

Extra toolkit



Applicant FAQs

1. Am I eligible to use Extra?

You're eligible for Extra if you've used all five choices in your application and you're not holding any offers. This means that all your choices must be either unsuccessful, you've declined any offers or cancelled any choices you have not received decisions for.

2. How will I know if I am eligible to use Extra?

In the 'Your choices' section of Track the option to 'Add an Extra choice' will become available.

3. Do I have to pay an additional fee to use Extra?

No – providing you are definitely eligible for Extra, i.e. you've already used all five choices, you would have paid all you needed to when you submitted your application.

4. How do I add a course in Extra?

You add an Extra choice in Track. If you're eligible, you'll see the 'Add an Extra choice' option in the 'Your choices' section. Click on this link and enter the details of the university and course – UCAS will then make your application available to them.

5. What if I'm still waiting for decisions from some of my choices when Extra opens?

You don't need to be ready to use Extra on 25 February. At whatever point you become eligible – up until early July – the 'Add an Extra choice' option will become available in Track.

6. How many Extra choices can I make?

There's no limit to the number of times you can add an Extra choice to your application while Extra is running, but you can only ever have one being considered at a time.

7. Will all the universities have places available in Extra for all their courses?

Not necessarily; each university or college decides which of its courses (if any) it has available for Extra. They inform UCAS using an online system, and these courses can then be filtered in our search tool as courses available through Extra.

8. How can I apply through Extra if the course I want isn't available?

If the course you want to apply for is not listed in the search tool as being available through Extra, but the university is happy for you to apply, you should ask the university to open the course in Extra for you. If they agree to do this, you'll be able to add the choice through Track. UCAS can't do this on behalf of the universities.

9. If I want to use Extra, but I haven't received decisions from some of my original choices what should I do?

To be eligible for Extra, you must have used all five initial choices and not be holding any offers, or waiting for any decisions. If you're still waiting for decisions from some of your choices but you're certain you're not interested in these anymore and you don't want to wait for their decisions, you can cancel these outstanding choices in Track. The 'Add an Extra choice' option will then become available. You should think carefully before doing this because you won't be able to reinstate these choices if you change your mind.

10. Is it true that if the university or college doesn't make a decision within 21 days I have to replace them with another Extra choice?

No, this isn't the case. A university or college should try to make their decision in Track within 21 days, but sometimes they need longer. The 'Add an Extra choice' option will automatically become active again after 21 days. You must then decide whether to keep waiting for the university or college to make a decision, or to replace it with another choice instead. However, if you do replace it with another choice, this will prevent the university you are waiting for from making their decision.

11. Is there a deadline for when I have to reply to an offer I've received in Extra?

Yes. If you receive an offer in Extra, the date you must reply by is shown in Track. You must reply by this date otherwise your offer will be automatically declined.

Extra toolkit



Applicant FAQs

12. If I'm offered a place through Extra, do I have to accept it as my firm choice, or can I accept it as an insurance choice and send my application to another university or college?

You can only have one Extra choice at any given time, so if you receive an offer through Extra you must either accept it as your firm choice or decline it. If you decline the offer you'll be able to add another Extra choice providing there's still time. If you use Extra, you will never have an insurance choice.

13. I'm applying for a different subject, can I change my personal statement?

You can't change your personal statement, so if you're applying for a course that's different from your initial choices, it's a good idea to contact the university or college. Explain to them you've changed your mind and offer to send them a revised personal statement.

14. If I accept a place in Extra, can I decline it and go into Clearing later?

By accepting an offer in Extra you're making a commitment to that university or college and you'll be placed with them if you meet the conditions of their offer. If you don't meet the conditions of their offer, you will automatically become eligible for Clearing.

15. I only made four choices because I applied for medicine, dentistry, veterinary medicine or veterinary science courses, and I've been unsuccessful with all of them. How can I use Extra as I haven't used all five choices?

As you have not used five choices, you can't normally use Extra at this stage. However, if you've been unsuccessful at your four medicine, dentistry, veterinary medicine or veterinary science choices, and you have seen a vacancy in Extra for one of these subjects, contact the university to check if there are still places. If the university confirms there are vacancies and that they're willing to consider your application, please telephone our contact centre on **0371 468 0 468** for advice.

Got a different question? Get an answer online...



Watch UCAS videos on You Tube
www.youtube.com/ucasonline



Twitter
www.twitter.com/ucas_online



Facebook
www.facebook.com/ucasonline