

# Application Form for Research Postgraduate Programme of Study

Please read the *Instructions for Applicants* on page 10 carefully before completing this form.

Please type or write clearly using **BLACK INK**.

## A Personal Details

Title: Mr / Mrs / Miss / Ms / Other	
Family Name:	
Given Names: (in full)	Male/Female:
Date of Birth:	Legal nationality:
Country of Permanent Residence:	

Permanent Address:	If you would prefer correspondence to be sent to a different address during the application cycle, please give details here:
Telephone:	Between which dates is this address valid?
Fax:	Telephone:
Email:	Email:

## B Programme of Study

MPhil <input type="checkbox"/>	PhD <input type="checkbox"/>	Visiting Student <input type="checkbox"/>
Other (please specify): <input type="checkbox"/>		
General Research Area:		
Department:		
In which year do you intend to begin your programme of study?		
Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	
Resident <input type="checkbox"/>	Non-Resident <input type="checkbox"/>	

**C Criminal Convictions**

Have you been charged with any offence in the UK or abroad that has not been disposed of?

Yes ☐

No ☐

Are you aware of any current police investigation in the UK or abroad following any allegations made against you?

Yes ☐

No ☐

If the answer to the above is "Yes", please give details of the nature of the offence, the date on which you were charged and details of any on-going proceedings against you.

**D Special Needs**

If you have any Special Educational Need for which you require support, please complete the relevant box below:

**Disability**

- ☐ 00 No known disability or Special Need  
☐ 01 Dyslexia  
☐ 02 Blind/partially sighted  
☐ 03 Deaf/hearing impairment  
☐ 04 Wheelchair user/mobility difficulties  
☐ 05 Require personal care support  
☐ 06 Mental health difficulties  
☐ 07 Unseen disability eg. Asthma, epilepsy

- ☐ 08 Multiple disabilities  
☐ 09 Other  
☐ 10 Autistic Spectrum disorder

**Disability Allowance**

- ☐ 01 I have no known disability  
☐ 02 I have a disability and receive a DSA  
☐ 05 I have a disability but do not receive a DSA

**E Financial Support**

How will you be funding your studies?

Self ☐

Employer/Sponsor ☐

Please give full details of any scholarships or grants that:

You have been Awarded:

You have applied for:

Will you be able to support yourself through your studies if you are unable to secure an award:

Yes ☐

No ☐

If you are a sponsored student, please complete the following:

Name of sponsor:

Address:

Tel No:

Fax No:

E-Mail Address:

## F Educational Background

Please list the academic and professional qualifications you have already obtained. If you have not yet completed your first degree studies, please give details of the results of your examinations to date and the details of your secondary level education.

Institution	Dates attended	Examinations taken with main subject	Class or Grade	Date of Award

Please give details of any examinations which you have not yet taken or awards which you will be obtaining.

Awarding Body	Examinations	Subjects	Date of Examination

*For non-native English-language speakers:* please give details of English language proficiency examinations you have taken or will be taking.

Awarding Body	Examinations	Grade or Score	Date of Examination

**G Employment and Prior Experience**

Please give details of your current employment and/or of any previous relevant employment or other prior learning and experience.

Employer	Dates	Post held and brief job description

**H Applications made to other institutions**

Please give details of other institutions to which you have also applied, indicating if any have already offered you a place.

Name of institution	Tick if you have already received an offer

## **I Research Proposal**

Please provide an outline of your proposed research, including if possible the name of the member of the academic staff with whom you would like to undertake your studies.

*Continue on separate sheet if required.*

(contd.)

*Continue on a separate sheet if required.*

**J** **Supporting Statement**

Please provide a personal statement supporting your application, stating relevant prior learning, employment or voluntary experience.

*Continue on a separate sheet if required.*

**J**   **Supporting Statement**

(contd.)

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*Continue on a separate sheet if required.*

**K About Royal Holloway**

How did you first find out about Royal Holloway?

Education Fair <input type="checkbox"/>	Directory (please name) <input type="checkbox"/>
Teacher or Friend <input type="checkbox"/>	Internet/Website <input type="checkbox"/>
Careers Office <input type="checkbox"/>	Other (please specify) <input type="checkbox"/>

Are you a former student of the College?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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**L Referees**

Please give the details of two referees who are familiar with your work. Then complete the applicants section of the Reference Forms on pages 15 and 17 before sending them to your nominated referees.

Referee including position	Address	Telephone and email

**M Data Protection**

<p>Your contact details will be held on a database and may be used to send you details of other College activities and services.</p> <p>If you do NOT wish to receive such materials, please tick this box: <input type="checkbox"/></p>
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**N Checklist**

<p>I enclose the following materials:</p> <p><i>Please tick as appropriate ✓</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> A photocopy of this application form including the Fee Status Questionnaire (see page 8)</li><li><input type="checkbox"/> Two references</li><li><input type="checkbox"/> A copy of my degree certificate(s)</li><li><input type="checkbox"/> A transcript of my degree results</li><li><input type="checkbox"/> A copy of my English Language proficiency examination results</li></ul>
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**0 Declaration**

I declare that the above information is correct and complete to the best of my knowledge.

