

Postgraduate Study

How to apply

It is essential that you read the following information and instructions carefully before completing and submitting your online application. **Incomplete applications cannot be processed and will be delayed.**

If you have any queries, please contact us:

+44 (0)1224 262209
PGOffice@rgu.ac.uk

Before you begin

Read through the form and make sure you understand the instructions and what each section requires.

Know which course you are applying for

Before you apply, it is important to check that you are eligible for the course according to our entry requirements. You can see full information on all of the courses that we offer at www.rgu.ac.uk/subjects - the online prospectus has information not only on entry requirements, course content and mode of study but also course duration and tuition fees.

Application Deadlines

Whilst the University does not have application deadlines for most courses, sometimes a course can close to applications as it has become oversubscribed. Any deadline would be clearly shown on the course webpage. We ask our International students to consider the time that it will take to make their visa arrangements before submitting their application to us. The UK Visa and Immigration Service advises that you allow 4-8 weeks to receive your visa and to bear in mind that this can be affected at peak times i.e. August/September and December/January.

Documents

We ask you to upload documents in support of your application. Before beginning to complete the online

application form, you will need to have your documents to hand. (Please note, the file cannot exceed 500 KB in size and should be in .doc, .wpd, .rtf, .xls, .pdf, .docx, .xlsx or .txt format)

These may include:

- School qualifications
- University or College qualifications
- English Language qualifications
- CV with details of relevant employment experience
- References
- A copy of the photograph page of your passport

All international transcripts should be translated into English, with the translations also certified as accurate. We recognise:

- Higher education institutions
- Legal representatives (such as solicitors or public notaries)
- The British Council

Please note that you will be required to show original copies of documents at enrolment.

References

We ask you to nominate two referees who have direct knowledge of your intellectual and/or professional ability. References from personal friends or relatives are not acceptable. Please note that we will not always require references, but we will always require the names and addresses of two referees. If we need to see a reference for you, we will contact you to make

arrangements for this – it is your responsibility to obtain your references and we are not able to pursue individual referees on your behalf.

Referees should complete a reference on headed paper, attached to a form which can be downloaded from the ApplyYourself application system by going to the Downloadable Forms link.

How long will my application take to be processed?

We aim to process your application and return with a decision within 14-21 days.

Please understand that this timeframe alters depending on the course you are applying for and also the time of year that you apply. If you have any queries about your application, we are happy to answer these over the phone or through email.

If you have applied online, we will start to process your application as soon as we have received all of the supporting documents that are required.

Once we have made a decision we will send you an email confirming this. If you have been successful in your application, you will be able to follow a link from this email to your Offer Letter.

How do I accept or decline an offer?

When we issue you with an offer by email, you will be able to follow a link to an acceptance/declination form.

If you do not accept or decline your offer in 30 days, you will lose your place. Also, you will not be able to proceed with arranging other aspects of your studies, for example booking accommodation.

The offer sent to you will be one of:

- An unconditional offer which means you already satisfy all the academic and financial conditions required before entry and we are offering you a place.
- A conditional offer which means you do not yet satisfy the conditions required

before entry. The conditions which need to be met are given in the offer letter.

I have received a conditional offer, what do I do now?

Many students will initially get a conditional offer of acceptance. This means we are happy in principle to accept you to study at Robert Gordon University but you must meet certain conditions first. The most common conditions are:

- Completing an existing course (for example passing your Bachelors Degree before coming to do a Masters with us). In this case, you should send us a copy of your final exam results/degree certificates as soon as they are available.
- (Non-UK Students) Proving that your English Language is at the required standard for University level study. In this case you should send us a copy of your IELTS or Pearson PTE certificate as soon as it is available
- (Non-EU full-time Students) Making a pre-payment of tuition fees, or paying a deposit. In this case you must arrange to pay a proportion of your tuition fees to the University before we can release an Unconditional Offer.

Getting an Unconditional Offer

Once you have fulfilled the conditions of your Conditional Offer, we will issue your Unconditional Offer.

Full-time International students will also be issued with their CAS number and statement. The personal CAS number we issue will link directly to the UKVI database to facilitate your visa application. Your CAS statement confirms that:

- The University is prepared to offer you a place on a course
- You have met any academic conditions that were asked of you
- You have made a pre-payment of tuition fees/deposit.

Regarding pre-payments: We can only convert your offer to unconditional when the funds clear in the University's bank

account and not from that date that you made the transfer even if you can provide proof of payment. Please be aware that transfers can take several weeks to process through international banking when made from overseas.

International Agents

In many of the countries that we welcome international students from we have a network of trusted agents who can help you with your application, as well as give advice on the visa process and provide an additional insight into studying in Scotland.

To see if Robert Gordon University has an agent in your country, please visit the 'Where are you from' section of our webpage: <http://www.rgu.ac.uk/inyourcountry>

If we don't work with an education agent in your country, you can receive tailored information for your needs by emailing international@rgu.ac.uk

Scholarships

There are a number of scholarships available to students of Robert Gordon University. To see full details of these please go to www.rgu.ac.uk/scholarships

Tuition Fees

Details of tuition fees can be found on each individual course page www.rgu.ac.uk/subjects

Enrolment

If your application is successful and you accept our offer, you will be contacted with information about enrolment before your course begins. For courses starting in September, enrolment information will be sent out in mid August. For those courses that begin in January, the information will be sent when the University re-opens after the winter break.

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