

UCAS Applicant guidance document for completion of the Record of Prior Acceptance

(RPA) Form

You should be able to complete most of this form by reading the notes below. You will, however, need to obtain information from an authorised person at the university to complete some sections. If you have already applied through UCAS, you are not eligible to be accepted using a Record of Prior Acceptance (RPA) – the university will be able to access your existing application record online. Please write clearly in BLOCK CAPITALS.

After you have completed the form, please return it to the Academic School who have informally accepted you.

Mandatory applicant information

1. Correspondence Address:

Please enter the address to which you want UCAS and the university to send all correspondence. Using a separate line for each part of your address.

2. Area of permanent residence:

If you live in:

- Greater London, give your London borough (for example, Enfield);
- A former metropolitan county, give your district (for example, Sefton);
- Scotland, give your district or islands area (for example, Clackmannanshire);
- Elsewhere in the UK, give your county (for example, Derbyshire); or
- Outside the UK, give your country (for example, Italy).

3. Residential category:

Enter one of the following to describe your residential category:

- UK Citizen or EU National
- EEA or Swiss National
- Child of a Turkish worker
- Refugee
- Humanitarian Protection or similar
- Settled in the UK
- Other (If you are a non-EU applicant please select this)

4. UK entry date:

- If you were not born in the UK, please give the date when you entered the country to live here.
- If you are not currently living in the UK, please enter the date you expect to enter the UK to start your course.
- If you have already moved to the UK, the date you arrived might be stamped in your passport and/or on other papers used to gain admission to the UK.

5. Ethnic origin:

If you are a UK applicant, enter the category from the list below that best describes your ethnic origin:

- White
- Black - Caribbean
- Black - African
- Black - Other
- Asian - Indian
- Asian - Pakistani
- Asian - Bangladeshi
- Asian - Chinese
- Asian - Other
- White/Black Caribbean
- White/Black African
- White and Asian
- Other Mixed
- Other
- Prefer not to say

6. Disability:

Enter the statement from the list below that best describes you:

- No disability
- You have social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
- You are blind or have a serious visual impairment uncorrected by glasses
- You are deaf or have a serious hearing impairment
- You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- You have a mental health condition, such as depression, schizophrenia or anxiety disorder
- You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
- You have a disability, impairment or medical condition that is not listed above
- You have two or more impairments and/or disabling medical conditions

7. Relevant criminal convictions:

To help reduce the risk of harm or injury to their students and staff caused by the criminal behaviour of other students, we must know about any relevant criminal convictions that an applicant has. ***Please read the following carefully and on the application form indicating YES, NO or NONE in the relevant box.***

If you have a relevant criminal conviction that is not spent, please tick the box; otherwise leave it blank.

If you tick the box you will not be automatically excluded from the application process. You do not need to provide any details of your conviction now. However, we may ask you to provide further information at a later stage.

What is a relevant criminal conviction?

Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

What is the Rehabilitation of Offenders Act 1974?

The Rehabilitation of Offenders Act 1974 aims to help people who have been convicted of certain criminal offences and have not re-offended since being convicted. If the person does not re-offend during their rehabilitation period their conviction becomes 'spent'.

Convictions after you have applied

If you are convicted of a relevant criminal offence after you have applied, you must tell us and any university or college that you have applied to, or may apply to, during the application cycle. Do not send details of the offence; simply tell us and the universities and colleges that you now have a relevant criminal conviction. We may then ask you for more details.

Additional notes: for applicants to courses in teaching, medicine, dentistry, health, social work and courses involving work with children or vulnerable adults, including the elderly or sick people.

If you have a relevant unspent criminal conviction (see guidance above) you must tick the box. However, you should be aware that courses in teaching, medicine, dentistry, health, social work and courses involving work with children or vulnerable adults, including the elderly or sick people, are exempt from the Rehabilitation of Offenders Act 1974 and different rules apply with regard to criminal convictions.

