

APPLICATION FORM

Please complete this form in **BLOCK CAPITALS**

Course Selection

Course Title: _____ Course Level: PG UG
 Mode of Study - NOT ALL modes or study are available for all courses. Check the prospectus for details of your course:

1. Please tick one **Full time** **Part time**
 2. Please tick one **On Campus** **Distance Learning**

Entry - Most courses start in September but some may have additional start dates. Check the prospectus for details.

Entry Month _____ Entry Year _____

If you are applying from one of our partner institutions (www.rgu.ac.uk/rgu-partnerships) please complete the below.

Name of partner institution _____ Name of your current course _____

If you have previously applied to RGU please confirm your **7 digit student number**

Title: Mr/Mrs/Ms/Miss/Dr

Personal Details: Please give your name exactly as it appears on your passport or other official documents:

Surname/Family _____

First Name _____

Additional/Middle Name(s) _____

Gender: **Male** **Female**
Prefer not to say

Date of Birth: DD/MM/YYYY

Permanent Address: *this is the residential address where you permanently live in your home country*

First line _____

Second line _____

Third line _____

City _____

Country _____

Postcode _____

Telephone _____

Email _____

Contact/Agent Address

First line _____

Second line _____

Third line _____

City _____

Country _____

Postcode _____

Telephone _____

Email _____

Demographic Information

Nationality _____

Country of Birth _____

Country of **permanent** residence _____

Application Category: Please select the category that best describes you

UK Citizen

EU National or Swiss National

EEA National (Iceland, Liechtenstein, Norway)

Overseas National (non-European)

UK Citizen or EU National resident outside the EEA

Refugee, Asylum Seeker or Exceptional Status

Not Sure/Request Assessment

Previous Study

Have you previously studied in the UK or held a UK student visa? Please tick the appropriate box
If you answered 'Yes', please provide copies of all visas with your application.

Yes **No**

Work Experience: Applicants with significant relevant work experience are requested to send a full CV along with the application.

Name of Company	Job Title/Role	Date of Employment

Personal Statement

This section is your opportunity to tell us about your reasons for choosing the course, why you want to study at RGU, and any other relevant information in support of your application. Your statement should be around 350-500 words long. **Please submit your personal statement as a separate document along with the application form.**

Funding: How do you intend to finance your course of study? (Please include a copy of any sponsorship letters)

- Self-funded (you or your family will be funding your studies)
- Funded by employer/government (Please give details)
- Grant/Scholarship (Please give details)
- Other (Please give details)

Disability/Additional Needs: If you suffer from a disability or have any additional education needs that may in some way affect your studies, the University may use this information to make appropriate arrangements to support your studies with us. Please tick the most appropriate box.

- | | | |
|---|----------------------------|--|
| No disability | Blind/partial sighted | Deaf/Hearing Impaired |
| Wheelchair/mobility problems | Personal care support | Specific learning difficulty e.g. dyslexia |
| Mental health problems | Autistic Spectrum Disorder | Unseen disability e.g. diabetes, epilepsy |
| You have two or more of the above disabilities or needs | | Prefer not to say |
| Disability not listed (please specify) | | |

Ethnic Origin:

This information is only required for statistical purposes and is not used in the selection process.

- | | | | | |
|-----------------------------|-----------------|-------------------------|-----------------------------|-------------|
| White | Black Caribbean | Black African | Black Other | Latino |
| Asian Indian | Asian Pakistani | Asian Bangladeshi | Asian Chinese | Asian Other |
| Mixed White/Black Caribbean | | Mixed - White/Asian | Mixed - White/Black African | |
| Other Mixed Background | | Other Ethnic Background | Prefer not to say | |

Referees

Please give details of two referees; either two academic referees or one academic and one from your current/most recent job. If you already have copies of your letters of reference, please include these with the application.

- | | |
|---------------------|---------------------|
| Name | Name |
| Position | Position |
| Institution/Company | Institution/Company |
| Email | Email |

Criminal Conviction

You are required to declare whether or not you have any criminal convictions, excluding motoring offences for which a fine and/or up to three penalty points were imposed.

Please tick the appropriate box: **Yes** **No**

If you have ticked 'yes' please provide further details on a separate sheet of paper.

Declaration

I certify that the information given in the 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 graduate fee if I obtain an award from the University.

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

Disclaimer: The University undertakes to make every reasonable effort to provide the teaching and academic facilities necessary for your programme of study. However the University reserves the right, if such action is considered to be necessary, to vary the content or delivery method of any course at any time. In addition, the University may, at its sole discretion, discontinue or amalgamate any course(s). In these rare cases the University will notify you as soon as possible, and reasonable steps will be taken to provide a suitable alternative to a discontinued course.

Signature of Applicant:

Date:

Checklist

Before sending your application please ensure that you have fully completed all sections of the form, and have included all of the following documents: (If you are awaiting results, please send your certificates and transcripts as soon as they become available)

Official copies of your College/University Certificate (if available at time of application)

Official copies of your Academic Transcripts (if available at time of application)

Copy of CV

Letters of Reference (if available)

Proof of English Language Proficiency (non UK students only)

Copy of Passport (International full time applicants only)

Evidence of Sponsorship/Scholarship (if appropriate)

Personal Statement/Statement of Purpose

If you have applied for an Architectural/Art or Design course please provide samples of your artwork/portfolio work. This may be in the form of 10-15 slides or photographs and may be supplied via email to portfolio@rgu.ac.uk

Please note that incomplete applications will not be processed

Please send your completed application to: Admissions Office, Student Admissions Service, Robert Gordon University, Garthdee House, Garthdee Road, Aberdeen, AB10 7QB, UK

Please email your completed application form and documents to: admissions@rgu.ac.uk

Terms and Conditions

1. INTRODUCTION

1.1 Our full Terms and Conditions of Admission are available on our website www.rgu.ac.uk/policies

1.2 The Terms and Conditions of Admission describe to applicants holding an offer of a place to study at RGU, the principal rights, duties and obligations of both the applicant (hereafter "you") and Robert Gordon University (hereafter "the University") prior to enrolling on a course of study.

1.3 By accepting the offer of a place you accept these terms and conditions, and together with the policies and regulations detailed below they form the contract between you and the University (hereafter "the Contract").

2. KEY FACTS

Whilst the University strongly advise you to refer to and read our full terms and condition we would like to make you aware of the following key points:

2.1 You must ensure that all information supplied to the University for entry to a programme of study, for professional, statutory and/or regulatory body entry or for immigration purposes is true, accurate and complete. Applications found to include false, incomplete or misleading information may be withdrawn by the University or the offer amended.

2.2 If the University suspects that an application is fraudulent, it will contact you asking for an explanation. If it is confirmed that the application is fraudulent, and an inadequate explanation or no response is received from you then the University will cancel the application.

2.3 You must declare any previous study at Robert Gordon University, whether failed or incomplete as well as qualifications awarded. Failure to declare prior study may lead to your application being withdrawn. If, during the application process we become aware that you have already exhausted all permitted attempts at a module or course, the University may cancel your application.

2.4 If we are unable to offer you a place for any reason, such as you do not meet the entry requirements for your chosen course, and if the course has a pathway with the International College at Robert Gordon University (ICRGU) we will pass on your application for their consideration. You may request we do not do this by email to Admissions@rgu.ac.uk