

THE UNIVERSITY OF MANCHESTER
UCAS Record of Prior Acceptance (RPA) Form

Please use the applicant guidance, which is given at the end of this form, to assist you in completing the form. All sections of the form must be completed but if a particular section is not applicable then please indicate this by writing N/A (not applicable) in that section.

Please indicate whether you are: **UK/EU applicant**
(ticking the appropriate box; refer to number 1 in the guidance)

☐

non-EU applicant

☐

Applicant information (mandatory information is marked with *)

Previous UCAS Personal ID number: (if you have previously applied via UCAS; refer to number 2 in the guidance)	
*Title: (Enter your title, example Mr, Miss, Ms)	
*First / Given name(s): (as stated on your passport)	
*Surname or family name: (as stated on your passport)	
*Gender: (enter Male or Female)	
*Date of birth: (Please use format DD/MM/YYYY)	
*Correspondence Address line 1: (refer to number 3 in the guidance)	
*Correspondence Address line 2:	
Correspondence Address line 3: (where applicable)	
Correspondence Address line 4: (where applicable)	
*Country: (enter the name of the country for your correspondence address)	
Postcode (UK Only):	

If your home address is different to the above correspondence address, please enter here otherwise write N/A.

Home address line 1: (where applicable)	
Home address line 2: (where applicable)	
Home address line 3: (where applicable)	
Home address line 4: (where applicable)	
Home address country: (enter the name of the country for your home address)	
Home postcode: (UK Only):	

*Who is paying your fees? (refer to number 4 in the guidance)	
*Area of permanent residence: (refer to number 5 in the guidance)	
*Residential category: (refer to number 6 in the guidance)	
*Disability: (refer to number 7 in the guidance)	

*Country of birth: (enter the current name of the country in which you were born)	
*Nationality: (as stated on your passport. If dual nationality enter both)	
*Date of entry to the UK: (refer to number 8 in the guidance)	
*Ethnic origin: (refer to number 9 in the guidance)	

Please enter details of the University/School/College(s) which you have previously attended or are currently attending. This must include where you have completed your highest qualification. *(refer to number 10 in the guidance)*

University/School/College Education 1

*Name of educational establishment: (where applicable)	
*When did you start? (please use the format MM/YYYY)	
*...and finish? (please use the format MM/YYYY)	
*Attendance: (Please indicate Full Time, Part Time or Sandwich course)	

University/School/College Education 2

*Name of educational establishment: (where applicable)	
*When did you start? (please use the format MM/YYYY)	
*...and finish? (please use the format MM/YYYY)	
*Attendance: (Please indicate Full Time, Part Time or Sandwich course)	

University/School/College Education 3

*Name of educational establishment: (where applicable)	
*When did you start? (please use the format MM/YYYY)	
*...and finish? (please use the format MM/YYYY)	
*Attendance: (Please indicate Full Time, Part Time or Sandwich course)	

University/School/College Education 4

*Name of educational establishment: (where applicable)	
*When did you start? (please use the format MM/YYYY)	
*...and finish? (please use the format MM/YYYY)	
*Attendance: (Please indicate Full Time, Part Time or Sandwich course)	

University/School/College Education 5

*Name of educational establishment: (where applicable)	
*When did you start? (please use the format MM/YYYY)	
*...and finish? (please use the format MM/YYYY)	
*Attendance: (Please indicate Full Time, Part Time or Sandwich course)	

*Insert the level and title of the highest completed qualification which you will hold at the time you start your course at University: (refer to number 11 in the guidance document)	
---	--

Please enter details of any relevant qualifications below, which must include your highest completed qualification and overall grade. *(refer to number 12 in the guidance)*

Completed Qualification 1

*Title of Qualification:	
*Subject name:	
*Date taken: (please use the format MM/YYYY)	
*Overall Grade achieved:	

Completed Qualification 2

*Title of Qualification:	
*Subject name:	
*Date taken: (please use the format MM/YYYY)	
*Overall Grade achieved:	

Completed Qualification 3

*Title of Qualification:	
*Subject name:	
*Date taken: (please use the format MM/YYYY)	
*Overall Grade achieved:	

Completed Qualification 4

*Title of Qualification:	
*Subject name:	
*Date taken: (please use the format MM/YYYY)	
*Overall Grade achieved:	

Completed Qualification 5

*Title of Qualification:	
*Subject name:	
*Date taken: (please use the format MM/YYYY)	
*Overall Grade achieved:	

Mandatory course information

*Title of the course you are applying for:	
*UCAS course code of the course you are applying for:	
*Point of entry: (What year are you entering 0 (Foundation Year), 1st, 2nd, 3rd year etc)	
*Start date: (example 16/09/2019, please use the format DD/MM/YYYY)	

English Language (refer to number 13 in the guidance)

IELTS Test Report Form number: (where applicable)	
Date test taken: (please use the format MM/YYYY)	
TOEFL registration number: (where applicable)	
Date test taken: (please use the format MM/YYYY)	

Further Applicant Information

Preferred first name: (where applicable)	
Previous surname: (where applicable)	
*Telephone number: (Please include country code if outside the UK)	
*Mobile number: (Please include country code if outside the UK)	
*Email address:	

Applicant Declaration (refer to number 14 in the guidance)

