

# TOP 3 TIPS FOR CLEARING

Keep this handy call sheet to hand so you have all of your details in one place.

#### STEP ONE - WHO TO GET IN TOUCH WITH

Do your research – see which universities offer the course you are looking to study. Write down the name of the university, the number or live chat web address and the exact course name. This will make it easier for you to contact them.

UNIVERSITY: University of Portsmouth

CONTACT NUMBER: 023 9284 8063

LIVE CHAT WEB ADDRESS: Port. ac. uk/clearing

**COURSE NAME:** 

UNIVERSITY:

**CONTACT NUMBER:** 

**LIVE CHAT WEB ADDRESS:** 

**COURSE NAME:** 

UNIVERSITY:

**CONTACT NUMBER:** 

**LIVE CHAT WEB ADDRESS:** 

**COURSE NAME:** 

**UNIVERSITY:** 

**CONTACT NUMBER:** 

LIVE CHAT WEB ADDRESS:

**COURSE NAME:** 

## STEP TWO - GET IN TOUCH WITH THE UNIS TO SEE IF THEY HAVE A PLACE AVAILABLE ON THE COURSE YOU WANT TO STUDY

Fill your personal details out below and check to make sure it's all correct. If there are any errors it will make your clearing application process longer. This is the key information universities will want from you, along with the course name which you have written above.

FULL NAME:
EMAIL ADDRESS:
HOME ADDRESS:
PHONE NUMBER:
UCAS ID: (If you don't have a UCAS application let the university know and they will provide you with a ID number later in the process)

### **QUALIFICATIONS**

Add your most recent qualifications. Where you have more than one of each level make sure you start with the highest. We may also need your GCSE Grades starting with Maths and English.

SUBJECT	LEVEL	GRADE
ī.e. Mathematīcs	A-level	С

### **STEP THREE - ACCEPT YOUR OFFER**

Once you have been offered a place, the university will give you a course code to add to your UCAS Track account. Write it below so you can remember the code for each course you have reserved a place for. You can hold offers for different universities as your place is only confirmed once you update UCAS Track — so make sure you decide on the right university and course for you.

UNIVERSITY:
COURSE NAME:
COURSE CODE:
UNIVERSITY:
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