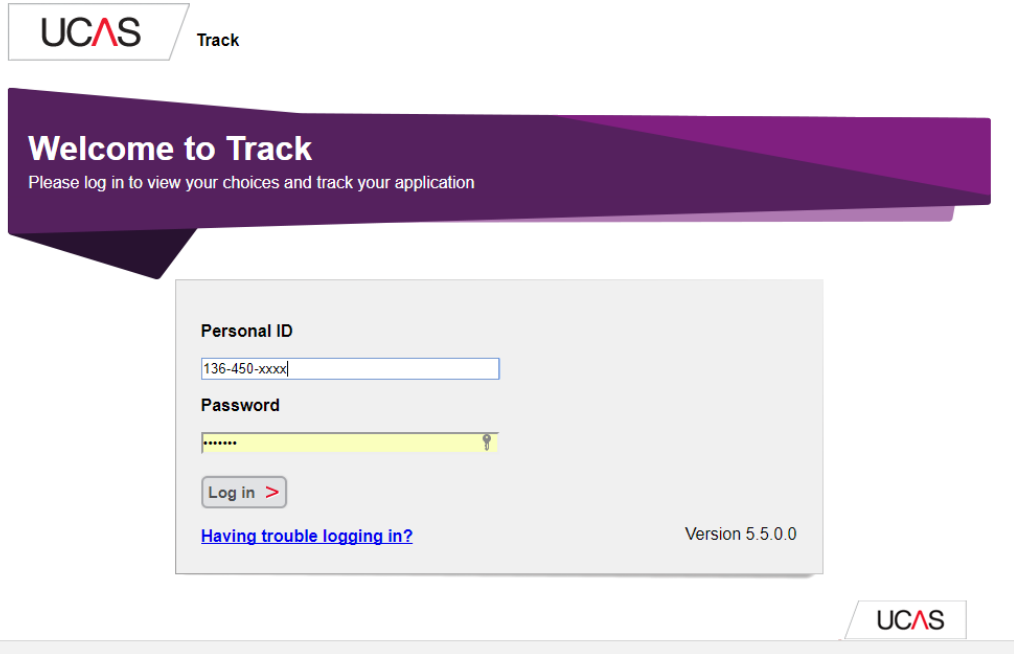


UCAS Clearing Guide

UCAS Clearing opens every year in July. During this time students will no longer be able to make university choices through the standard process. Instead, applicants will need to add their choice using UCAS Track after creating an application.

1. To begin please visit <https://track.ucas.com/> and enter your Personal ID and password.

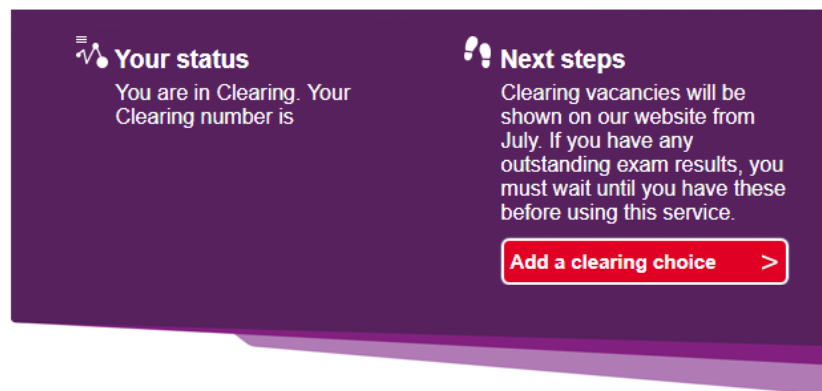


The screenshot shows the UCAS Track login interface. At the top left is the UCAS logo with the word 'Track' next to it. Below this is a purple banner with the text 'Welcome to Track' and 'Please log in to view your choices and track your application'. The main content area is a light grey box containing a 'Personal ID' field with the placeholder '136-450-xxxx', a 'Password' field with masked characters and a visibility icon, a 'Log in >' button, and a link for 'Having trouble logging in?'. The version number 'Version 5.5.0.0' is displayed in the bottom right of the form. A UCAS logo is also present in the bottom right corner of the page.

2. Once logged in, you will see the below page. Click the red button 'Add a clearing choice'.

Welcome back

Today's date:



The dashboard features two main sections. The 'Your status' section, indicated by a checkmark icon, states 'You are in Clearing. Your Clearing number is'. The 'Next steps' section, indicated by a footprint icon, explains that clearing vacancies will be shown from July and advises waiting for exam results. A prominent red button labeled 'Add a clearing choice >' is located at the bottom right of the dashboard area.

Latest update

There have been no recent updates to your application

3. Once you have received permission to add us as a choice either via telephone, email or direct application, please click the red button labelled 'I have permission'.

Add a choice

Today's date:

Verbal confirmation



Enter course details



Confirm choice

To add a Clearing choice you must have permission from the university or college to do so.

Before you add a Clearing choice, please ensure that you have contacted the university or college and they have told you to add their course as a Clearing choice in Track. 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 permission yet

You shouldn't add a Clearing choice if you don't have permission.

I have permission >

4. The next page will ask you to input the details of your chosen university and course. Please select the following;

- University or college: L63 - ARU London
- Course: Please select your chosen course.
- Campus: Main University Site

Please complete the remaining questions as accurately as possible before clicking 'Next'.

*** Required**

University or college * L63 - ARU London ▼	Not sure about the choice details? Look up courses in the UCAS search tool ↗
Course * Business and Healthcare Managemen... ▼	
Campus * Main University Site ▼	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? * Yes, I do not need information about accomr ▼	
Which year do you wish to start from? * Year One ▼	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
Course start date * ▼	If you want to defer your application you must meet all the conditions of your offer by 31 August, unless otherwise agreed by the university or college.
Further details 	You only need to enter something here if asked to by the university or college, or if specified in the course search tool.

Cancel

Next >

5. You will be redirected to the following confirmation screen; please check all the details are correct before clicking 'Add this choice'.

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)

CourseBusiness and Human Resource Management
(NN16)**Are you planning to live at home while studying?**

Yes

Course start date

01 Sep 2017

Which year do you wish to start from?

1

If you apply for this course you may be invited to attend an interview or audition or provide a portfolio, essay or other piece of work.



I understand that I may need to attend an interview or audition or provide a portfolio, essay or other piece of work.

Go back

Add this choice >



6. Once you have completed this process you will be redirected to the UCAS Track homepage. You should now see confirmation of the choice you added as shown in the example below.

Latest update

12 July 2017, 12:08

You added ARU London for Business and Healthcare Management to your application.

[View all updates](#)

Your choices



Waiting for decisions

Clearing choice

ARU London L63

Business and Healthcare Management

1N11

The university or college is currently considering your application.

(Referred)

Start date: 18 Sep 2017

Start from: Year One

Last updated

12 Jul 2017

View



Your application will now be sent to our admissions team who will confirm your place at ARU London.

If you require any assistance with the process please feel free to contact us at UCAS@lca.anglia.ac.uk or call us on 0207 400 6784.