

CLEARING: CALLING UNIVERSITIES

If you have been entered into clearing, don't panic. There will still be places available for you! Your next step is to call up possible universities.

BEFORE YOU CALL:

- Research possible universities that have available spaces using the UCAS search tool. Make a list of possible courses and universities that you want to contact.
- Have your UCAS ID, Clearing number and grades close to hand.
- Have a few (working) pens and paper next to you, to write down names, phone numbers and times to call back.
- Keep your notes with what you want to say and your list of numbers nearby.
- Re-read and print out your personal statement, so you can refer to that too.
- Head to a quiet room where you won't be disturbed.
- Keep your phone charged!



ON THE CALL:

- Clearing lines can be busy, so if it's engaged don't worry and try again later.
- Get names, emails and direct phone numbers in case you have to re-connect or follow up.
- Speak clearly and confidently – and don't be afraid to be honest about why you think you didn't achieve your grades, if asked.
- Sell yourself – why should the tutor give you a place on the course? Use examples to demonstrate your enthusiasm for the subject area, and make specific references to something about that particular course you uncovered during your research.

"Hello, my name is xxx and I'm calling up to enquire about gaining a place with you through Clearing. The course I am interested in is..."