

Breakout Session 3

UCAS Conformation and Clearing Masterclass

- Sam Sykes, Customer Success Manager, UCAS

UCAS Masterclass Confirmation and Clearing

Sam Sykes, UCAS

UCAS



Key Dates – 2023 cycle



2023 Embargo Dates



During the examination results embargos

If an application has been submitted, during the results embargo periods, the applicant will be taken to a read-only version of their application.

Just before both results days applications will be unavailable whilst our systems are prepared for them.



2023 UNDERGRADUATE APPLICATION

Read only

All applications are currently read only while we prepare for results day. Available again at XX.XX on [RESULTS DAY]



2023 UNDERGRADUATE APPLICATION

Preparing for results day

All applications are currently unavailable while we prepare for results day. Available again from xx.xxam on xx August.
Your application will update automatically. Do not refresh your browser during this time.

UCAS APPLICATION
2023 Undergraduate application

Your Personal ID number
123456789

⚠️ **Read only**

This is a read only version of your application. We are processing it at the moment. Contact UCAS if you have any questions or problems with your application. [Feedback on FE](#)

Personal details

Contact and residency details

Education

Employment

Nationality details

Supporting information

English language skills

Finance and funding

Diversity and inclusion

Personal statements

Checks

Reference

Personal details

Title	Miss
First name	Emma
Last name	Clark
Previous names	Not provided
Preferred name	Not provided
Date of birth	18/01/1998
Gender	Male

Contact and residency details

Mobile telephone number	Not provided
Other telephone number	Not provided
Email address	es@machin.com
Postal address	5 Maple Court

You've been placed!

If an applicant has been successful with their undergraduate application, they'll see a confirmation banner confirming their place at their firm or insurance choice, we'll also email them. They should receive details from the university or college about what to do next.



2023 UNDERGRADUATE APPLICATION

Congratulations – you've been placed at your first choice!

University of Everytown & City to study Graduate Diploma of the RNCM/Bachelor of Music with Honours (T)

[Go to application](#) ↘



2023 UNDERGRADUATE APPLICATION

Congratulations – you've been placed at your insurance choice!

University of Anytown, Highcliff campus to study Moral and Philosophical Studies with Religious Education

[Go to application](#) ↘

Unconditional change of course

- Applicants may be offered an unconditional place with substantial changes to the original choice.
- This usually happens if an applicant didn't meet their conditions, but the university or college wants to offer them a different course, start date and/or point of entry.



2023 UNDERGRADUATE APPLICATION

You've been offered an unconditional place with substantial changes to your original choice.

You can only reply to this offer once both your firm and insurance have made a confirmation decision.

Your choices

Offers received

Business Management (N200)

Location: Main Site
 Start date: 26 September 2022
 Point of entry: 1st year
 Deferred entry: No
 Live at home while studying: No

OFFER

The university or college has offered you a confirmed place with significant changes.

[View full offer](#)

[View correspondence](#)

Reason for confirmation pending



2023 UNDERGRADUATE APPLICATION

[[provider name]] is still deciding on your application

[Go to application >](#)

The provider may not have been able to make a confirmation decision due to outstanding conditions.

This could be because the applicant has not yet supplied proof of qualifications or other entry requirements.

There may be a reason given to explain why the conditional offer hasn't been confirmed yet.

If they have any concerns they should contact their university or college to discuss.



2023 UNDERGRADUATE APPLICATION

[[provider name]] is still deciding on your application

We have not received the results of your A-Level qualification(s).

In order to make a decision on your application, we require evidence of your A level Chemistry grade A taken in 2022. Please send a scanned copy or photo of your certificate to results@university.ac.uk, quoting your UCAS ID.

[Go to application >](#)

Use the arrows next to the column headers to reorder the list of students, and type in the boxes to filter the list of applications.

▶ More Options

Click 'Download' to create an Excel spreadsheet containing real-time application data – this is your Applicant Status Report (ASR). Please note, if you have filtered the onscreen information, only the applications that are visible will be included in your download. If you want an ASR showing all your students, ensure all filters are removed before you press 'Download'. To remove filters, ensure all 'Type here' boxes are empty, and the quick filters are unchecked.

