

UCAS

## APPLICANT INSTRUCTIONS FOR THE COMPLETION OF THE RECORD OF PRIOR ACCEPTANCE (RPA) FORM

Please download a copy of the form and save this to your device before completing each section. Once completed, please save it and email as an attachment to [rpa@uos.ac.uk](mailto:rpa@uos.ac.uk).

You should be able to complete this form by reading the notes guidance below. **Please do not complete this form if you have already applied through UCAS, you are not eligible to be accepted using a Record of Prior Acceptance (RPA)** – the University of Suffolk will be able to access your existing application record online so please notify us if this is the case.

### Course Information (Mandatory)

**Course:**

Please enter the UCAS course code for the course you will be studying or the full title of the course i.e. B700 or BSc (Hons) Adult Nursing

**Campus:**

Please enter the campus code of the university you will be studying at, i.e. I for Ipswich

**Year of entry:**

This is which year you will be entering your course from i.e. 1 is first year, 2 is second year, etc.

**Start date:**

Please enter the month and year you will be starting your course i.e. Sept 2023.

# Personal Details (Mandatory)

**Title:**

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

**Forenames:**

Enter your first/given names

**Surname or family name:**

Enter your surname/family name

**Date of birth:**

Use format DD/MM/YYYY

**Applicant describes gender as:**

The UCAS RPA system can currently only accept entries of 'Woman', 'Man', 'I prefer another term' or 'I prefer not to say'. More information about this is available here: <https://www.ucas.com/gender-options-apply>

**Address:**

Enter the address to which you want UCAS and the University of Suffolk 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.

**Postcode (UK Only):**

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

**Tuition Fee payer:**

Enter one of the following to tell the University of Suffolk to give an indication of how you expect your tuition fees will be paid (please note for the purposes of this form it does not matter if this subsequently changes):

- |  |   |
|--|---|
| <input type="checkbox"/> Private finance   | <input type="checkbox"/> Training Agency      |
| <input type="checkbox"/> SLC (Student Finance England), SAAS, NIBd, EU, ChI, IoM | <input type="checkbox"/> Other UK govt award  |
| <input type="checkbox"/> Research Council  | <input type="checkbox"/> International agency |
| <input type="checkbox"/> DH/Regional Health                                      | <input type="checkbox"/> UK industry/commerce |
| <input type="checkbox"/> UK Govt intl award                                      | <input type="checkbox"/> Other source         |

**Area of permanent residence:**

If you live in:

- |  |  |
|--|--|
| <input type="checkbox"/> Greater London, give your London borough (for example, Enfield);              | <input type="checkbox"/> elsewhere in the UK, give your county (for example, Derbyshire); or |
| <input type="checkbox"/> a former metropolitan county, give your district (for example, Sefton);       | <input type="checkbox"/> outside the UK, give your country (for example, Italy).             |
| <input type="checkbox"/> Scotland, give your district or islands area (for example, Clackmannanshire); |  |

**Residential category:**

Enter one of the following to describe your residential category:

- |                             |                                      |
|-----------------------------|--------------------------------------|
| ■ UK Citizen or EU National | ■ Humanitarian Protection or similar |
| ■ EEA or Swiss National     | ■ Settled in the UK                  |
| ■ Child of a Turkish worker | ■ Other                              |
| ■ Refugee                   |                                      |

**Disability:**

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

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

**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.

**Ethnic origin:**

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

- |                       |                         |
|-----------------------|-------------------------|
| ■ White               | ■ Asian - Chinese       |
| ■ Black - Caribbean   | ■ Asian - Other         |
| ■ Black - African     | ■ White/Black Caribbean |
| ■ Black - Other       | ■ White/Black African   |
| ■ Asian - Indian      | ■ White and Asian       |
| ■ Asian - Pakistani   | ■ Other Mixed           |
| ■ Asian - Bangladeshi | ■ Other                 |

If you are not a UK applicant, leave this section blank.

# Education and Qualifications Section

Please complete this section and detail the qualifications you currently hold.

## **School or College name:**

Enter the name of the school or college you last 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).

## **Highest Expected Qualification**

Please select the highest level of qualification you expect to 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.

### ■ **I will have no formal qualifications:**

this means that you will not have received any formal and certificated qualifications before you start a higher education course.

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

## **Qualification already achieved:**

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.

## **Grade:**

Please enter the level of achievement gained.

# Further Information

## Relevant Criminal Convictions: (Mandatory)

### Criminal convictions

To help the universities and colleges reduce the risk of harm or injury to their students and staff caused by the criminal behaviour of other students, they must know about any relevant criminal convictions that an applicant has. Please read the following carefully.

If you have a relevant criminal conviction that is not spent, please tick the box.

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, the University of Suffolk 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.

### **Additional notes: for applicants to courses in teaching, medicine, dentistry, health, social work, veterinary medicine, veterinary science 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, veterinary medicine, veterinary science 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 of Suffolk will ask you to agree to have a check, called an Enhanced disclosure and if they do so, you must comply.
2. The University of Suffolk will send you the appropriate documents to fill in.
3. An Enhanced' disclosure check 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 of Suffolk (but not UCAS) as part of the check.

### Declaration:

You should now read the declaration before signing and dating the section to confirm your agreement.

### Applicant's signature:

Please sign enter your name in the text field.

When signing the declaration and returning the RPA you are committing to accepting your 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.