



UCAS EXTRA - A SUMMARY OF THE KEY POINTS

1. If you have not used all your choices, you can add further choices through the main UCAS system. This can be for different subjects.
2. You can send a revised personal statement to the individual university if you think this is necessary. Include your name, d.o.b. UCAS applic no, and course code. Keep the statement to 4,000 characters or 47 lines (you can see these details in Word by clicking File | Properties | Statistics)
3. You are eligible for UCASEXTRA if you have used all your choices and still have no place for next year.
4. UCAS inform you by letter when you become eligible for UCASEXTRA (from Mid March). A new button then appears on your UCAS Track screen.
5. Take careful note of what the letter instructs you to do and make a note of your UCAS number and your special password.
6. You can apply to UCASEXTRA until 07/07/09 - after this, it's Clearing.
7. You make one additional application at a time.
8. UCAS Extra is web-based so use UCASTRACK.
9. Courses with vacancies in UCAS Extra are highlighted on the UCAS Course Search website - don't apply for a place that isn't available. Once you've put in the details of the place you'd like to apply for, UCAS send a copy of your application form to the University.
10. If you are offered a place through UCASEXTRA, you will receive a UCASEXTRA letter (AS6). You reply on UCASTRACK.
11. If your application is unsuccessful, you will receive an Unsuccessful UCASEXTRA letter (AS4).
12. If you are unsuccessful, if you decline a UCAS Extra offer or if you do not receive a reply within 21 days (15 working days) of making your UCASEXTRA application, you can apply somewhere else. This second application cancels your previous application.
13. If you decline a UCASEXTRA offer or are rejected, you can ask for another place through UCASEXTRA up until 30/09/09.
14. If you firmly accept a place through UCASEXTRA, you are committed to taking up this place in September.
15. If you don't get the grades for your UCASEXTRA, you go into clearing.
16. The last decision date for UCASEXTRA is 19/7/09 (you reply by 04/8/09).

Action points:

- Make a note of your number and special password when you receive your UCASEXTRA eligibility letter.
- Seek advice from the Sixth Form Office or Connexions before making UCASEXTRA applications - ask about a new personal statement.