Email selected applicants [Download](#)

Found 57 applications

◆ First name	▲ Last name	◆ Group	◆ Status ?	◆ Application reply deadline ?	◆ Personal ID	◆ Last updated	◆ Send email
<input type="text" value="Type here"/>	<input type="text" value="Type here"/>	<input type="text" value="Type here"/>	<input type="text" value="Type here"/>				
Joao	Rodrigues	Mr Smiths Group	Final place accepted		1250027003	14 Apr 2023	<input type="checkbox"/>
Friday	App	Default Group	Waiting for university / college to respond		1250027205	11 Jan 2023	<input type="checkbox"/>
Monday	Twenty	Default Group	Withdrawn from this year's cycle		1250027407	10 May 2023	<input type="checkbox"/>
Ug	Apply	Default Group	Has accepted offer(s)		1250027801	10 May 2023	<input type="checkbox"/>
Donut	McDave	Default Group	Eligible for Extra/Clearing/new choice(s)		1250028006	30 Mar 2023	<input type="checkbox"/>
Tracktwentyone	Ug	Default Group	Waiting for university / college to respond		1250028107		<input type="checkbox"/>
Paulo One	Junior	Default Group	Has accepted offer(s) ⚠ Confirmation delayed		1250028400	10 May 2023	<input type="checkbox"/>
Pedro	Paulo	Mr Smiths Group	Waiting for university / college to respond		1250029201		<input type="checkbox"/>
Paulo	Junior	Mr Smiths Group	Waiting for university / college to respond		1250032308		<input type="checkbox"/>

Student Stopsec Ferreira	Personal ID 1250041807	Group Mr Smiths Group	Date sent to UCAS 16 Aug 2022	Application status Has accepted offer(s)	< Previous application	Next application >
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<p>Provider name University of Buckingham</p> <p>Course name English Literature</p> <p>Course start date 18 Jan 2024</p> <p>Conditions for acceptance This offer is subject to you obtaining A minimum of 320 UCAS Tariff points See www.ucas.com/students/ucas_tariff/index.html for Tariff notes</p>	<p>Provider code B90</p> <p>Course code Q300</p> <p>Point of entry Year 1</p>	<p>CONDITIONAL FIRM</p> <p>Date of offer 16 Sep 2022</p> <p>Application reply deadline -</p> <p>Reason for confirmation delay We have not received the results of your GCSE qualification(s). When you receive your results, please send a copy directly to the University or College as they do not receive them automatically from the awarding body. We have not received the results of your Foundation qualification. Actions required to be completed by applicant Actions required to be completed by applicant Actions required to be completed by applicant Actions required to be completed by applicant Sou um novo Actions required to be completed by applicant Actions required to be completed by applicant</p>
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Contact us	Give feedback	Advisers	About us	Glossary
		Providers	Join our team	Terms and conditions
		Data	Accessibility	Privacy and cookies

Clearing summary

Clearing

If you become unplaced and still want to apply elsewhere to start your studies this year.

