

## STUDENT CHECKLIST

**Please return this checklist with your previous and corrected copies**

<b>Name:</b>	<b>Tutor:</b>
Reference request updated	Request complete? Yes/No

Checklist	Checked	Error Details	Corrected
Previous Surname - <b>leave blank</b>			
Home email – <b>Not Hills Road email</b>			
Country of birth			
Date of entry to UK if born abroad			
Nationality			
Dual Nationality – <b>put British first</b>			
UK citizen or EU National			
ULN - <b>found on Statement of Exam results</b>			
Fee code <b>02 or 05 (NHS)</b>			
Student support			
Convictions - <b>blank hopefully</b>			
Disability – <b>answer “no” or give details</b>			
Care – <b>answer “yes” or “no”</b>			
Parental education			
Occupation of main breadwinner			
Student Finance - <b>enter yes</b>			
Oxbridge: Dentist, Medic, Vet.			
Additional Admissions Tests entered?			
Hills Road leaving date <b>must</b> match exam date			
Extended Project <b>enter as pending with full title</b>			
A2 exams – <b>enter as pending</b>			
AS results entered – <b>check grades/UMS</b>			
AS resits <b>enter as pending</b> – on e-review			
Check Double Maths entry			
Check Subject titles and Exam Boards			
Schools entered from age 11			
School leaving date <b>must</b> match GCSE date			
Highest level of education – select <b>Below honours degree level</b>			
Part time employment or none			
Reference request updated			
Pay and send to tutor for reference			

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

Signed .....

Date.....

Print and put in folder:

- UCAS form (use 'view all details' format, right mouse, print preview 100%)
- Reference request 'update' sheet

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