

Robert Gordon University
CPD POSTGRADUATE APPLICATION FORM
Please complete this form in **BLOCK CAPITALS**

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

Title: _____

Title: _____

Title: _____

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

Telephone _____

Email _____

Telephone _____

Email _____

Nationality _____ Country of birth _____

Country of of **permanent** residence _____

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

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.

Name of Institution	Qualification and Subject	Results	Date of Award
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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.

Name of Institution	Qualification and Subject	Results	Date of Award
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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.

Details of Qualification	Date of Award
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Work Experience:

Applicants with significant relevant work experience are requested to attach a full CV.

Name of Company	Job Title/Role	Dates of Employment
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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 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

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

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)
- Copy of CV**
- Proof of English Language Proficiency** (if applicable)

Please send your completed application to: Postgraduate Admissions Office, Directorate of Student Recruitment, Schoolhill, Robert Gordon University, Aberdeen, AB10 1FR, UK

You may email your complete application form and documents to: **pgoffice@rgu.ac.uk**