PARTNERS Programme Supported Entry Route
Online Application Form - Student Guidelines

Pre-Application Checklist

1. Have you submitted your UCAS application? We will not be able to process your PARTNERS application until your UCAS application is fully complete as we need your predicated grades, submitted by your teacher/tutor, to be able to fully assess your eligibility. Therefore, don't submit your PARTNERS application form until you are at the stage to also submit your UCAS form to UCAS.
2. Make sure you have your UCAS number to hand when completing your PARTNERS application and enter this correctly
3. Make sure that your contact details (address, phone number etc.) match those on your UCAS application
4. Check that your email address matches the one provided on UCAS and that it is entered correctly. This is very important as we will communicate with you regarding your application via email

Step 1 – Personal Details

- Enter your ‘First Name’
- Enter your ‘Last Name’
- Enter your ‘Date of Birth’ using the drop down lists
- Enter your ‘Gender’ using the drop down list
- Enter your ‘Ethnicity’ using the drop down list
- Enter your current ‘Institution’ (school or college)
  - In order to find your current Institution:
    - ‘Government Office Region’ - select the region your Institution is in (i.e. North East)
    - ‘Local Authority’ - select the local authority your Institution is in
    - ‘Phase of Education’ - select the phase of education (i.e. ‘16 plus’)
  
  ‘Phase of Education’ is an optional field
- Select your current Institution from the drop down list
- Enter your GCSE School
  - If your GCSE School is the same as your current Institution, please select ‘Copy Current Institution’. If you completed your GCSEs at a different institution please following the below instructions:
  - In order to find your GCSE School:
    - ‘Government Office Region’ - select the region your Institution is in (i.e. North East)
    - ‘Local Authority’ - select the local authority your Institution is in
    - ‘Phase of Education’ - select the phase of education (i.e. ‘Secondary’)
  
  ‘Phase of Education’ is an optional field
- Select your GCSE School from the drop down list

- Enter your full address and postcode
- Enter your home phone and mobile phone information
- Enter your Email address.
Please use the email address you have submitted on your UCAS application form as we will communicate with you regarding your application via email

- Enter your UCAS Personal ID number.

This is the ten digit number automatically generated when you complete a UCAS application form. You will not be able to submit your PARTNERS Application form without this number

- ‘Have you submitted a Newcastle University application to Medicine or Dentistry?’

If you are applying to Medicine or Dentistry please select the box. If you are not applying to Medicine or Dentistry, please leave this blank.

**Step 2 – Eligibility Assessment**

In order to assess your eligibility please tick the boxes that apply to you:

- Are you in receipt of, or entitled to, Free School Meals, Pupil Premium Funding and/or discretionary school/college payments which are directly linked to financial hardship?
  - Tick if YES

- Have you experienced local authority care within the last ten years?
  - Tick if YES

- Has either of your parents/carers experienced university/Higher Education?
  - If you do not know, please select ‘No qualifications/unknown’

- Parent/Carer 1, What is the highest qualification achieved?

- Parent/Carer 2, What is the highest qualification achieved?

- What is the occupation of the highest-earning parent/carer of the household in which you live? If he/she is unemployed or a full-time student, please include this information. If retired, please give the occupation before retirement
  - Please enter the full job title of the main wage earner in your household. If the main wage earner is self-employed please use the box provided to indicate this

- If he/she is self-employed, which of the following describes them best?
  - Select appropriate description from the drop down box

- Are you in receipt of the Personal Independence Payment (pip) at the appropriate level?*
  - Select appropriate statement from the drop down box

- Home Life Factors
  - Select appropriate statement from the list
• Supporting Documentation

We only require students to attach supporting evidence for the eligibility factor ‘Home Life Factors’. You do not need to attach evidence in regards to any of the other eligibility criteria. However, if you would like to attach any documentation that you feel would support your PARTNERS application (e.g. a Doctor’s note) you can do so here.

Step 3 – Statement of Consent

• Please tick the box relating to the statement of consent. **If you do not tick this box your application will not be submitted**

• You will then need to select the most relevant member of staff from the drop down list to verify your application. If you can’t find your personal tutor/teacher, please speak to your school for guidance on who to select.

Step 4 – Student Data Protection Statement

• If you **DO NOT** want Newcastle University to use your data (as per our Data Protection Statement) please tick the box

Step 5 – Submit your Application

• If your application has been submitted successfully you will receive notification on the next screen. You will also receive a series of emails informing you of the progress of your application.