PARTNERS Programme Supported Entry Route
Online Application Form - Teacher Guidelines

**Receiving a PARTNERS Online Application Form**

When a student in your school/college submits a PARTNERS online application form it needs to be **verified and checked** by a teacher/tutor in the school before being submitted to the University.

Any teacher/tutor, who is identified as a PARTNERS contact, will be available in a drop down box for students to select to send their application to. If a student chooses you to verify their form you will receive an email from:

support@heat.ac.uk

Please click on the link in the email and, when prompted, use the **passkey** provided to view and verify the student’s application.

You may need to add support@heat.ac.uk to your ‘safe’ email list; otherwise it may end up in your Junk email folder.

Please make sure Newcastle University has your most up-to-date email address, otherwise you won’t be able to receive notifications that your students have chosen you to verify their form.

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**Verifying the PARTNERS Online Application Form**

Once in the application you will see a ‘Student’ and ‘Teacher’ tab.

Please go through all of the information the student has entered in the ‘Student’ page, **check if it is correct and amend if necessary**.

If you need to **check some information with the student**, you are able to leave the application and reopen it (using the passkey in the email) up until the final submission.

Once you have checked the ‘Student’ information please click on the ‘Teacher’ tab where you can provide **optional** information regarding any personal circumstances the student may have, or any supporting information.

If you would like to submit further written evidence regarding a student’s personal circumstances, you can email to partners@ncl.ac.uk
GO!

Submitting the PARTNERS Online Application Form

The student’s application form will **not be able to be considered** for the PARTNERS Programme until:

- You have verified all the information the student has entered
- The student’s UCAS application form (with predicted grades) had been submitted
- You have **ticked the box** on the ‘Teachers’ tab **confirming** everything has been completed.

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Teachers Checklist

Once you have verified all of the student’s information and completed the (optional) further information box, **please make sure:**

- The student’s UCAS application form has been fully submitted
- All sections of this form are complete
- You support the student’s application and have signed the form to indicate that, to the best of your knowledge, the information provided is accurate. (ticked box below)
- If applicable, you have included details of any individual/extenuating personal circumstances in support of the student’s application.
- You have submitted the completed application form by 15 January (15 October for Medicine and Dentistry)