

GAP STUDENT CHECKLIST

Please return this checklist with your previous and corrected copies

Name:	Tutor:
Staff informed of choices, re-remarks and resits	Yes/No

Checklist	Checked	Error Details	Corrected
Previous Surname - leave blank			
Home email address - Not Hills Road email			
Country of Birth			
Date of entry to UK if born abroad			
Nationality			
Dual Nationality – put British first			
UK citizen or EU National			
ULN (found on Statement of Exam results)			
Fee code 02			
Student Support (county of home address)			
Nominated Access			
Convictions – blank (hopefully)			
Disability – answer “no” or give details			
Care – answer “yes” or “ no”			
Parental education			
Occupation of main breadwinner			
Student Finance answer “yes”			
Additional Admissions Tests entered? Eg. BMAT, LNAT (applied for via Exams Office)			
List previous Uni/FE establishments			
2017 resits under new HRSFC heading (part time)			
Hills Road leaving date must match exam date			
Extended Project entered with title (OCR)			
AS and A2 results entered separately			
AS resits and U grades also entered			
Check Double Maths entry – see Instruction Booklet			
Check Exam Boards and Subject titles			
School leaving date must match GCSE date			
Highest level of education - Below honours degree level			
Part-time employment or none			
Personal Statement			
Pay and send to tutor for reference			

I have used the checklist to ensure my UCAS form is correct

SignedDate.....

Print and put in folder:

- UCAS form (use 'view all details' format, right mouse, print preview 100%)
- Include previous copies