I confirm that the information given on this form is true, complete and accurate and no information or other material information has been omitted. I accept that if this is not the case, UCAS shall have the right to cancel my application and I shall have no claim against UCAS or any other higher education institution or college in relation thereto. I give my consent to the processing of my data by UCAS and educational establishments. I also accept that, having completed and signed the form, I do not have the right to further choices within the UCAS scheme and will not approach any other university or college in the UCAS scheme. You have the right to cancel this application. If you decide not to take up your place at the university or college you must do this by informing the university or college who have offered you the place as soon as possible.	
*Applicant's signature (please also print your name):	*Date (please use format DD/MM/YYYY):

End of application – the following declaration is for institution information only:

Admissions Administrator Declaration

I have checked the above RPA form and all the applicable fields have been completed and the information is correct. I confirm that the above applicant will be made an Unconditional Offer to study on the stated course.	
Admissions Administrator's signature (please also print your name):	Date (please use format DD/MM/YYYY):
Please state the reason for using the RPA route for the above applicant:	

Applicant Guidance - for completion of the UCAS Record of Prior Acceptance (RPA) Form

You should be able to complete 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 for the current year's application cycle, 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** when completing the form. After you have completed the form, please return it to the Academic School who have informally accepted you.

Applicant information (mandatory information is marked with * on the form)

1. UK/EU or non-EU applicant

If your country of citizenship as stated on your passport belongs to the following list of countries, then you should tick that you are a UK/EU applicant on the form, otherwise you should tick that you are a non-EU applicant.

The category of UK/EU applicant for the purpose of making a RPA application comprise of the following countries/areas:

Austria, Belgium, Bulgaria, Croatia, Cyprus (only nationals of the Republic of Cyprus are EU nationals but the whole island counts for the purposes of area of ordinary residence), Czech Republic, Denmark, Estonia, Finland (including Aland Islands), France (including French Guyana, Guadeloupe, Martinique, Reunion, Saint-Pierre et Miquelon), Germany (including Heligoland), Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal (including Azores, Madeira), Romania, Slovakia, Slovenia, Spain (including Balearic Islands, Canaries, Ceuta, Melilla), Sweden, United Kingdom (including Gibraltar).

2. Previous UCAS Personal ID number

If you have previously applied through UCAS and you know your UCAS Personal ID number, please enter your ten digit number here. If you have no prior application with UCAS, then you can enter N/A (not applicable) in this section.

3. Correspondence Address

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

4. Fee payer

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

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

5. Area of permanent residence

If you live:

- Inside the UK, give your local authority area (for example, Sefton);
- Outside the UK, give your country (for example, Italy).

6. Residential category

Enter one of the following to describe your residential category:

- UK Citizen – England
- UK Citizen – Scotland
- UK Citizen – Wales
- UK Citizen – Northern Ireland
- British Citizen – Channel Islands or Isle of Man
- British Citizen – British Overseas Territories
- EU National (non-UK Citizen)
- EEA or Swiss National
- Child of a Turkish worker
- Refugee
- Humanitarian Protection or similar
- Settled in the UK (Indefinite Leave to Remain in UK)
- Other (If you are a non-EU applicant please select this)

7. 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

8. Date of entry to the UK

Enter your date of entry to the UK, if applicable, as indicated below:

- 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.
- If you are British and have always lived in the UK, then enter N/A (not applicable).

9. Ethnic origin

Enter the category from the list below that best describes your ethnic origin:

- White
- Gypsy, Traveller or Irish Traveller
- 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
- Arab
- Other
- Prefer not to say

10. Education

Further guidance on how to complete this section is shown in the following table:

Name of educational establishment	Enter the name of the University or School or College (as applicable) which you have previously attended or are currently attending. This must include where you have completed your highest qualification. If you have been home-schooled for your education, enter 'home-schooled' in the space provided.
When did you start?	Please enter the date you started at the University/School/College specifying the month and year.
When did you finish?	Please enter the date you finished or are due to finish at the University/School/College specifying the month and year.
Attendance	Please enter either full-time, part-time or sandwich course to best describe your type of attendance during the period of study. A sandwich course could include a year of working within an industry as part of the course.

11. Highest Completed Qualification

Please enter the level and title of your highest completed qualification which you will hold at the time you start your course at University. This does not relate to the course you are currently applying to but instead relates to your preceding education. An illustrative list of possible qualifications is shown below to assist with completing this section:

Below honours degree level qualifications - for example, further education qualifications that you studied at School or College, such as 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 - for example, Higher Education qualifications at honours degree level or above, such as Bachelor's degree with honours, Master's degree or PhD.

12. Qualifications

Please enter the details of any relevant qualifications which correspond to the entry requirements of the course that you are applying for – the University's online course profiles at www.manchester.ac.uk give information on the particular course's entry requirements. You should enter the qualifications that you have completed, including your highest qualification and its overall grade. We do not require you to state qualifications that you are currently undertaking with grades still pending. Further guidance on how to complete this section is shown in the following table:

Qualification	Enter the title of the qualification that you have completed e.g. A level, International Baccalaureate
Subject name	Enter the subject that you have taken e.g. Biology, Mathematics.
Date taken	Please enter the month and year that you were awarded the qualification.
Overall Grade	Please enter the overall grade of the qualification gained, e.g. grade A, 70% overall, Grade Point Average

13. English Language

Please indicate if you hold an IELTS or TOEFL test score where applicable. Please note that an IELTS/TOEFL qualification must have been taken within the last 2 years to be valid.

14. Applicant 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 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.