have received a decision from your Clearing choice.

Latest update
21 July 2016, 16:31
Your application to Anglia Ruskin University for History has either been unsuccessful, withdrawn or is full. You will no longer be considered for this place.
[View all updates](#)

Your choices

Waiting for decisions

Clearing choice	
ARU London <small>L23</small>	The university or college is currently considering your application. (Referred)
Start date: 1 Sep 2016 Start from: Year One	Last updated 21 Jul 2016
	View >