



Agents Online Application Guide

A simple 7 step guide to creating an application on our online application system

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Online Application Form Guide

Step 1: Creating Online Log In

Firstly, the link to create an online application can be found [here](#). Or alternatively, visit this site:

https://portal.rgu.ac.uk/urd/sits.urd/run/siw_ipp_lgn.login?process=siw_ipp_app_crs

The screenshot shows the top of the application portal. On the left is the Robert Gordon University Aberdeen logo. On the right is the text 'Your Application' with a link '| Select Courses |'. Below the logo, it says 'Logged In:'. The main content area is a white box with a purple header that says 'Welcome to Robert Gordon University's online application'. The text inside the box explains how to create a new account or log in. There is a 'New User' button, a 'Log In' button, and a 'Forgotten Password' button. Below the 'Log In' button are input fields for 'Username (Email address)' and 'Password'.

Click on 'NEW USER'. The below page will come up, you will then required to fill in all the starred '*' fields, taking note of the password you use. Once you have completed this, select the PROCEED button.

The screenshot shows the 'New User Details' form. It has a purple header. The form fields are: 'Title' (dropdown menu), 'First/given name*' (text input), 'Middle name' (text input), 'Family name/Surname*' (text input), and 'Date of Birth*' (three dropdown menus). Below this is the 'Login Details' section with a purple header. It contains: '* Email address' (text input), '* Confirm email address' (text input), 'Password*' (text input with a note: '(between 8-20 characters. Include lowercase and uppercase characters and numbers)'), and 'Confirm password*' (text input). At the bottom are 'Proceed' and 'Cancel' buttons.

Step 2: Filling in the Course Details

After creating the user profile, the below page will come up in order for you to select the preferred course.

Fill in the relevant course details and press 'SEARCH NOW'. The courses available will appear at the bottom for you to select.

Logged In: Billy Beans

| Logout | Select Course

Course selection

Please search for the course you wish to apply for.

New Course Search

Type of course: Undergraduate
 Postgraduate Taught
 Postgraduate Research

School of study:

Keyword:

Mode of Study:

[Search Now](#)

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Once you have completed this, the available entry year will pop up for you to select 'APPLY'.

Step 3: The Application

The following screen will appear. This will allow you to begin the application process by pressing 'START NOW'. The following tabs listed can then be completed.

Checklist

Below are the sections of the form that you will be required to complete. Click any section heading to go directly there or click the start application button below.

[Start Application](#)

- Personal Details
- Contact Details
- Study Details
- Qualifications
- Experience
- Personal Statement
- Nationality and Residency
- Funding
- Submission

[Print / Preview](#)

Icon Guide

Please complete as many fields as possible to assist with processing your application

- Outstanding information required for mandatory fields
- All mandatory information has been provided

Step 4: Adding Agent Details

On the 'Contact Details' tab at the very bottom you can select if you are applying via an agent. Start to manually type in the agency's name in the 'Agency' field and a list will appear for you to select from.

If you have previously provided us with details of a nominated contact this will automatically be recorded on your record. If you wish to change these details, please update the field below. If you wish for the previous details to be removed please contact the Admissions Office once you have submitted your application.

Would you like to nominate a contact?*

No

Are you applying through an agent?*

Yes

If you are an agent or if you have been referred to the University by an agent please find and select the agency using the field below.

Agency

Denotes a mandatory field

Back to checklist

Save

Save and continue

Step 5: Submission

Once you have completed the relevant tabs, and they all have a green tick, you can submit the application by reading through the Terms and Conditions and ticking all 3 of the confirmation boxes and hitting 'SUBMIT'.

Checklist: Personal Details Contact Details Study Details Qualifications Experience Personal Statement Nationality and Residency Funding Submission

Submission

How did you find out about the course?*

Employer

Your application and documents

You will not be able to amend your application once submitted, so please take a little time to check through your application and each of the tabs for accuracy. Please also check you have uploaded the correct documents below:

RGUDirectApplicationForm-May2019 (1).pdf

Having checked through your application before submission please agree to the following statement:

I confirm that the information provided is to the best of my knowledge accurate and complete*

1. Terms and Conditions

- Our full Terms and Conditions of Admission are available on our website www.rgu.ac.uk/future-students/applicants/applications.
- 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.
- 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").

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:

- 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 and accurate. Applications found to include false or misleading information may be withdrawn by the University or the offer amended.
- 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.
- 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.

I have read, understood and agree to the above statement*

2. Data Protection Statement

By ticking this form you are consenting to the Robert Gordon University using the information provided from time to time, along with any further information about you the university may hold, for the purposes set out in the university's full data protection statement. The information that you provided on your application form will be used for the following purposes:

- To enable your application for entry to be considered and allow our Admissions Officers, where applicable, to assist you through the application process.
- To enable the university to initiate your student record should you be offered a place at the university.
- To enable the University to comply with a legal obligation to compile statistics, or to assist other organisations to do so. No statistical information will be published that would identify you personally.

I have read, understood and agree to the above statement*

Submit

* Denotes a mandatory field

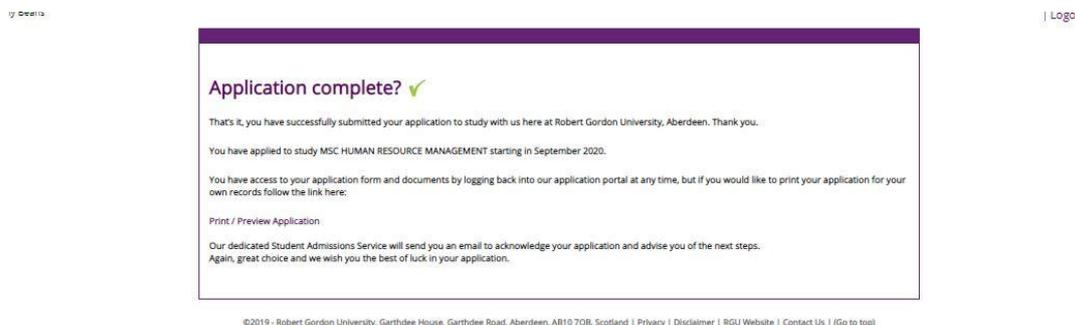
Back to checklist

Save

Step 6: Complete Application

Once you have submitted the application, the below screen will appear to confirm this. You will then be able to log in to your online portal and track your application progress:

https://portal.rgu.ac.uk/urd/sits.urd/run/siw_ipp_lgn.login?process=siw_ipp_app_crs



Step 7: Non-Submission or Tracking Progress post submission

If you did not manage to initially submit your application on the first go, would like to add additional documents or track your application after it has been submitted, you can use the following link to sign back into your account **without** creating a new user -

https://portal.rgu.ac.uk/urd/sits.urd/run/SIW_LGN

If you have any questions or queries, please contact our Admissions Department, we will be happy to help.

Email address: admissions@rgu.ac.uk

Telephone Number: 01224 262728