I understand that information provided by me to Royal Holloway will be treated in confidence but I agree that the College may pass information to official UK government bodies to assist in their duties.

Signature: .....

Date: .....

# Fee Status Questionnaire

Please complete the relevant sections and sign the declaration.

Personal Details		
Title Mr / Mrs / Miss / Ms / Other	First names (in full)	Reference Number
Surname	Programme	

## 1 EU Citizenship & Residency/Overseas

Are you a citizen of an EU country and have always lived in the EU?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you an overseas student?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you answer yes to one of the above, move to section 5. Otherwise, please complete sections 2-5.		

## 2 Refugee Status

Have you, your child or your spouse been granted:			
Refugee status	Yes <input type="checkbox"/>	No <input type="checkbox"/>	ref. no. <input type="text"/>
Humanitarian Protection	Yes <input type="checkbox"/>	No <input type="checkbox"/>	ref. no. <input type="text"/>
Exceptional Leave to Enter/Remain	Yes <input type="checkbox"/>	No <input type="checkbox"/>	ref. no. <input type="text"/>
Discretionary Leave	Yes <input type="checkbox"/>	No <input type="checkbox"/>	ref. no. <input type="text"/>
Are you an Asylum Seeker	Yes <input type="checkbox"/>	No <input type="checkbox"/>	ref. no. <input type="text"/>
If you answer yes to any of the above, please provide evidence and go on to section 5			

## 3 Nationality

Your legal nationality	Your spouse's legal nationality
Your father's	Your mother's

## 4 Status Please complete the appropriate section below, according to your status. See notes overleaf for guidance.

### 4a Non EEA

Do you have any restrictions on your right to stay in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please specify which:		
Student Visa <input type="checkbox"/>	Tourist/Visitor's Visa <input type="checkbox"/>	Work Permit <input type="checkbox"/>
Other <input type="checkbox"/>		
If other, please specify:		
Do you hold any of the following: Indefinite Leave to Enter/Remain or a certificate of the Right to Abode? Please say which and provide a copy		
Have you been Ordinarily Resident in the UK and Islands since 1st January 2003?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, please state when you arrived		
What was the main purpose of your stay in the UK during this time?		
If you have been temporarily absent from the UK in this time please give the dates of your absence, stating where you were during that absence and the purpose of your absence		

**4b EU**

Are you or one of your parents an EU\* national? Yes ☐ No ☐

Have you been Ordinarily Resident in the EEA\*\*/Switzerland since 1st January 2003? Yes ☐ No ☐

If no, please state when you arrived

If you have been temporarily absent from the EEA/Switzerland in this time, please give the dates of your absence and state where you were during that absence

**4c EEA/Switzerland**

Are you or one of your parents an EEA\*\*/Swiss national? Yes ☐ No ☐

Are you, your spouse or one of your parents, a migrant worker in the UK? Yes ☐ No ☐

Have you been Ordinarily Resident in the EEA\*\*/Switzerland since 1st January 2003? Yes ☐ No ☐

If no, please state when you arrived

If you have been temporarily absent from the EEA/Switzerland in this time, please give the dates of your absence and state where you were during that absence

**5 Declaration**

I declare that the information given above is correct

Signature

Date

For further information on fee assessment at Royal Holloway please visit:

[www.rhul.ac.uk/registry/admissions/feeassessment](http://www.rhul.ac.uk/registry/admissions/feeassessment)

Please return completed and signed form to:  
Admissions, Royal Holloway, University of London, Egham, Surrey, TW20 0EX

Please note that:

- (a) This assessment will be based on the advice of UKCOSA, the independent charity that advises institutions on fees status in compliance with current legislation.
- (b) We have to be certain that applicants satisfy the "home fees" criteria before assessing them as such as it is on this basis that we receive government funding, hence the lower fee. Therefore, to make such a claim based on insufficient or erroneous evidence would be fraudulent and would seriously undermine the reputation of Royal Holloway as well as exposing the College to the ensuing legal implications.
- (c) We cannot assess you if you do not complete ALL parts of the form and send supporting documentation including copies of any of the documents you have declared above. Original documents must be produced at enrolment.

\* The EU consists of: Austria, Belgium, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden & UK.

\*\* The EEA consists of the above plus Iceland, Liechtenstein & Norway.

## Instructions for applicants

Please read these notes before completing the application form.

