Phoning Universities and UCAS PQ's Results Day Flowchart When phoning about your application always have a pen and paper to hand. Ask for and WRITE DOWN: The number you called The date/time of the call No The FULL NAME of the person you speak to Have you met your Firm offer Their JOB TITLE conditions? What you said What they said Yes show that When people on the phone know that they can be held you've been accountable for what they have said they will give you accepted? oes Track Does Track No better, more accurate answers. No Yes next to your Does Track Have you met No No Yes Yes Yes • Yes No show "conditional" Does Track next to your No you've been Yes accepted? Yes No Yes No Yes Do you want No to look at iniversities? Yes Yes No. Ask about accommodation and be careful not to accept over the Did you No