

Extra toolkit



Suggested text for communication with applicants' parents

Extra explained

Extra is available from 25 February 2016 for students who have used up all five choices in their application and are holding no offers. Extra gives your son or daughter the chance to maintain their motivation for finding a place by adding additional choices, one at a time, before Clearing. Extra is applicant driven and choices are added in Track.

An additional choice is available if they need it

If your son or daughter has been unsuccessful with all five of their choices, or they changed their mind and decided to decline all their offers, or withdraw any outstanding choices, they needn't wait for Clearing. Extra is their opportunity to apply for a new course and it's available from 25 February 2016.

Your son or daughter will know whether they can use Extra because they'll see the option to add an Extra choice in Track. Track is an online resource that enables applicants to keep track of their application. If they are eligible, it's important for them to think carefully about what they want to apply for before they enter the details in Track, as they can add only one choice. However, if the university or college is unable to offer a place before Extra closes or their 21 days expire, they will have the opportunity to replace this choice with another Extra choice.

Take time to consider their options

Research is just as important now as it was when your son or daughter first applied. They should take time to look at the courses with vacancies in Extra, and decide which they would like to apply for. They can find out about each course using the search tool on the UCAS website by filtering on the courses available in Extra. They may want to apply for similar courses to those they applied for previously, although they don't have to. Their Extra choice can be any course they like, although the university or college they choose will see their original personal statement and reference, both of which will probably talk about their suitability for their original choices.

If your son or daughter originally applied for very competitive courses, for example law, they might want to consider some related or alternative subjects. They should speak to their teachers, careers advisers or the universities and colleges themselves for help on this.

Check course availability

Once your son or daughter has found a course they want to apply for, they should get in touch with the university or college to check whether there are still vacancies before adding a choice in Track. Once they have added the choice, UCAS will make their application available to the university or college for them to consider.

If your son or daughter is offered a place, they can choose whether or not to accept it. They need to follow the instructions in Track to accept or decline the offer. The deadline for doing this will also appear in Track. If they do accept an offer, they are committed to it, which means they can't apply anywhere else. If they decline an offer, or the university or college decides not to make an offer, they can apply for a different choice through Extra – providing there's still time. In this case their 'Add an Extra choice' button in Track will be reactivated. They can also apply for a different choice if they haven't received a decision about their Extra choice within 21 days of applying to them.

Extra isn't the last opportunity to secure a place for this year. If your son or daughter isn't holding an offer by mid-July then they'll be eligible to use Clearing to look for a place, once they have their exam results – www.ucas.com/clearing.

You'll find more about Extra, and a useful video at www.ucas.com/extra.

Keep up-to-date with the latest advice and information from UCAS by registering for the free monthly parent e-newsletters at www.ucas.com/parentform.