# Welcome Screen -

*Hello, welcome to the University of Bolton you are speaking to [YOUR NAME], how can I help you today?*

At this point, also find out whether they are Home or International. If they are International, try to put the applicant through to the International Officers to discuss the caller's eligibility to study with us (ext3110). If they are not available please take a name and number and pass to the international team for a call back.

www.bolton.ac.uk/clearing

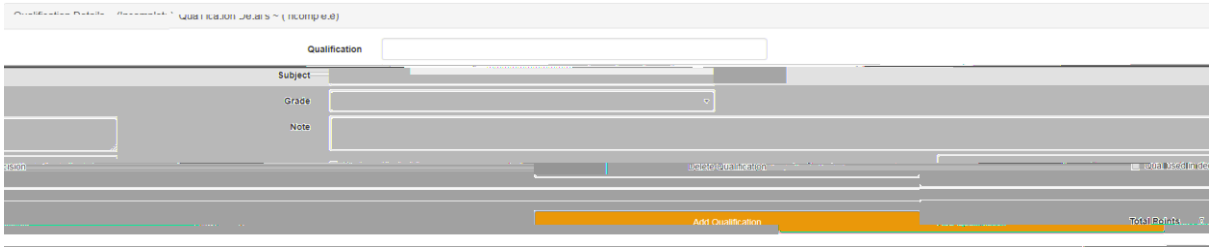
IMPORTANT: Any courses that have been closed for Clearing will be listed on the whiteboard in the room you are in.

*OK, are you eligible for clearing - that means you're not holding an offer from another university? great we can carry on.*

*no problem we can carry on with the call and if we can make you an offer in principal today we will send you an e-mail explaining how to get yourself released from your current institution.*

*don't worry we can check that out[illegible]*

# Qualifications




Please note, if you click the suggested Qualification, it will change to display the code on the left, in this case “NTA”.

Course Search

U

D

# Questions

No

Yes

Once the final Question has been populated,

ID & Address

# ID & Address

Lookup

recheck the spelling of the email address

Please press the orange Save bu0 1 7pt-5(eff)7 Tf1 0 0 1 72.024 279.41 Tm0 g0 G[Plea)5(twt/F39(ve)6(Sa)7(

Actions

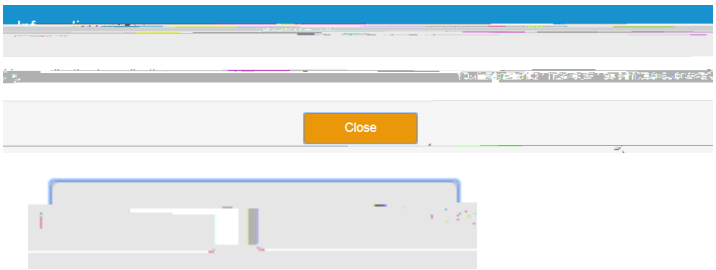
# Summary

Submit tab

## Submit

Please press the orange Submit button or the information will not be stored.

Submit




Please see next page for information on UCAS track.