

UCAS

Applicant Instructions for Completion of the Record of Prior Acceptance (RPA) (EU Applicants)

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 or college to complete some sections. If you have already applied through UCAS, you are not eligible to be accepted via a Record of Prior Acceptance (RPA) – the university or college will be able to access your existing application record online. Please write clearly in BLOCK CAPITALS.

After you have completed the form, please give it to an authorised representative of the university or college.

Mandatory applicant information

Title:

Enter the title by which you wish to be addressed (example: Mr, Ms)

Forenames:

Enter your first/given names.

Surname or Family Name:

Enter your surname/family name.

Gender:

Enter Male or Female

Date of birth:

Use format DD/MM/YYYY

Address:

Enter the address to which you want UCAS and the university or college to send all correspondence. Do not write it all on one line – use a separate line for each part of your address. Do not include the country name here.

Postcode:

This is for UK addresses only. Any overseas postcode should go on the last line of your address.

Country:

Enter the name of the country for your address.

Fee payer:

Enter one of the following to tell the university or college how your tuition fees will be paid:

- Private Finance
- Local Authority (LA)
- Research Council
- Department of Health/ Regional Health Authority
- UK Government Overseas Award
- Training Agency
- Other Government Award
- Overseas Agency
- UK Industry/Commerce
- Other Source

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).

Residential category:

Enter your residential category:

- UK Citizen/EU National
- UK Resident

Mandatory course information

Course

Campus

Point of entry

Start date

Complete these items with the help of a person from the university or college.

Optional additional information

The university or college will tell you which of the optional information sections below you need to complete. They may not need you to provide any optional information.

Unique Learner Number:

Enter your Unique Learner Number.

ISA Number:

Enter your ISA Number.

IELTS Number:

Enter your IELTS Number.

TOEFL Number:

Enter your TOEFL Number.

Preferred first name:

Enter your Preferred first name.

Previous surname:

If you have changed your surname since your 16th birthday, please enter your previous surname here.

Telephone:

Enter the telephone number that you want UCAS and the university or college to use if they need to contact you.

Mobile Number:

Enter your mobile phone number here.

Email address:

Enter your email address if you have one. If not, write NONE.

Home address:

If your home address is different to the address that you have previously given for correspondence, please enter it here. Do not write it all on one line – use a separate line for each part of your address. Do not include the country name here.

Home postcode:

This is for UK addresses only. Any overseas postcode should go on the last line of your address.

Home address country:

Enter the name of the country for your home address.

Correspondence in Welsh:

If you are accepting a place at a university or college in Wales and you would like them to write to you in Welsh please enter Yes.

Scottish candidate number:

If you have taken or are taking Scottish qualifications, you should enter your Scottish Candidate Number here.

BTEC registration number:

If you have taken or are taking a BTEC National Diploma, Certificate or Award or a Higher National Diploma or Certificate, you should enter your registration number here.

Student support arrangements:

You should state who will assess you for tuition fees or who will pay for your course. If the university or college needs you to complete this section, they will tell you how to do so.

Country of birth:

Enter the current name of the country where you were born.

Nationality:

Enter your nationality (as written on your passport, if you have one). If you have dual nationality, you can enter both.

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.

Disability:

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

- No disability
- Learning difficulty
- Blind/partially sighted
- Deaf/partial hearing
- Wheelchair user or mobility difficulties
- Mental health difficulties
- Unseen disability
- Multiple disabilities
- Other disability
- Not Known
- Autistic disorder

Previous application number:

If you have previously applied to the university or college where you now have a place and you can find out your UCAS application number, please enter it here.

Relevant criminal convictions:

To help the institution reduce the risk of harm or injury to their students caused by the criminal behaviour of other students, they must know about any relevant criminal convictions that an applicant may have. If you have a relevant criminal conviction, please tick the box.

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.

You must tick the box if either of the following statements applies to you.

- * You have a relevant criminal conviction that is not spent.
- * You are serving a prison sentence for a relevant criminal conviction.

If you enter a tick in the box you will not be automatically excluded from the application process. However the university or college concerned may want to consider the application further or ask for more information before making a decision.

You should be aware that for courses in teaching, health, social work, veterinary medicine, veterinary science or courses involving work with children or vulnerable adults, any criminal convictions, cautions (including verbal cautions), reprimands, final warnings and bind-over orders are exempt from the Rehabilitation of Offenders Act 1974. If you are applying for these courses, the universities and colleges will ask you to agree to have a criminal record check. You may also need an 'enhanced disclosure document' from the Criminal Records Bureau or the Scottish Criminal Record Office Disclosure Service. This means that if the criminal record check identifies that you have had a conviction, caution, reprimand, final warning or bind-over, this information will be made available to the university or college considering your application.

Parental occupation:

If you are under 21 years old, enter the occupation of your parent, step-parent or guardian who earns the most. If you are 21 or over, enter your own occupation.

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

Parent Higher Education Attendance:

If you are a UK applicant, enter the category from the list below that best describes your parent's attendance to Higher Education:

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

Qualification 1 (Highest):, Qualification 2: and Qualification 3:

If the university or college need you to complete one or more of these sections, they will tell you how to do so.

Further details:

The university or college will tell you if you need to enter anything in this section.

Live at home while studying:

Enter Yes if you plan to live at home while you study or No if you intend to live away from home during your course.

Defer entry:

Enter Yes if you want to defer your entry.

SMS mailing – opt in:, Email mailing – opt in and Postal mailing – opt in:

If you want to receive commercial mailings about products relevant to higher education by SMS, email and /or post, enter Yes in the appropriate section(s). If you do not want to receive these mailings by SMS, email and/or post, enter No in the appropriate section(s).

Declaration:

You must now read the declaration before signing and dating the section in black ink to confirm your agreement.

Applicant signature:

Please sign the form in black ink.

When you sign 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 colleges or their agents in this year's application cycle about a place on any alternative programme of study within the UCAS scheme.

Now take or send your original completed form to an authorised person at the university or college.