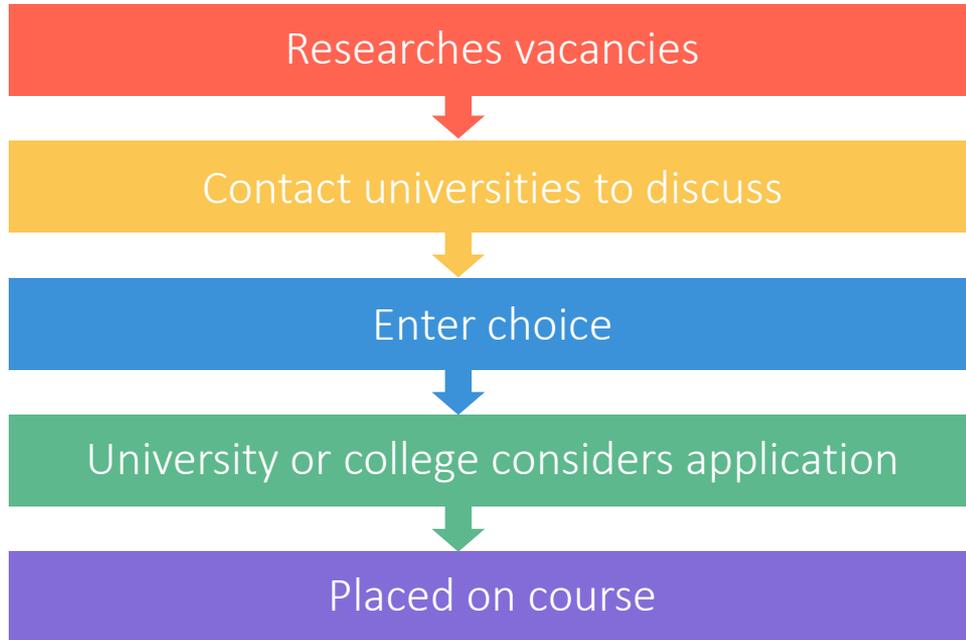
Clearing Plus

If you're eligible for Clearing you find courses you have been matched to by clicking the 'My matches' button in your application.

Decline my place

Use this button to release yourself from your confirmed place into Clearing.

How Clearing works



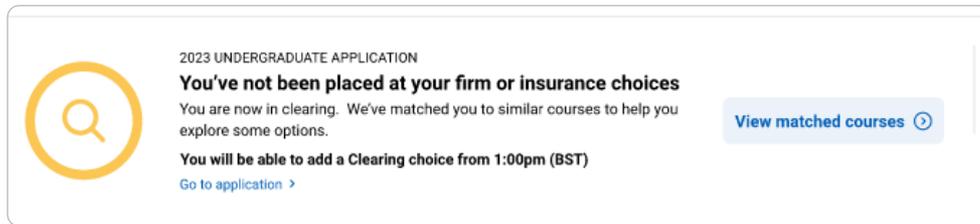
If unsuccessful, you can start again.

Adding a Clearing choice

Eligible applicants can add a Clearing choice from:

- 10:00 on SQA results day*
- 13:00 on JCQ results day*

*All timings are UK time



2023 UNDERGRADUATE APPLICATION

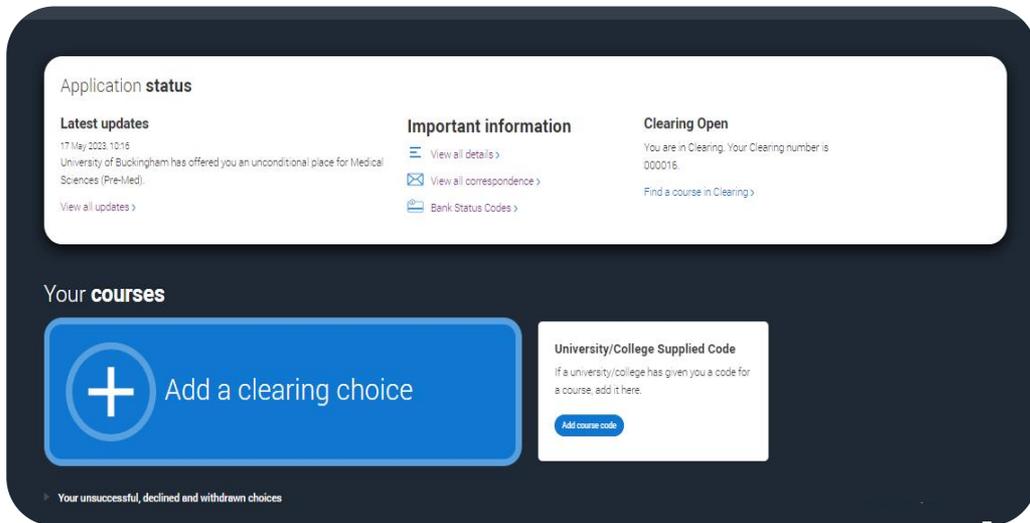
You've not been placed at your firm or insurance choices

You are now in clearing. We've matched you to similar courses to help you explore some options.

[View matched courses](#)

You will be able to add a Clearing choice from 1:00pm (BST)

[Go to application](#)



Application **status**

Latest updates

17 May 2023, 10:16
University of Buckingham has offered you an unconditional place for Medical Sciences (Pre-Med).
[View all updates](#)

Important information

- [View all details](#)
- [View all correspondence](#)
- [Bank Status Codes](#)

Clearing Open

You are in Clearing. Your Clearing number is 000016.
[Find a course in Clearing](#)

Your courses

[Add a clearing choice](#)

University/College Supplied Code

If a university/college has given you a code for a course, add it here.

