Congratulations, you have successfully been selected for an interview at the University of Northampton. The interview process will be kept as informal as possible and is aimed at helping us to get to know you and help you decide whether this is the right course for you.

Park Campus.

interviews2018@northampton.ac.uk
How to accept your interview

Please accept your interview date through UCAS.

If you have extenuating circumstances which means you cannot attend on the day we have scheduled, please email interviews2018@northampton.ac.uk prior to your interview date and include your UCAS ID. A new date, if available, will be scheduled for you within two working days. Please check your UCAS Track for updates.

Checklist

<table>
<thead>
<tr>
<th>To do</th>
<th>Done</th>
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<tbody>
<tr>
<td>1. Read this document thoroughly as important instructions are included.</td>
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<tr>
<td>2. Respond to your interview invite (as detailed above).</td>
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<tr>
<td>3. Make a note of your interview date and time in your calendar.</td>
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<td>4. Ensure you know which location you need to go to as locations vary.</td>
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<td>5. Email <a href="mailto:interviews2018@northampton.ac.uk">interviews2018@northampton.ac.uk</a> with how many guests you will be bringing.</td>
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<td>6. Documents you will need to bring with you on the day are:</td>
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<tr>
<td>DBS documents</td>
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<tr>
<td>Identity documents</td>
<td></td>
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<tr>
<td>Qualifications (both the originals and photocopies).</td>
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<td>7. Plan your journey, make sure you know where you're going and how you're getting here.</td>
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<td>8. Put in a request for reasonable adjustment(s), if applicable.</td>
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Interview details

Arrival and structure of the day
10.30am is the time you have been invited to attend your interview and the time of your registration. This allows for your documents to be checked prior to attending your interview.

On arrival please register in Rockingham Library on Park Campus. Please read the information below and ensure that you have all the documents (originals and copies) ready for checking. If you do not have any of the original certificates, then please arrange to get copies from exam boards – enrolment will not be possible unless original certificates are seen.

Your day will start with the tour of the Facilities & Services from the Rockingham Library at 11.00am, followed by the tour of Waterside campus at 11.30am. The bus for Waterside will leave promptly at 11.30am from the bus stop in front of the Student Centre at Park Campus.

After your Waterside tour, you will be guided to the Podiatry clinic for a visit of the clinic and your interview at 12.30noon.

Your day will finish at approximately 4pm at the Park campus.

Interview
During your interview, you will have an individual informal discussion and an opportunity to meet with Podiatry staff and current students.

Your interview day will also include a visit of the Northampton General Hospital with a tour of the Podiatry unit clinic. Please email interviews2018@northampton.ac.uk with how many guests you will be bringing with you. If we are not informed of the guests then they may not be able to join you on the tours.

Facilities and services tour
As a part of the day, you will have an opportunity to learn more about the University and its services and student support. Starting from the registration point in Rockingham Library, current student ambassadors will provide a comprehensive tour of the University facilities and student services. The tour will take approximately 30 minutes. Parents and guests are welcome to join the tour.
**Waterside campus tour**

Our new campus opens in September 2018 and you have an opportunity to take a tour of the Waterside campus during your interview day with one of our student ambassadors. The Waterside bus will leave promptly at 11.30am from the bus stop.

**Travel information**

**Car Parking**

Directions to Park Campus and a campus map can be found on our website at the following [link](#).

Please note that the student car park (car park 3) is free to visitors during the day. However it can be quite busy, so please allow enough time to find a space.

In order to gain access to the student car park you will need the barrier code: **2591#**

The barrier code should be entered on the keypad on either of the two access barriers at the entrance to the student car park at Park Campus (Car Park 3).

- The * 'star' and # 'hash' must be included as part of the barrier code.
- An intercom to the Security Lodge is located on each barrier if difficulties arise.

You will need to download, print and display your [parking permit](#).

**By Train**

Northampton railway station is located approximately half a mile to the west of Northampton Town Centre. You can catch the No. 19 Uno Bus from here which goes to both Avenue Campus and Park Campus. You can view the bus timetable on this [link](#).

**By Taxi**

If you are catching a taxi to the University, please make sure you tell the driver to drop you off at the Park Campus.
Requests for reasonable adjustment

It is the policy of the University of Northampton that candidates should not be prejudiced as a result of any disability and reasonable adjustments will be made to mitigate unfair discrimination.

Therefore all candidates with disabilities are encouraged to identify and/or request support for actual or potential circumstances in advance. Please contact admissions2018@northampton.ac.uk. Please note you will be required to provide suitable medical evidence that confirms the nature of your condition and the need for adjustment.

Documents

DBS documents

- If you work with children and vulnerable adults you must have clearance from the Disclosure and Barring Service which must be in the form of an Enhanced Disclosure.
- This must be completed online by 30 June 2018 (you will receive details via email of how to do this after you have made us your firm choice)
- Please note that you will need to complete a new DBS check application even if you have a current CRB/DBS certificate.

Any offer from us is conditional upon such clearance and you are unable to enrol until this is returned.
- As part of the DBS application we need to check original identification and copies of the originals, in person.

On the interview day please bring originals and copies of three different identity documents. The three documents most commonly used are:

1. Original valid passport
2. Photographic drivers licence card
3. Birth certificate

- If you do not have one or more of these documents, please refer to the DBS document available here.
- Bring any name change documents such as marriage certificate/deed poll document if applicable.
Qualifications

- You will need to bring your original GCSE English Language, Mathematics and Science certificates to the interview day. Please also provide a photocopy of each of the above.

- If you have already achieved A Levels or Level 3 qualifications, you will need to bring the original certificates and a photocopy.

- It is extremely important to present your original certificates at this point to help us process your application as quickly as possible.

- Results slips will be acceptable at the interview stage, but original certificates will be required prior to enrolment.

- You will **not** be able to enrol until all original documents have been seen.

- If you have any equivalent level 2 qualifications then please declare this via email to admissions2018@northampton.ac.uk before interview so that they can be checked.