Guidance on submitting your UCL Clearing Application form

Please follow the steps outlined below to submit your UCL Clearing Application form.

You may wish to visit our Clearing webpages for answers to Frequently Asked Questions about the clearing process and information about upcoming events. You can also contact us via telephone on +44(0)20 8059 0939 if you have questions about submitting your UCL Clearing Application form that are not answered below or on our webpages.

> Clearing applications will be considered for 2024 Year 1 entry only. To apply for Year 2 or 2025 entry, you should submit your application via UCAS in the 2025 admissions cycle which opens in September 2024.

How to submit your UCL Clearing Application form

1. Check that we have spaces for your chosen course and check that you meet the entrance criteria: you can do this on our UCL clearing vacancies page or by using the Course Search section of the Clearing Application form. You can apply for a maximum of 2 courses.

2. Go to UCL's Clearing webpage and click Submit a Clearing Application Form.

   Complete each section of the form in the order that they are displayed.

   Please note that you must complete your Clearing Application form in one go: you cannot save this form to edit or submit later.

   The guidance below is provided in line with the sections of the Clearing Application form as follows:

   - Select Course(s) section
   - Review selection(s) section
   - Confirm course selection(s) section
   - Personal Details section
   - Further Details section
   - Add all relevant qualifications section
   - Submit your application section
   - Clearing application confirmation section

Select Course(s) section

1. Click on the **Select Course(s)** bar to expand this section and select the courses you wish to apply for.

You can refine your search by selecting course area(s) from the list on the left and you can use the **Search for Courses** free text box to enter the title / keyword for a course that you are interested in.

Available courses which match your search criteria will be listed.

Click the **+** button for a course to view the entry requirements.

Use the **Select** checkbox to select the course(s) you wish to apply for. **You can select up to two courses.**

Once you have chosen your selection(s), click **Continue with selection(s)** to proceed.

You will then be asked to confirm your course selection(s). After you do this, you will not be able to make changes to your selection(s): you would need to start a new application form to make changes after this point.

Click **Yes** to proceed.

Confirm Course Selections

Are you sure you want to select these courses? This action cannot be undone.

YES   NO

Your selected course(s) will be listed in the Review selection(s) section.

Review selection(s) section

1. Click on the **Review selection(s)** bar to expand this section.

2. Review selection(s)

2. Check that the course(s) listed are correct and if so, proceed to the Confirm course selection(s) section.

    If the course(s) listed are incorrect, you should refresh the page and start again.

Confirm course selection(s) section

3. Click on the **Confirm course selection(s)** bar to expand this section and tick to proceed with your application for the selected course(s).

3. Confirm course selection(s)

Please tick to proceed with your application for these selected courses? *

Personal Details section

4. Click on the **Personal details** bar to expand this section.

4. Personal details   View help

Required fields in this section are highlighted and marked with a *; they are **Surname**, **First name 1**, **Date of Birth**, **email address** and **telephone number**.

Once you have completed all required fields, you will be able to proceed to the **Further Details** section of this form.

Further Details section

5. Click on the **Further details** bar to expand this section.

5. Further details

Select your anticipated fee status from the drop-down list (UK / Overseas / Not sure). Further information about fee statuses is available on our Student fee status webpage. Note that the UCL admissions team will assess your fee status based on the information

included in your UCAS application and this may therefore differ from your anticipated fee status.

Select your country of residence and nationality from the drop-down lists.

Select Yes / No as appropriate for the following questions:

- Are you currently holding a University offer as either your firm or insurance choice within the UCAS system?
- Are you currently registered in UCAS Clearing?

Once you have answered all questions in this section, you will be able to proceed to the **Add all relevant qualifications** section of this form.

Add all relevant qualifications section

6. Click on the **Add all relevant qualifications** bar to expand this section.

In this section, you should add all qualifications that you feel are relevant to your application. As a minimum you should add all qualifications that demonstrate that you meet the entry requirements for your selected course(s) and the relevant English Language requirements.

Click **Add a qualification**.

Complete the required fields for each qualification: **Qualification name** (e.g. A-Level, IB etc), **Subject**, **Grade** and **Date Awarded** (DD/MM/YYYY).

Use the **Add a qualification** button to continue to add qualifications as relevant to your application. You can use the **Delete Qualification** button if you wish to remove a qualification that you have added.

Once you have added all qualifications that you feel are relevant to your application, you can proceed to the **Submit your application** section.

Submit your application section

7. Click on the **Submit your application** bar to expand this section.

Once you are happy that your application is complete and accurate, use the checkbox to confirm the statement "I confirm that the information provided is accurate to the best of my knowledge" and then click **Submit your application**.

You will then see a pop-up box confirming that your application has been submitted successfully. Click **Close** to return to your completed form and view your Clearing Application Reference Number.

Clearing application confirmation section

8. Click on the **UCL Clearing Application Reference Number** bar to expand this section.

The message in this section will confirm that your application has been successfully submitted and provide your UCL Clearing Application Reference Number and UCAS Personal ID if applicable. You should use these reference numbers in any follow up communications about your application. These numbers will also be sent to you via email so ensure that you add donotreplyadmissions@ucl.ac.uk to your list of safe senders.

We will review your application and will contact you within 48 hours with a decision or request for further information if required.

You can now click **Exit** to close your Clearing Application form.