

COURSE CODE	DATE RECEIVED	MONTH	YEAR

# INTERNATIONAL STUDENT APPLICATION FORM FOR ADMISSION TO FULL-TIME COURSES.



Please see pages 4 and 6 to find out what you must include with this completed application form.

**Please Note: All undergraduate applicants must apply through UCAS ([www.ucas.com](http://www.ucas.com))**

## About Your Course

Which course do you wish to study?

Please note that your second option will only be considered if your application for your first choice is unsuccessful.

1st Choice \_\_\_\_\_ (if appropriate)  January 200\_  September 200\_

2nd Choice \_\_\_\_\_ (if appropriate)  January 200\_  September 200\_

Have you previously studied or applied for a course at RGU? Yes  No

If so what was your student reference number? \_\_\_\_\_

## About You

Family Name (s) \_\_\_\_\_

First Name (s) \_\_\_\_\_

Sex (please tick) Male  Female  Date of Birth (dd/mm/yy) \_\_/\_\_/\_\_

Permanent Address _____ _____ _____ _____ Home Telephone No. (Please include all codes) _____ Home Fax No. (Please include all codes) _____ Preferred Email Address: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> @ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	Contact/Agent Address _____ _____ _____ _____ Contact Telephone No. (Please include all codes) _____ Contact Fax No. (Please include all codes) _____ Contact Email Address: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> @ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 
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Country of Birth \_\_\_\_\_ Nationality \_\_\_\_\_

Date of Entry to UK \_\_\_\_\_

Who is expected to pay your fees? If you are not self-sponsored please give the name and address of your sponsor.

\_\_\_\_\_  
 \_\_\_\_\_

## Special Needs

If you suffer from a disability or have any special educational needs, please tick this box.

If you have ticked the box, please contact our disability support officer [disability@rgu.ac.uk](mailto:disability@rgu.ac.uk) for a  detailed discussion of your needs.

OFFICE USE

SURNAME, INITIALS

STUDENT NUMBER

## About Your Education

COLLEGE/ UNIVERSITY/ OTHER 3RD LEVEL INSTITUTION QUALIFICATIONS - (STARTING WITH MOST RECENT FIRST)

**Please include copies of all transcripts and certificates when submitting application form**

Name of College/ University/ Institution	Year Left	Course of Study Taken	Overall Result	Qualification Gained

SECONDARY/ SENIOR/ HIGH SCHOOL QUALIFICATIONS - (STARTING WITH MOST RECENT FIRST)

**Please include copies of all transcripts and certificates when submitting application form**

Name of College/ School/ Institution	Year Left	Qualifications Gained

OTHER EDUCATIONAL/PROFESSIONAL QUALIFICATIONS

**Please forward copies of these transcripts and certificates to the international office when they are available**

Name of Examining Body	Details of Qualification (subjects etc)	Overall Result	Year of Award

ENGLISH LANGUAGE QUALIFICATIONS

**Please include copies of all transcripts and certificates when submitting application form**

Name of Exam	Date of	Overall Result	Breakdown of Result Exam (IELTS or TOEFL)

If you have not sat an English language examination do you intend to take one?

Yes  No  Tick as appropriate

If yes when will you know the result \_\_\_\_\_

PENDING QUALIFICATIONS

**Please forward copies of these transcripts and certificates to the International Office when they are available**

Name of Exam	Date of Exam	Date Results Due	Subjects studied

ABOUT YOUR EMPLOYMENT/VOLUNTARY WORK				
Please give details of any relevant employment to date starting with your most recent employment first				
Name of Organisation	Dates		Position	Main Duties
	From	To		

**Referees:**

Please include 2 reference letters from 2 referees. If you are a graduate please include at least one academic reference. If your application relies on your work experience please include at least one employment reference

Name: _____	Name: _____
Title: _____	Title: _____
Address: _____ _____	Address: _____ _____
_____	_____
_____	_____
Contact Telephone No. (Please include all codes) _____	Contact Telephone No. (Please include all codes) _____
Contact Fax No. (Please include all codes) _____	Contact Fax No. (Please include all codes) _____
Contact Email Address: □□□□□□□□□□□□□□ @	Contact Email Address: □□□□□□□□□□□□□□ @
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**How did you hear about RGU?**

Agent* <input type="checkbox"/>	British Council <input type="checkbox"/>	RGU Website <input type="checkbox"/>
Family <input type="checkbox"/>	Education Fair* <input type="checkbox"/>	Other Website* <input type="checkbox"/>
Friends <input type="checkbox"/>	Visit by RGU staff* <input type="checkbox"/>	Other* <input type="checkbox"/>
Current University/College <input type="checkbox"/>	Magazine/newspaper* <input type="checkbox"/>	

