

## A GUIDE FOR APPLYING TO THE ROYAL AGRICULTURAL UNIVERSITY

The following guide is prepared with the intention of helping international applicants to submit a full application to the University that could lead to an offer and successful admission to the course of their choice without added delays to the processing of their application.

<ul style="list-style-type: none"> <li>➤ Complete your full personal details and contact information using the relevant fields of the application form (UCAS or Direct entry forms).</li> <li>➤ Include your personal e-mail account. <u>Do not</u> use a school or another student email account you may currently have.</li> <li>➤ If using an educational agent state it in your application. <u>Do not</u> replace your details above with the agent contact details.</li> <li>➤ Provide a full home address that will include house name or number, street name, area, postal code and country. <u>Do not</u> use PO BOX addresses. Stating a full address is also a visa requirement.</li> <li>➤ The documents you send have to be: <ul style="list-style-type: none"> <li>○ high quality</li> <li>○ scanned</li> <li>○ in colour</li> <li>○ with all edges of the document visible.</li> </ul> </li> </ul> <p>Blurry, low quality, black and white copies will not be considered.</p> <ul style="list-style-type: none"> <li>➤ Label the documents you sent us clearly and <u>do not</u> include multiple different documents under one file.</li> <li>➤ Use pdf files <u>not larger</u> than 2MB</li> <li>➤ If we ask you to complete a form as part of the process then please do so. (E.g. Fee Status form or BIPF form). Only complete these forms if we ask you to do so.</li> <li>➤ Always use your RAU applicant ID or your UCAS ID when you contact us. This will help us identify your application and reply to you quickly.</li> </ul>	<p><b>ALL APPLICANTS</b></p>
<ul style="list-style-type: none"> <li>✓ Read our <a href="#">online information on how to apply</a> and watch the useful <a href="#">video</a> we put together for you.</li> <li>✓ Prepare your personal statement. Our video above and the applicant and course information on our website will help you think, plan and prepare your statement.</li> <li>✓ Use <a href="#">UCAS</a> (University and Colleges Admissions Service) to submit a full time undergraduate application to the RAU.</li> <li>✓ If you have your final results then scan and send us copies of these and your secondary school certificates.</li> <li>✓ If you are waiting for your results then send us copies of these as soon as you receive them.</li> </ul> <p><u>Remember most international qualification results are not sent through UCAS.</u></p>	<p><b>UNDERGRADUATE APPLICANTS</b></p>

- ❖ Submit a full-time [postgraduate](#) taught application through the course page you want on the RAU website. Use the **APPLY Now** button to start your application.
- ❖ Send the following information and documents with your Master's or Graduate Diploma application
  - Personal statement (see our separate information below about preparing and writing your statement)
  - Up-to-date CV(not longer than 2 pages)
  - Two academic references(see separate information below)
  - Copies of your Bachelor and Master degree final transcripts and certificates
  - Include [English language](#) proficiency test results (IELTS, TOEFL, Pearson PTE etc). Do not send English language test results taken more than 2 years ago which have expired
  - Copy of your passport personal information page

**POSTGRADUATE  
TAUGHT  
APPLICANTS**

Research applications for the [MScR](#) or [PhD](#) programmes have a two-tier process. The process can usually take between 4-12 weeks or longer to complete.

**PART A:**

- ✚ Send an e-mail with your full name and contact details to [admissions@rau.ac.uk](mailto:admissions@rau.ac.uk)
- ✚ Include either your full research proposal or complete the [research proposal form](#) providing your research topic/area, methodology and funding you will use for your research.

If we can match you to an academic supervisor for your research we will write to ask you to submit a formal application. See part B below.

**PART B:**

- ✚ Submit a full-time [postgraduate](#) research application through the course page you want on the RAU website. Use the *APPLY Now* button to start your application.
- ✚ Send the following information and documents with your Research application
  - Personal statement (see our separate information below about preparing and writing your statement)
  - Up-to-date CV(not longer than 2 pages)
  - Two academic references(a requirement for Research applicants)
  - Copies of your Bachelor and Master degree final transcripts and certificates
  - Include [English language](#) proficiency test results (IELTS, TOEFL, Pearson PTE etc). Do not send English language test results taken more than 2 years ago which have expired
- ✚ You will be invited to attend online/in person an academic interview where you will be expected to defend your proposed research topic and discuss the methodologies you propose to use for your research
- ✚ If you are successful in the above steps the University will send you your research contract and terms and conditions. You will need to sign and return copy of the research contract to admissions to accept your research offer.

