

# WHAT HAPPENS TO YOUR UCAS APPLICATION ONCE IT HAS BEEN SENT TO UCAS

## 1. PROCESS

- **UCAS** (University & College Admissions Service) will send your application form to the institutions named on your form.
- **TRACK** your progress using [www.ucas.com/track](http://www.ucas.com/track). You will need your personal ID number and password to see who has/hasn't made an offer.

- You will receive each institution's decision; some universities take longer than others, so don't panic if one is still outstanding. Just wait!
- If you applied to less than the 5 maximum choices on your application, you can still add other choices up to five using the UCAS track facility.
- You may be called for an 'informal' or 'formal' interview, ie all applicants for teaching, medically related professions, Oxbridge and Veterinary science will have formal ones as will some universities requiring high grades.
- When receiving decisions, UCAS will send an email to show that there is movement on the record. Follow this on **track** – 'choices'.

- When all decisions have been received, UCAS will send an email requesting that you make your final choices, narrowing your courses to 2, known as:

**1<sup>st</sup> choice** - Conditional Firm (CF)

**2<sup>nd</sup> choice** - Conditional Insurance (CI)

**PLEASE NOTE: first choice should be the higher graded course.**

- **You must reply by the date/deadline specified or you will lose ALL your offers!** This is normally early May.

Last decision received on or before ...	Means your reply date is ...
31 March 2019	1 May 2019
2 May 2019	6 June 2019
6 June 2019	20 June 2019
11 July 2019	18 July 2019

- UCAS will then notify the institutions involved of your decisions.

## 2. UCAS EXTRA SERVICE

- If you have been **declined or rejected** from all of your course choices, you will be eligible to apply to further Institutions/courses (**one at a time**) through the **UCAS Extra service** any time after 25th February 2019. If you are eligible, UCAS will automatically contact you directly. This service may help you gain an offer without having to wait until **Clearing**.

**ANY QUERIES PLEASE SEE  
Alison/Cordelia IN CAREERS (The Loft)**