You should also be aware that for these courses:

1. The University may ask you to agree to have a check, called an enhanced disclosure or criminal record check, and if they do so, you must comply
2. The university will send you the appropriate documents to fill in. Where this document comes from will depend on the location of the college or university you are applying to; see the table below
3. The information that will be revealed by the check will vary depending on the type of check required, however, it is likely that, for these courses, the university or college will require either a 'Standard' or an 'Enhanced' disclosure check and either of these checks will reveal spent convictions as well as unspent convictions, cautions (including verbal cautions), reprimands, final warnings and bind-over orders, irrespective of when these occurred
4. This means that if you have a criminal conviction, spent or unspent, this information will be made known to the university (but not UCAS) as part of the check

5. If the check reveals that you have had a conviction, caution, reprimand, final warning or bind over, the University will need to assess your fitness to practise in the profession to which you are applying. Applicants to medicine, for instance, need to be aware that the General Medical Council will not permit students deemed unfit to practise to be entered on the Medical Register and so they will not be able to practise as doctors. Similar restrictions might be imposed by other professional bodies such as, but not limited to, those connected with law, teaching, accountancy, social work, banking and the armed forces.

6. You may also be subject to further checks (before and/or after you complete your course) by any prospective employers who will make their own assessments regarding your fitness to practice in the relevant profession

7. If these issues are in any way relevant to you, you should obtain further advice from appropriate bodies.

8. Student support arrangements:

You should state who will assess you for tuition fees or who will pay for your course. Enter one of the following to tell the university or college how your tuition fees will be paid:

- Private finance
- SLC, SAAS, NIBd, EU, ChI, IoM
- Research Council
- DH/Regional Health
- UK Govt intl award
- Training Agency
- Other UK govt award
- International agency
- UK industry/commerce
- Other source

9. Previous UCAS application number:

If you have previously applied through UCAS and you know your UCAS personal ID number, please enter it here.

10. Parental occupation:

If you are a UK applicant and under 21 years old, enter the job title of your parent, step-parent or guardian who earns the most.

If you are 21 or over, enter your own job title.

11. Parent Higher Education Attendance:

If you are a UK applicant, enter the category from the list below that best describes if your parents have any higher education qualifications:

- Yes
- No
- Don't know
- I prefer not to say

12. Education

School or College name:

Enter the name of the school or college you attended or are currently attending.

If you have been home-schooled for your secondary education, enter 'home-schooled' in the space provided.

Date started:

Please enter the date you started at the school or college. Include month and year.

Date finished:

Please enter the date you finished or are due to finish at the school or college. Include month and year.

Attendance:

Please enter either full-time, part-time or sandwich course (which could include a year of working within an industry as part of the course).

13. Qualifications section

Enter the qualifications that you have achieved, or expect to achieve.

Highest Current Qualification

Please select the highest level of qualification you have before you start your course. This does not relate to the course you are applying to.

Below honours degree level qualifications: this includes further education qualifications that you studied at school or college. For example, AS and A level, Scottish Higher and Advanced Higher, GCSE, Irish Leaving Certificate, International Baccalaureate, Higher National Certificate (HNC), Higher National Diploma (HND), foundation degree, Certificate of Higher Education (CertHE), bachelor's degree at ordinary level (without honours).

Honours degree level or above qualifications: this includes higher education qualifications at honours degree level or above only. For example, bachelor's degree with honours, master's degree, PhD.

If you indicate that you do have qualifications, you must enter details of these in the qualifications section.

English Language

Please indicate the relevant English Language qualification you hold. Please note that an IELTS/TOEFL qualification must have been taken within the last 2 years to be valid.

Qualification:

Enter in the level of the qualification that you have or will achieve e.g. A level, International Baccalaureate, Diploma.

Subject:

Enter the subject that you have taken e.g. Biology, Mathematics.

Date:

Please enter the month and year that you certificated the qualification.

Overall Grade:

Please enter the level of achievement gained.

Mandatory Course information & Declaration

We require this information to ensure that you have applied for the correct course. All applicants are required to read the declaration and sign/print your name.

Defer entry:

Enter Yes if you want to defer your entry.

Declaration:

You must now read the declaration to confirm your agreement.

Applicant's signature:

Please sign/print your name on the form

When you sign/print your name on the declaration, you are committed to take up a place on the course entered in the Mandatory course information section of your form. It represents your acknowledgement that you will not enter into discussions with any other UCAS member universities or their agents in this year's application cycle about a place on any alternative programme of study within the UCAS scheme.