Thank you for taking the time to fill in the Lancaster Medical School Supplementary Information Questionnaire. You should now begin preparing your evidence.

Your responses have been submitted to Lancaster Medical School and will be considered alongside your application in regards to our contextually lowered offer scheme. You should now begin preparing your evidence, following the guidance provided below. Please be aware you may need to make special arrangements to secure and submit your evidence, based on your individual circumstances.

For more information about how the information you have provided will be used, please visit our website.

**Please read the guidance below carefully in regards to providing your evidence from the appropriate source.**

---

**Do**

- Please follow carefully the directions outlined for each criteria; please note different criteria may require you to take separate actions to meet our requirements.
- Your evidence must reach Lancaster Medical School **before your interview**.
- If you have any questions please contact ugamedicine@lancaster.ac.uk as soon as possible, so we are able to assist you to secure your evidence before your interview.

---

**Do Not**

- Please **DO NOT** send your evidence via post. Due to social distancing regulations, Lancaster Medical School has not fully returned to operating on campus and therefore we cannot guarantee that your evidence could be received and returned.
- Your neighbourhood information, school data and refugee status will be collected from your UCAS application; you do not need to take any action for these criteria to be considered as part of your contextual information. For more information, please click the link [here](#).
- Please **DO NOT** include a bank statement or P60 as part of your evidence, as these documents cannot be accepted in line with Lancaster University data protection regulations.
CARE LEAVER
You have indicated that you have been in local authority care for a minimum of 3 months or are considered as Care Experienced. This can include any of the following:

- Foster placement or adoption
- Kinship care
- Residential care or children’s home
- Secure care home
- Participating in the “When I’m Ready” Scheme

Applicants who are considered as Care Leaver/Experienced may be eligible for additional assistance from Lancaster University, including a bursary, extended accommodation and one-to-one support. For more information, please see the link below here: Lancaster University Care Leaver Information

For your evidence to be considered, Lancaster Medical School must receive your evidence before your interview.

ACCEPTED EVIDENCE
You should request your Social Worker or Independent Reviewing Officer (IRO) email ugamedicine@lancaster.ac.uk a confirmation on your behalf, that supports you have been placed in local authority care for 3 months or more. This confirmation should include the following:

- The dates you have been in care
- The nature of your care, e.g. foster placement or a residential children’s home
- A brief statement from your Social Worker/IRO to outline your Care circumstances

To be recognised as an official confirmation, your Social Worker/IRO should share this information from an official local authority email address, containing their official signature and your full name.

Lancaster Medical School will consider evidence that comes from an official local authority email address ONLY.

IN CASES WHERE YOU DO NOT HAVE A CURRENT SOCIAL WORKER
Please contact ugamedicine@lancaster.ac.uk for guidance.

EVIDENCE CHECKLIST
Please ensure the following:

- Your Social Worker/IRO has emailed ugamedicine@lancaster.ac.uk a confirmation from an official email address, containing signature and contact details on your behalf
- Your Social Worker/IRO can support the circumstances of your care experience
- Evidence is received by Lancaster Medical School before your interview
- Please do not post your evidence
2021-22: Medicine and Surgery MBChB Guidance for Providing Contextual Evidence

FIRST IN FAMILY
Please fill in the form below to demonstrate that either:

• Your parent/guardian(s) did not attend higher education, including qualifications completed outside of the UK.
• Your parent/guardian(s) attended higher education as a mature student (aged 21 or over), including qualifications completed outside of the UK.

In order to establish whether you meet the First in Family criteria, we need to know if you still live with your parent/guardian(s). If you do not live with one or both of your parents/guardian(s), we need to know if you have regular contact with them.

Please read our guidance carefully before filling in the form: First in Family Guidance

For your evidence to be considered, Lancaster Medical School must receive your evidence before your interview.

ACCEPTED EVIDENCE
Please email a copy of your completed form in full, to ugamedicine@lancaster.ac.uk. Your email should include your name, UCAS ID number and confirm the evidence is in support of FIRST IN FAMILY.

To complete your declaration, we require all relevant parties to sign the form physically; we will be unable to accept typed signatures.

Please find a link to the form here: First in Family Form

IF YOUR PARENT/GUARDIAN HAS ATTENDED HIGHER EDUCATION AS A MATURE STUDENT (AGED 21 OR OVER)
In addition to your completed form, please include the following:

• A confirmed registration document from their University (if they have not yet completed their course)
• An graduation certificate for their completed degree (if they have completed their course)

If your parent/guardian has undertaken a postgraduate course, please provide a certificate for both their undergraduate and postgraduate courses.

EVIDENCE CHECKLIST
Please ensure the following:

☑ You have carefully read our First in Family Guidance
☑ You have completed each section of the First in Family form and provided as much detail as possible
☑ If demonstrating a mature student status, you have included either a registration or undergraduate graduation degree certificate (as appropriate)
☑ You and your parent/guardian(s) have signed the form physically
☒ Please do not post your evidence
LOW INCOME: 16-19 Bursary or Education Maintenance Allowance (EMA)

You have told us that you are in receipt of or eligible for the 16-19 Bursary/Education Maintenance Allowance (EMA) whilst studying. Please be aware this is a government-funded scheme, separate to a bursary or scholarship to contribute fully or partially to school fees.

- If you live in England, you are entitled to the 16-19 bursary, for details please see the link [here](#).
- If you live in Wales, Scotland or Northern Ireland, you are entitled to the EMA, for details please see the link [here](#).

For your evidence to be considered, Lancaster Medical School must receive your evidence **before your interview**.

**Accepted evidence**

Please request your education provider to email ugamedicine@lancaster.ac.uk a confirmation **on your behalf**. Their confirmation should outline you are eligible or in receipt of the Bursary/EMA this current academic year, supported by an official staff email signature and your full name.

