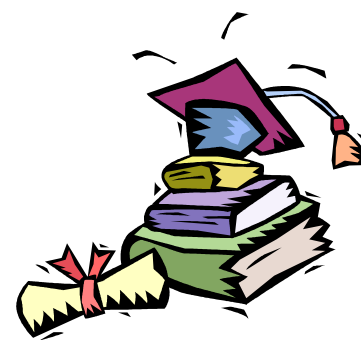


UCAS – WHAT HAPPENS NEXT!



Once you have applied and we have sent off your reference, **all communication takes place between UCAS, the Universities and you.**

1. You will receive a welcome notification from UCAS, giving details of the universities and courses you have applied to.

Please check this information carefully and let UCAS know if it is not correct. Their phone number is **0371 4680468.**

You check your application's progress via the **TRACK** system on UCAS:

- go to the UCAS website - www.ucas.com
- click on TRACK progress
- enter your ID number and password
- log in

2. You may be invited for interviews and for open days before decisions are made.

You may be invited to attend an interview, send additional information or provide examples of your work via TRACK, it is important that you check TRACK regularly and respond to the university within five days of receiving an interview notice or a request for additional information or work. If not, the university may decline your application. If you cannot make the interview date/time you will need to contact the university to arrange an alternative but this must be done within the five days.

It is vital that you prepare for interviews and think about the questions you may be asked or would like to ask them.

3. Receiving offers

UCAS will write/email/text you as each university or college makes a decision about your application. They will tell you if the university or college is offering you a place or if you have been unsuccessful.

Contact the university or college direct if you have a question about a decision.

Don't consider any offer received from a university or college as official until you have received notification from UCAS!

Don't panic if you don't hear back from universities quickly, some departments do not start to make decisions until after Christmas

There are three types of offers:

- **Unconditional** – this is usually made if you apply upon completion of your courses and you know your results already.
- **Conditional** – this is usually given to students who are still awaiting the results or completion of their courses

- **Rejections** – unfortunately a large number of you apply for a limited number of places and sometimes a rejection is received. Don't worry – you can still apply through UCAS extra or clearing.

UCAS Extra

This is a system that comes into place in February if you have no offers. UCAS produce lists of available places. You can work with one institution at a time to find a place.

4. Decision Time – usually around April/May

Be patient - wait for all your replies and offers. When all the universities have given a reply UCAS will ask you to make a decision about which offers you want to accept.

- a. Unconditional Firm acceptance (UF), or Conditional Firm (CF) if awaiting exam results
- b. Insurance acceptance (CI) – only needed if you are still awaiting exam results

UCAS will give you a date by which you must make your choices. **If you do not reply by that date, your offers will be withdrawn.**

You can accept an offer before you've received decisions from all your choices, but you need to be sure it's the right course and university or college for you. To do this you go into TRACK and withdraw your application from universities you are still awaiting a reply, you will then be able to accept the offer.

STUDENT FINANCE – Information relating to student finance can be found www.gov.uk/studentfinance

If you have any queries about the UCAS process, or Student Finance, please contact Kirsty Poole, QMC Careers Administrator, on kirsty.poole@qmc.ac.uk or 01256 417500

