

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

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 Form (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.

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 one of the following to describe your residential category:

- Refugee Status
- European Economic Area (EEA) National
- UK/ European Union National outside the EEA
- Other

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
- Autistic disorder
- Mental health difficulties
- Unseen disability
- Multiple disabilities
- Other disability

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.

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 address country:

Enter the name of the country for your home address.

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.

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.

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.

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.