[Add course code](#)

Your unsuccessful, declined and withdrawn choices

Adding a Clearing choice

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

Ensure that you have contact the university or college and they have told you to add their courses as a Clearing choice. 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 have permission

I don't have permission yet

Enter course details

University/college name *

Course *

Course code: M512
Course details: Ordinary degree

Location *

Start date *

Point of entry *

This tells the universities and colleges which year of the course you want to start, e.g. point of entry one is the first year of the course. If you wish to start in the first year of the course leave the box blank and you will automatically be considered for the first year. Enter 0 if you intend to take a foundation year – not all universities offer a foundation year so please check before applying.

If you've spoken to your chosen university or college and they are willing to consider your application to start the course after the first year, please enter the relevant number for the year, e.g. second year = 2, third year = 3, etc.

Live at home while studying? *

Yes No

Further details

You only need to provide information here if your chosen university or college has asked you to.

[Add choice](#) [Cancel and return to application](#)

Clearing Plus

Clearing Plus: Your matches

Below are courses which have been matched to you.

These matches are personal to you. Click the 'Interested' button to send your details to the course provider. If they still have spaces, they'll contact you to discuss if you meet their entry requirements, and if there's anything else you need to do.

[See all Clearing vacancies](#)

Not all universities or colleges will contact you, there may be a delay if you are waiting for results.

University or college:

Provider	Course title	Outcome qualification	Start date	Location	Duration	Study mode	
 Anywhere University	Accounting and Finance View details	BSc (Hons)	26/09/2022	Main Site (High Peak)	3 Years	Full-time	I'm interested
Anywhere University	Adventure Tourism Management View details	BSc (Hons)	26/09/2022	Main Site (High Peak)	3 Years	Full-time	I'm interested
University of UCAS	Anthropology and Sociology View details	BA (Hons)	26/09/2022	Ruraltown Campus	3 Years	Full-time	I'm interested

- The 'see matches' button will be visible if your eligible for Clearing.
- These are unique to you and updated.
- Remember you **might not be contacted** by a university or college you have expressed interest in.
- We'd recommend you also look for courses in Clearing using our [search tool](#).

University/College Supplied Code

If the university or college has supplied the applicant with a specific course code for a course available in Clearing, they must enter it using this option.

This may be the case for competitive courses where vacancies are rare and usually filled quickly.

The screenshot displays the UCAS application dashboard. At the top, the 'Application status' section includes 'Latest updates' (dated 17 May 2023, 10:16) and 'Important information' with links for 'View all details', 'View all correspondence', and 'Bank Status Codes'. A 'Clearing Open' notification states the user is in Clearing with number 000016 and provides a link to 'Find a course in Clearing'. Below this, the 'Your courses' section features a large blue button with a plus sign and the text 'Add a clearing choice'. To its right, a white box with a green border is titled 'University/College Supplied Code' and contains the instruction: 'If a university/college has given you a code for a course, add it here.' with an 'Add course code' button. At the bottom left, there is a link for 'Your unsuccessful, declined and withdrawn choices'.

Decline my place

If you're holding an unconditional firm place, you can release yourself into Clearing, by using the 'Decline your place' button in your application.

This is available until 6 September 2023.

Your choices

Your firm choice

Engineering Physics (179H)
University of UCAS (Z97)

Location: Main Site
Start date: 01 September 2022
Point of entry: 1st year
Deferred entry: No
Live at home while studying: No

✓ **CONFIRMED**

Your place has been confirmed

Congratulations! Your place at The University of UCAS to study Engineering Physics is confirmed.

[Decline my place](#)

[View correspondence](#)

Decline my place

Confirm why do you want to permanently decline this place

I have changed my mind, and no longer want to atte... ▼

I have changed my mind, and no longer want to attend my current course and university. I want to look elsewhere

I have received an alternative offer elsewhere, and I prefer the content of the other course

I have received an alternative offer elsewhere, and I prefer the alternative university or college

I have received an alternative offer elsewhere, and have been offered a scholarship

I am unable to secure accommodation

I am unable/I do not want to relocate

I am unable to pay the fees required to study here

[Find out more about this](#)

What's new for 2023?

