# Access to Leeds 2023 Application Form

This form is four pages long. Sections 1-3 should be completed by the applicant. Sections 4-6 should be completed by a referee from the applicant’s school/college. [Check our guidance on completing this form.](https://www.leeds.ac.uk/access-to-leeds/doc/access-leeds-application-guidelines)

After completion, please save the form with your surname, first name and UCAS ID as the file name.

Your form should be saved in either .docx or .doc format.

You can then [use our online form to submit your application.](https://uola2lportal.powerappsportals.com/)

Important: If you have taken part in Reach for Excellence, Realising Opportunities or Pathways to Law, please do not fill in this form and instead contact Access to Leeds via email on accesstoleeds@leeds.ac.uk for further guidance.

Accessibility: We have tried to adapt this form to ensure it is compatible with assistive technology. However, if you are struggling to complete the form or need it in another format, please contact Access to Leeds via email on accesstoleeds@leeds.ac.uk.

The deadlines for applications to the scheme are 1st November 2023 for Medicine (A100) and Dental Surgery (A200) and **14th February 2024** for all other courses. Further [details on course deadlines are on our How to Apply page](https://www.leeds.ac.uk/access-to-leeds/doc/atl-apply).

Privacy and Data Protection: By completing this application, you are agreeing to your personal data being accessed and used by the University of Leeds as detailed in our Privacy Statement.

**Please tick any of following statements that apply:**

I have previously applied to Access to Leeds, but have not passed the Access to Leeds module:

I have previously applied to Access to Leeds and have successfully completed the Access to Leeds module:

If you ticked either of the above statements and have been assessed as eligible in a previous cycle, please only complete sections 1-3 of this form. We do not require a referee for re-applicants.

## 1. Personal Details – the applicant must complete all parts of this section

UCAS Personal ID:

First name:

Preferred name:

Surname:

Date of Birth:

Address:

Postcode:

Personal Email:

Name of the school/college where I completed my GCSEs (or equivalent):

## 2. Course Details – the applicant must complete this section

Please note that Access to Leeds can only be applied to standard courses and not to Foundation Year courses.

Please state the courses you have applied to at the University of Leeds with the UCAS course code and the course name:

## 3. Applicant Statement – the applicant must complete this section

Which Access to Leeds criteria do you think you meet and why? Please note that you must specify at least two separate criteria to be considered for eligibility.

**I confirm that the information provided on this form is true, complete and accurate and no information requested has been omitted.**

**I give my consent to the processing of my data by the University of Leeds. Please type your name in the signature space to confirm.**

Applicant’s Signature:

Date:

## 4. Referee Personal Details – this section must be completed by a tutor or teacher

Name:

Job Title:

School/College:

 Email:

##  5. Eligibility – this section must be completed by a tutor or teacher

Please indicate, to the best of your knowledge, which eligibility criteria the applicant meets:

Please note that at least two separate criteria out of the six available must be identified for eligibility to be considered.

i. This applicant will be in the first generation of their immediate family to attend higher education.

ii. This applicant is from a household with gross annual income of £25,000 or below. This is demonstrated in one of the following ways:

-in receipt of 16-19 Bursary Fund with income threshold of £25,000 or below, OR-was in receipt of free school meals during their GCSE studies

iii. This applicant attended a school which achieved below the national average at GCSE.

iv. This applicant lives in a geographical area with low levels of progression on to higher education.

v. This applicant is care experienced (this may include public or kinship care).

vi. This applicant’s studies have been disrupted or adversely affected by circumstances in their personal, social or domestic lives.\*

\*Disruption due to Covid-19 – The disruption must have impacted the applicant in a way that is above and beyond any disruption their peers were experiencing at the time. Please refer to the application guidance for further information.

Please tick any applicable and provide a brief description in the space provided:

* Caring responsibilities
* Experienced a recent close family bereavement
* Living independently from their parents/carers
* Studies impacted by a mental or physical health condition
* Other circumstances

Give brief description of the nature, timescale and impact of the disruption on the student’s studies:

##  6. Referee Declaration – this section must be completed by a tutor or teacher

If you wish to, please provide any further information you think may be relevant to the student’s application.

The information given on this form is complete and accurate, to the best of my knowledge and belief, and gives a true description of the applicant’s personal circumstances. I agree that the University of Leeds may make any reasonable enquiries in connection with this application. Please type your name in the signature space to confirm.

Referee’s Signature:

 Date:

After completion, please save the form with your surname, first name and UCAS ID as the file name.

Your form should be saved in either .docx or .doc format.

If you have any queries regarding the Access to Leeds application form, or the scheme in general, you can contact Access to Leeds via email on accesstoleeds@leeds.ac.uk