



**ROBERT GORDON  
UNIVERSITY-ABERDEEN**

**Robert Gordon University  
TAUGHT POSTGRADUATE APPLICATION FORM**

Please complete this form in **BLOCK CAPITALS**

**Course Selection** - Please indicate which course you wish to apply for:

Course Title: \_\_\_\_\_

Mode of Study - Check the prospectus for details of your course:

Please tick one  **Full Time**       **Part Time**

Please tick one  **On Campus**       **Distance Learning**

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

Entry Month \_\_\_\_\_ Entry Year \_\_\_\_\_

Have you previously studied/applied to RGU? **Yes**  **No**

If **Yes** please confirm your **student reference number** \_\_\_\_\_

**Names:** Please give your name exactly as it appears on your passport or other official documents

Surname/Family \_\_\_\_\_

First Name \_\_\_\_\_

Additional/Middle Name(s) \_\_\_\_\_

**Title:** Mr/Mrs/Ms/Miss/Dr

**Gender:**  Male  Female

**Date of Birth:** DD/MM/YYYY

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

**Contact/Agent Address** (*this address will be used on any offer letters*)

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Nationality \_\_\_\_\_ Country of birth \_\_\_\_\_

Country of of **permanent** residence \_\_\_\_\_

**PASSPORT DETAILS - Full Time International Applicants Only**

Number \_\_\_\_\_ Place of Birth \_\_\_\_\_

Issue Date DD/MM/YYYY

Expiry Date DD/MM/YYYY

**Further/Higher Qualifications:** Please list your college/university qualifications. If you are awaiting the result of any examination please write 'pending' in the results section.

<b>Name of Institution</b>	<b>Qualification and Subject</b>	<b>Results</b>	<b>Date of Award</b>
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*If overseas please give city and country*

**Higher Secondary Education:** Please only list senior school qualifications if directly relevant to your application.

<b>Name of Institution</b>	<b>Qualification and Subject</b>	<b>Results</b>	<b>Date of Award</b>
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*If overseas please give city and country*

**English Language Qualification (non-UK applicants only)**

**STUDENTS FOR WHOM ENGLISH IS NOT THEIR FIRST LANGUAGE MUST PROVIDE DETAILS ABOUT THEIR ENGLISH LANGUAGE PROFICIENCY. APPLICANTS WHO HAVE COMPLETED A FULL DEGREE AT AN ACCREDITED UNIVERSITY IN THE UK, USA, AUSTRALIA OR CANADA ARE NOT REQUIRED TO PROVIDE AN ADDITIONAL QUALIFICATION.**

Please specify which English Language qualification you have taken or intend to take:

**IELTS**     **TOEFL**     **WAEC/NECO**     **Indian XII Standard**

**Other** *(please specify)* \_\_\_\_\_

Date test taken/or to be taken \_\_\_\_\_ Score/Grade \_\_\_\_\_

*Most courses require a minimum of **IELTS 6.5 or equivalent**, though some course requirements may be higher.*

**Professional Qualifications:** Please list any other qualifications you hold that are relevant to your application.

<b>Details of Qualification</b>	<b>Date of Award</b>
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**Work Experience:**

Applicants with significant relevant work experience are requested to attach a full CV. Applications for MBA or any of the Energy Centre courses MUST provide a CV.

<b>Name of Company</b>	<b>Job Title/Role</b>	<b>Dates of Employment</b>
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**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.**

**Application Category:** Please select the category that best describes you:

- UK Citizen
  EU National  
 EEA National (outside EU)
  Overseas National (non-European)  
 Refugee, Asylum Seeker or Indefinite leave to remain
  Other

**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 supports 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
  Unseen disability e.g. diabetes, epilepsy  
 You have two or more of the above disabilities or needs
  Autistic Spectrum Disorder  
 Disability not listed *please specify* \_\_\_\_\_  
 Information Refused

**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  
 Asian Indian
  Asian Pakistani
  Asian Bangladeshi
  Asian Chinese
  Asian Other  
 Mixed White/Black Caribbean
  Mixed – White/Black African
  Mixed - White/Asian  
 Other mixed background
  Other ethnic background
  Latino
  Information withheld

**Referees**

Please give details of two referees. If you already have copies of your letters of reference please included these with the application. Only academic or work references will be accepted.

Name _____	Name _____
Position _____	Position _____
Institution/Company _____	Institution/Company _____
_____	_____
Email _____	Email _____

**How did you hear about Robert Gordon University?**

- RGU Website
  Other Website/ Search Engine\*
  Family/Friends
  Former/Current RGU student  
 Employer
  Educational Agent\*
  Visit by RGU Staff
  Education/Recruitment Fair\*  
 Magazine/Journal\*
  Current College/University
  British Council
  Radio/Press Advert\*  
 Social Networking site e.g. Facebook\*
  Other\*

\*If you ticked this option please give details.....

### **Criminal Conviction**

You are required to state 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. I have read and understood that University's refund policy [http://www.rgu.ac.uk/stud\\_finance/general/page.cfm?pge=8748](http://www.rgu.ac.uk/stud_finance/general/page.cfm?pge=8748)

**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**.....

### **Application 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)
- Personal Statement**
- Copy of CV**
- Letters of Reference** (if available)
- Proof of English Language Proficiency** (if applicable)
- Copy of Passport** (International full time applicants only)
- Evidence of Sponsorship/Scholarship** (if appropriate)

If you have applied for an Architecture course please enclose samples of your artwork/portfolio work. This may be in the form of 10-15 slides or photographs and may be supplied on CD ROM.

**Please note that incomplete applications will not be processed**

Please send your completed application to:

**iec online GmbH**  
Marienstrasse 19/20, D-10117 Berlin  
Tel. +49 (0)30-20458687  
[www.ieconline.de](http://www.ieconline.de)