\*If you ticked this option please give details: \_\_\_\_\_  
\_\_\_\_\_

## Checklist

### For undergraduate applicants please attach all relevant supporting documents

- Personal statement
- Copies of Senior High School certificates
- Copies of English language certificates (if available)
- 2 Reference letters
- Official translations of any documents not in English

### For postgraduate applicants please attach all relevant supporting documents

- Personal statement
- Copies of all Higher Education transcripts
- Copies of University certificates (if available)
- Copies of English language certificates (if available)
- 2 Reference letters
- Official translations of any documents not in English

### NOTE:

- If you have applied for an Architectural/Art or Design course please enclose examples of your artwork/portfolio work. This may be in the form of 10/15 slides or photographs, and these may be supplied on CD ROM if preferred. There is a special information sheet on artwork/portfolio work available on request.
- If your transcripts can only be obtained direct from your institution, please state this on a separate sheet of paper and arrange for these to be sent to us as soon as possible.

**WE CANNOT REVIEW APPLICATIONS UNTIL ALL SUPPORTING DOCUMENTS ARE RECEIVED.**

## Declaration

I certify that the information given in this application is correct and complete.

If I am admitted to the University I undertake to observe the University's Regulations and to ensure payment of tuition fees and other financial liabilities to the University, including payment of a graduation fee if I obtain an award from the University. I have read and understood the conditions of the University refund policy [www.rgu.ac.uk/stud\\_finance/general/page.cfm?pge=8748](http://www.rgu.ac.uk/stud_finance/general/page.cfm?pge=8748)

I agree that the University may process personal data contained in this form, or other data which the University may obtain from me or other people whilst I am an applicant and student, for any purposes connected with my application or for any other legitimate reason, including disclosure of my data to UK Immigration authorities if required.

## Disclaimer

The University reserves the right to make variations to the contents or methods of delivery of courses, to discontinue, merge or combine courses, and to introduce new courses.

**Signature of Applicant** \_\_\_\_\_

**Date** \_\_\_\_\_

Please read the notes on pages 4 and 6 of this form before you return it to us as incomplete applications may not be processed.

### For University Use Only:

**Course** \_\_\_\_\_

**Point of Entry** \_\_\_\_\_

**Decision** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



### Module Exemptions

#### Semester 1

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

#### Semester 2

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Instructions for Completing this Application Form

- Please complete in block capitals using black pen. If we cannot read your writing we cannot process your application.
- Please complete all fields or if a field is not relevant to you write N/A (not applicable).
- Please make sure you give us your email address as this is how we communicate with most students.
- Students from countries with non-western alphabets (eg: China, Japan, Russia) should include an address label with their address in their own language.

### Required English language Levels

It is important that you can demonstrate a suitable level of English language proficiency before commencing a course at RGU. We generally accept TOEFL and IELTS qualifications but we are also happy to look at Cambridge certificates, English IB or A levels. The following scores in TOEFL and IELTS are required for entry. If you don't have the right level yet, you may want to take an English course with RGU to help you reach the right level. See below for more details.

#### Undergraduate Programmes

**TOEFL 550 with minimum TWE 4**

**TOEFL CBT 213 with minimum TWE 4**

**IELTS 6.0**

#### Postgraduate Programmes

**TOEFL 570 with minimum TWE 4**

**TOEFL CBT 230 with minimum TWE 4**

**IELTS 6.5**

For further information on English language courses at RGU, please visit [www.rgu.ac.uk/international](http://www.rgu.ac.uk/international)

### Please forward this form and any other documents to:

International Office  
The Robert Gordon University  
Schoolhill, Aberdeen  
AB10 1FR  
UK

Tel: +44 (0) 1224 262209

Fax: +44 (0) 1224 262202

email: [internationaladmissions@rgu.ac.uk](mailto:internationaladmissions@rgu.ac.uk)

**[www.rgu.ac.uk/international](http://www.rgu.ac.uk/international)**

### EXAMINATIONS:

You may apply for admission to the University before you have taken all your final examinations and we may make you a conditional offer. Once these exam results are known, you should send them immediately to the International Office.

### STUDENT ACCOMMODATION:

Eligible students can apply for University accommodation on-line from the end of March onwards on **[www.rgu.ac.uk/roomonline](http://www.rgu.ac.uk/roomonline)**

### NB:

To assist with internal registration processes, most of the personal data supplied on the first two pages of this application form will be entered on the University's computer records. At all times the use of this data will be strictly in accordance with the principles laid down by the UK Data Protection Act 1984.