

Confirmation letter

AS12B

[title] [initial] [surname]
[addr 1]
[addr 2]
[addr 3]
[addr 4]
[postcode]
[country (if no postcode)]

Date: [produced]
Personal ID: [pid]
Scheme code: [asc]

Dear [?title] [?surname]

Congratulations! Your place at [?institutionname] to study [?course_name], [?coursecode] has been confirmed. Subject to you meeting any outstanding non-academic conditions* you'll begin the course on [?entrydate] with a point of entry [?entrypoint].

If the university or college listed above was your **insurance choice**, your firm choice application has been unsuccessful. If you believe your firm choice should have accepted you, please contact the university or college immediately.

This letter is official proof of your place – you may wish to print it to keep for your records.

When you accepted the offer of a place on this course, **a contract was made between you and your chosen university or college**. If you have changed your mind, please read the information below which explains what you need to do next depending on what you want to change. Note that to confirm whether or not you intend to take up this place you must now contact the university or college at the following: [?url or email]. When replying, please include your:

- full name
- personal ID
- course code
- campus code (if applicable)
- reason for withdrawing, if you do not want to take up the offer of a place.

If you confirm that you will be taking up your place, [?institutionname] will send you joining instructions shortly before you start your course. **If you do not confirm that you intend to take up this place, it may be offered to another applicant**, so please contact the university or college as soon as you receive this letter. You should also contact them immediately if you're thinking of deferring your entry to 2021.

If you received better grades than you expected, you may be able to secure a place on an alternative course using our [Adjustment service](#).

There's lots more advice to help you prepare for your studies at www.ucas.com.

We wish you every success and the best of luck for the future.

Yours sincerely

UCAS

*Non-academic conditions may include inoculations, satisfactory medical report, police checks, etc. Please re-read the details of your offer and check with your university or college if you're unsure which conditions apply.

If you've accepted an unconditional offer which was never conditional, and you now want to accept a place at a different university or college

If you accepted the unconditional offer within the last 14 days, you have the right to decline it if you let us know straight away. Contact our Customer Contact Centre on 0371 468 0 468 or +44 330 3330 230 (international) to decline your offer and discuss your options about accepting a different offer. After the 14 day period, you can only change your mind and not take up this place with the permission of the university or college whose offer you have accepted. To arrange this before the start of Clearing you will need to contact them and us. After Clearing has started, you will be able to 'Decline your place' using the button in Track. You can contact us on 0371 468 0 468 or +44 330 3330 230 (international). If you applied for only one choice and wish to apply for more, you will need to pay an additional £5 to do so or enter Clearing – which you can do in Track.

If you've accepted a conditional offer which is now unconditional, and you want to accept a place at a different university or college

If you don't want to take up this place, you can use Clearing to apply for other universities or colleges. To do this you can use the 'Decline my place' button in Track – this will be available to eligible applicants from 6 July. If you applied for only one choice, you will need to pay an additional £5 to enter Clearing – which you can do in Track.

If you want to defer your entry to 2021

You must contact the university or college to discuss deferring your entry. If they agree, they will update your application accordingly and you will be able to see this in Track. However you will not be able to apply for **any** other courses this year or send a new application for courses starting in 2020. If you later change your mind and don't want the place at all, you can withdraw from the offer by completely withdrawing your application or, if you've been holding the deferred place for a long time, by contacting them and us on 0371 468 0 468 or +44 330 3330 230 (international) to arrange this.

If you want to change the course or point of entry on the course, but not the university or college

You must contact the university or college to discuss this. If they agree to the change they will update your application accordingly and you will be able to see this in Track.

If you no longer want to go to university or college

You can completely withdraw your application by contacting the university or college but you won't be able to send another application for courses starting in 2020. After withdrawing your application, you can send a new application for courses starting in 2021 if you wish.