



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, email address, phone number etc.) match those on your UCAS application
4. Check again 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 UCAS Personal ID number.




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

- Enter your 'First Name'
 - Enter your 'Last Name'
 - Enter your 'Date of Birth' using the pop-up calendar
 - Select your 'Gender' using the drop down list
 - Select your 'Ethnicity' from the drop-down list

 - Enter your full address and postcode



 - Enter your 'Mobile' phone number
 - Enter your 'Home Telephone' number. If you don't have a home telephone number you can leave this blank.

 - 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 Email address again to confirm

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







If you are applying to [Medicine \(A100\)](#) or [Dentistry \(A206\)](#) please select Yes. If you are **not** applying to Medicine or Dentistry, please select No.

- Enter your Sixth Form School/College
 - In order to find your current Institution:
 - Type the name of your school/college
 - Your school/college should appear in the drop down list
 - Click to select your school/college 
- Enter your GCSE School
 - In order to find your GCSE School:
 - Type the name of your GCSE school/college
 - Your school/college should appear in the drop down list
 - Click to select your school/college 
- Select a Referee from your school using the drop-down list.
 - 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 [contact the PARTNERS team](#).



Step 2 – Proceed to 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?
 -  Select Yes or No
- Have you experienced local authority care within the last ten years?
 -  Select Yes or No
- What is the highest qualification achieved by your parents/carers?
- Parent/Carer 1. Select the highest qualification from the drop down list. If the qualification does not appear please select 'Other'. If you're unsure, please select 'No formal qualifications/Don't know'
- Parent/Carer 2. Select the highest qualification from the drop down list. If the qualification does not appear please select 'Other'. If you're unsure, please select 'No formal qualifications/Don't know'
- What is the occupation of the highest-earning parent/carer of the household in which you live?
 -  Please enter the **full job title of the main wage earner** in your household. Please give as much detail as possible e.g. if they are self-employed please describe the line of business. If they is unemployed or a full-time student, please include this information. If retired, please give the occupation before retirement
- 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 if applicable

Proceed to Proceed to Eligibility Assessment cont.

- Personal Extenuating Circumstances



We only require students to complete this section if you have extenuating circumstances that you would like to be taken into consideration. Please note, personal extenuating circumstances are not an eligibility criteria on their own. We will assess this on a case-by-case basis and also reassess your postcode taking your circumstances into consideration.

Proceed to Supporting Documents

- 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 – Proceed to Consent

- Student Privacy Notice
 - Read the Student Privacy Notice and if you have any questions, please contact us.
 - Please select 'Yes' to agree to how Newcastle University will use your personal data.
 - Please note, if you do not agree with how Newcastle University will use your data and select 'No', a member of the PARTNERS Team will contact you to discuss this.
- Statement of Consent
 - Please tick the declaration to confirm that you will be available to attend the PARTNERS Academic Summer School.



Step 4 – 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.