**POSTGRADUATE  
RESEARCH  
APPLICATIONS**

## POSTGRADUATE TAUGHT APPLICATIONS – How to write a personal statement

An applicant's personal statement is an essential part of the information we use to evaluate and assess applicants for acceptance onto a postgraduate course. The personal statement should be a short reflective essay that is focused and allows us to hear the applicant's voice. It is the opportunity you have to promote yourself and show the University that you are the right candidate for the course.

A good personal statement can be the difference between getting an offer from the University and being rejected.

### **What to include in your personal statement**

Spend time to think and plan your statement. Consider what you want to say before you start writing. A personal statement should not be a timeline of your life – it's a statement of your reasons why you are applying for a specific course, your academic interests and your potential to successfully complete the course.

### **Why are you applying for this postgraduate degree?**

What we are looking for is a clear narrative that explains your reasons why you want to apply for the course and what made you choose it over other courses of a similar content. You should use some evidence to show you have really thought about your course selection and explain how you expect the course to help you in your future personal and career aspirations.

If a particular field of study or research is of interest to you then you should identify it in your statement. For example, if a previous formal or independent study stimulated you to consider studying a particular area then include it in your statement.

We look for a convincing statement where the course that you want to apply for feeds into your passions and interests and how you anticipate it will benefit your future career. If your chosen subject or field of interest has impacted in your life outside study, such as voluntary work or internships then you should mention it in your personal statement.

### **Tell us about you**

The personal statement you write should be telling us about you. Your academic performance can be assessed from your previous studies and certificates. What we want to see in your statement is why you think this course would be a good fit for you.

Although, we do expect serious and focused applicants to have reviewed our webpages before applying, you should not copy and paste information from the website or from other people's statements or ideas as this will only lead to delays in the processing of your application.

Please note that if you are an overseas applicant requiring a student visa to study in the UK, you should be prepared to discuss the contents of your personal statement fluently. This document could be used in an interview with the UK visa authorities.

### **Structure of your personal statement**

- The personal statement should be written in the form of a reflective essay
- It should not be longer than 500 words (one A4 page)
- It should have a structure that is logical; A captivating introduction followed by the main body of information of your experience and reasons for wanting to do the particular course and concluding by telling us why you are the ideal candidate for this course.
- Use clear language and keep your sentences short
- Use correct grammar and spelling

**Remember:** Do not use the same personal statement for each course application. Be specific about why you are applying for that particular course.

In a nutshell the personal statement should discuss the below:

- ✓ Why you are applying for the course
- ✓ Your interest and suitability for the course
- ✓ What you hope to achieve by studying the course
- ✓ How this course is relevant to your future career or personal development objectives
- ✓ How your academic or work related knowledge, skills and positions of responsibility are relevant to your selected course
- ✓ Any additional information that you feel is relevant to your application

## REFERENCES

### POSTGRADUATE TAUGHT & RESEARCH

- Provide two academic references from your last place of study if you have completed your last higher education studies within the last 2 years OR
- One academic reference from your last University and one current present employer reference if you have completed your studies more than 2 years ago
- References can be submitted either by you by scanning and sending us copies of original reference letters or sent directly from your referees to the [admissions office](#) by using their professional e-mail account
- References must include the **professional e-mail account** of the referee i.e. their official university account if they are academics or a company e-mail account if they are previous employers. Do not send references that have gmail, Hotmail or similar e-mail accounts as we won't accept them.
- References should be on formal headed paper, dated, company stamped where possible, signed by the referees and include the referees professional contact details (including the professional email address linked to the referee's organisation). A reference sent by a referee directly to the University using their professional e-mail account does not necessarily have to be on headed paper as they are verified through the professional e-mail account.
- We may contact your referees to ask for clarifications or verification purposes