1. When you send in your completed application form to Royal Holloway, include the following items: one photocopy of the form; two references; a copy of your degree certificate where available; a copy of your academic transcript for overseas applicants (available from the Registry of your previous institution). Note that an incomplete application may take longer to process.
2. The Departments of Drama and Theatre Studies, English and Music require two samples of written work. Samples of work must be written in English and are non-returnable. These should take the form of short academic essays of about 2,000 words each. (For the Department of Drama and Theatre Studies, essays may be reviews of theatre productions.)
3. Non-native speakers must provide satisfactory evidence of proficiency in English. A copy of a certificate of an English-language examination is required. The normal College requirements are listed below:
  - *International English Language Testing Service Examination (IELTS)*  
6.5 to 7.0 overall  
(for some courses a minimum score of 7.0 in the written English component of the test is required)
  - *Test of English as a Foreign Language (TOEFL)*  
570 to 600 (230-250 in the computer-based test)  
Other English language qualifications (for example the Cambridge Certificate or Proficiency with a minimum of grade C) are assessed on an individual basis.
  - *University of Cambridge Local Examinations Certificate (UCLES)*  
Certificate of Proficiency in English (CPE): Minimum Grade C

**Note:** other English language qualifications are assessed on an individual basis.
4. The Admissions Office enters details from your application form on a database and each applicant is sent an acknowledgement containing a personal application number, which should be quoted in all correspondence. The application form is forwarded to the academic department for consideration and decision. The Admissions Office then sends successful applicants a formal offer letter together with further information about fees and accommodation. Successful applicants must complete and return an Offer Reply Form to secure a place on their chosen course of study.

***Send all your application materials to:***

The Admissions Office  
Royal Holloway  
University of London  
Egham  
Surrey TW20 0EX  
England

Telephone: +44 (0)1784 443355  
Fax: +44 (0)1784 473662  
Email: [admissions@rhul.ac.uk](mailto:admissions@rhul.ac.uk)

**[www.rhul.ac.uk](http://www.rhul.ac.uk)**



# Reference 1

## Instructions for Referees

The above named applicant has applied for a programme at Royal Holloway and has named you as a referee. In that capacity would you kindly complete the following form, giving a confidential opinion in **English** of the candidate's academic and personal suitability for the proposed programme of study.

If the candidate has an outstanding examination result from a first or Master's degree, please give an indication of the class of degree that you expect him/her to achieve.

Please use the reverse side of this page for your reference and return it directly to the applicant in a sealed envelope with your signature across the seal. The applicant will then forward your reference with the application form to the Admissions Office. If you prefer to use your own headed paper, please attach it to this page using the page headings as points of reference. If you prefer to send the reference directly to the Admissions Office, please inform the applicant of that decision.

Return address:  
Admissions  
Royal Holloway, University of London  
Egham  
Surrey, TW20 0EX

## Instructions for the Applicant

Please complete section A, B, & C **before** detaching and sending this form and a self addresses envelope to your nominated referee. Please use **BLOCK CAPITALS**

A) Full name of applicant:

B) Proposed degree:

C) Month & year of entry:



## Instructions for Referees

Number of years you have known the applicant:

The capacity in which you have known the applicant:

Academic ability of candidate and suitability for chosen programme:

Confirm award (if known):

Date of award (if known):

Name of referee:

Position held:

Signature:

Institution address:

Official stamp:

Telephone:

# Reference 2

## Instructions for Referees

The above named applicant has applied for a programme at Royal Holloway and has named you as a referee. In that capacity would you kindly complete the following form, giving a confidential opinion in **English** of the candidate's academic and personal suitability for the proposed programme of study.

If the candidate has an outstanding examination result from a first or Master's degree, please give an indication of the class of degree that you expect him/her to achieve.

Please use the reverse side of this page for your reference and return it directly to the applicant in a sealed envelope with your signature across the seal. The applicant will then forward your reference with the application form to the Admissions Office. If you prefer to use your own headed paper, please attach it to this page using the page headings as points of reference. If you prefer to send the reference directly to the Admissions Office, please inform the applicant of that decision.

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## Instructions for the Applicant

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A) Full name of applicant:

B) Proposed degree:

C) Month & year of entry:



## Instructions for Referees

Number of years you have known the applicant:

The capacity in which you have known the applicant:

Academic ability of candidate and suitability for chosen programme:

Confirm award (if known):

Date of award (if known):

Name of referee:

Position held:

Signature:

Institution address:

Official stamp:

Telephone:

<b>College use only</b>	<b>HEMIS No:</b>
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For completion by Department

Please ensure that the following documents are returned to the Admissions Office along with this form:

References and Academic Transcript (if included)  
 Overseas Qualification Analysis form (if included)

<b>Programme:</b> <b>Full / Part time:</b>	<b>Start Date:</b>
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DECISION: (please tick)      ☐ **Unconditional offer**  
                                          OR      ☐ **Conditional offer**

*Conditions:* (if no conditions are stipulated and the applicant has not already completed an appropriate first degree or equivalent, the Admissions Office will set the conditions at the standard College requirement, i.e. Second Class Honours degree)


OR      ☐ **Reject**

If you would like to inform the applicant as to the reasons for rejection, or if you have any feedback which can be passed on to the applicant, please give details below:

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The following additional charges will be made to the student (ie. bench fees). Please give details below:

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_



Royal Holloway, University of London  
Egham, Surrey TW20 0EX  
Tel: +44 (0)1784 443355 Fax: +44 (0)1784 437520  
[www.rhul.ac.uk](http://www.rhul.ac.uk)