- The adviser portal will open at **07:00 (UK time) on 17 August**, under embargo.
- This is to enable you to check the status of your applicants and identify those who may need support.
- In the staff management section of the adviser portal, please review who has permission to view offers and decisions
- It's important anyone who can access this embargoed information is aware of the serious implications of breaching the embargo.

8 August - Publication of SQA results

- 8:00 UCAS Customer Success Team opens for advisers.
- 8:30 Customer experience centre opens
- 9:00 Students can access applications.
- 10:00 Eligible applicants can add a Clearing choice
- 18:00 Customer experience centre closes

17 August - Publication of JCQ results

- 07:00 UCAS Customer Success Team opens for advisers.
Adviser Portal opens for registered centres
- 08:00 Students can access applications.
Customer experience centre opens
- 13:00 Eligible applicants can add a Clearing choice
- 18:00 Customer experience centre closes

How to prepare

UCAS



Plan the plan

- **Plan** for different outcomes
- **Research** universities and courses before results are received
 - UCAS Search
 - University and college websites.
 - Unibuddy
 - Social media
- **Revisit** places already applied – would you consider still going there if the course was available?
- **Create** a list of top choices you could refer to on the day.
- **Research** these choices again including entry requirements.
- **Consider** other factors such as accommodation, sports, fun, campus tour



Create a checklist

- University and College's will usually have their Clearing, and Confirmation information online
- **Research** phone numbers and opening times (timezones)
- Identify the **best way to contact** each of the preferred choices.
- Think about **finances** and **accommodation**.
- Prepare **questions** for the day – what's important to you?
 - Do they run campus tours?
 - What accommodation is available
 - How long do I have to accept this offer?
 - Are there any bursaries available?

Use all this to **create a crib sheet** for the day so you feel confident.

Top tips.

- Pause. Think. Take time to reflect
- Double check entry requirements and speak to universities about these if you are unsure. – remember these can change during Clearing.
- Have all the information you need to hand
 - UCAS PID number
 - Clearing number
 - Personal statement
 - Qualification results
- **UCAS university choices might be waiting for international qualifications,** so please upload or send transcripts and certificates when available.
- Check time frame for any offers made to accept these.
- Remember you may need to wait.
- Universities and colleges want to speak to applicants.



Confirmation and Clearing



Key dates and deadlines

All the key dates and timings you need to know for Confirmation and Clearing, including adviser portal availability and embargo timings.



↑ Advisers / Managing applications

SUPPORTING YOU THROUGH CONFIRMATION AND CLEARING

The essentials
New to Confirmation and Clearing? Here you'll find an overview of the key processes.

Key dates and deadlines
Key dates and timings you need to know for Confirmation and Clearing, including adviser portal availability and embargo timings.

The results process
Find out what happens, when, and what your students need to do to avoid delays to their application.

Support available for students
As results days approach, we'll be providing lots of useful information and advice to help your students.

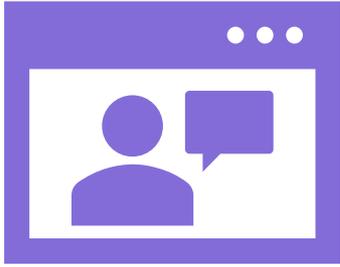
Got a question?
Get in touch with our dedicated Customer Success Team, who are available to support you throughout the results season.

STUDY A PROFESSIONAL LLB OR M LAW DEGREE
The University of Law
WE SUPPORT YOUR AMBITION
APPLY NOW
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BOOK AN OPEN DAY
uo University of Northampton
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www.ucas.com/advisers

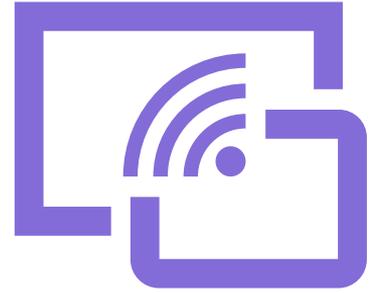
Keeping you informed



Adviser webinars hosted in one place to book and catch up on



Updates published via the newsletter and on adviser section of UCAS.com



Digital training to support your staff including online modules