Lancaster Medical School will consider evidence that comes from an official school or college email address **ONLY**. Bursary/EMA evidence that comes from a personal or applicant email address cannot be considered.

We can also accept evidence for access to hardship funds and the 19+ Continuer as meeting this criterion.

**In cases where you are not currently enrolled in a school or college**

Please request your former education provider emails ugamedicine@lancaster.ac.uk a confirmation **on your behalf**. Their confirmation should outline you were eligible or in receipt of the Bursary/EMA in the final year of your studies, supported by an official staff email signature and your full name.

**Evidence checklist**

Please ensure the following:

- Your education provider emails ugamedicine@lancaster.ac.uk a confirmation **on your behalf** from an official email address, containing signature and contact details
- Your school can confirm you are eligible for the Bursary/EMA within the current academic year or was eligible in the final year of your studies
- Evidence is received by Lancaster Medical School **before** your interview
- The bursary you receive does not contribute to the payment of tuition fees
- Please do not include a bank statement or P60 as evidence.
- The evidence has not been sent from your own or personal email account
- Please do not post your evidence
LOW INCOME: FREE SCHOOL MEALS
You have told us that you are in receipt of Free School Meals. For your evidence to be considered, Lancaster Medical School must receive your evidence before your interview.

ACCEPTED EVIDENCE
Please request your education provider emails ugamedicine@lancaster.ac.uk a confirmation on your behalf. Their confirmation should outline you are eligible or in receipt of Free School Meals this current academic year, supported by an official email signature of the member of staff and your full name.

Lancaster Medical School will consider evidence that comes from an official school or college email address ONLY. Free School Meal evidence that comes from a personal or applicant email address cannot be considered.

IN CASES WHERE YOU ARE NOT CURRENTLY ENROLLED IN A SCHOOL OR COLLEGE
Please request your former education provider to email ugamedicine@lancaster.ac.uk a confirmation on your behalf. Their confirmation should outline you were eligible or in receipt of Free School Meals in the final year of your studies, supported by an official staff email signature and your full name.

EVIDENCE CHECKLIST
Please ensure the following:
☑️ Your school has emailed ugamedicine@lancaster.ac.uk directly from an official email address, containing signature and contact details
☑️ Your school can confirm you are eligible for Free School Meals within the current academic year or the final year of your studies
☑️ Evidence is prepared to be received by Lancaster Medical School before your interview
☒ Please do not include a bank statement or P60 as evidence
☒ You have not sent the evidence from your own email account
☒ Please do not post your evidence
LOW INCOME: LIVING IN A HOUSEHOLD IN RECEIPT OF GOVERNMENT MEANS TESTED BENEFITS

You have indicated you are living in a household in receipt of a government means tested benefits. E.g. Universal Credit, Income Support, Job Seekers Allowance. Please email a copy of your evidence in full to ugamedicine@lancaster.ac.uk. Your email should include your name, UCAS ID number and confirm the evidence is in support of GOVERNMENT MEANS TESTED BENEFITS.

For your evidence to be considered, Lancaster Medical School must receive your evidence before your interview.

ACCEPTED EVIDENCE
A statement in full from the HMRC or Universal Credit to arrange the payment of benefits. The statement should be no older than the 1st January 2021.

Please see below for a sample list of accepted benefits:

- Employment and Support Allowance
- Disability Living Allowance/Personal Independence Payment
- Jobseekers Allowance
- Care to Learn
- Residential Bursary
- Residential Support
- Child Tax Credit

If your benefit does not appear on this list, please contact ugamedicine@lancaster.ac.uk as soon as possible for further guidance.

For households that receive an online Universal Credit statement only, please provide a screenshot of your Universal Credit statement, clearly demonstrating:

- Name of beneficiary and confirmation of their relationship to you.
- The date of the payment received
- Details of benefit your household is entitled to

EVIDENCE CHECKLIST

Please ensure the following:
- HMRC statement or Universal Credit screenshot is provided in full
- Date of issue is clearly displayed and no older than 1st January 2021
- Evidence is received by Lancaster Medical School (ugamedicine@lancaster.ac.uk) before your interview
- Please do not include a bank statement or P60 as evidence.
- Please do not post your evidence
**YOUNG CARER**

You have described to us that you act as a young carer, which has had a significant impact on your education and ability to study.

As a young carer, you may be entitled to additional financial and emotional support, such as gym memberships, taxi fares and support groups. For more information on resources available, please see the link [here](#).

For your evidence to be considered, Lancaster Medical School must receive your evidence before your interview. [before your interview](#).

**ACCEPTED EVIDENCE**

You should complete a free Carer Assessment with your Local Authority. A young carer’s assessment is separate from the needs assessment the person you care for might have. You can find out more about a carer’s assessment [here](#).

Please view our Guidance for Young Carers [here](#).

Your Social Worker should be able to confirm how long you have been registered with the NHS and the nature of your caring responsibilities.

We strongly recommend you begin this assessment as soon as possible, as it may take several weeks to complete. You are welcome to update Lancaster Medical School when you have requested your assessment; please note each Local Authority will have their own processing times and should be included in your planning to submit your evidence on time.

If you feel you are unable to complete a Carer Assessment, please contact ugamedicine@lancaster.ac.uk as soon as possible.

**Evidence Checklist**

Please ensure the following:

- You have carefully read our Young Carer Guidance
- Your Young Caring Support/Social Worker from the NHS has emailed ugamedicine@lancaster.ac.uk on your behalf to confirm you have completed a carer’s assessment
- Their email should be sent from an official local authority email address, containing a signature and contact details
- The Social Worker should be able to confirm how long you have been registered with the NHS and the nature of caring responsibilities
- Please do not post your evidence