



UNDERGRADUATE PROGRAMME APPLICATION FORM

DIN: RUW-OR/ADN-T-001

RN: 01

ED: 18/06/2015

Affix recent photograph here

- ☞ Complete this form in CAPITAL LETTERS, using a black or dark blue pen.
- ☞ Any offer of admission will be valid only for entry in the semester you select on this form.
- ☞ Ensure that all the applicable sections of this application form are completed. Contact the Registrar's Office in case of any uncertainty regarding this form.
- ☞ This application form will not be processed without (1) all the applicable ancillary documentation, and (2) proof that all relevant fees and charges have been paid.
- ☞ The Information provided in this form will only be used in the following ways: (1) For administrative purposes and the provision of services to students, (2) for RUW marketing, research and development purposes, or (3) to satisfy any legal requirements.

RUW APPLICANT ID: _____ **RUW STUDENT ID:** _____

I am applying for admission for the:

- 1ST SEMESTER 20___/___
- 2ND SEMESTER 20___/___
- SUMMER 20___/___

Applying as a:

- NEW ENTRY
- RE ADMISSION
- TRANSFER STUDENT
- VISITING STUDENT
- AUDIT STUDENT (NON DEGREE STUDENT)

Have you applied to RUW before? NO YES (When: _____)

1. PERSONAL DETAILS:

Title: MISS MRS. MS | First name: _____
 Middle names: _____
 Family name: _____

Passport: _____ / ____/20____
 Nationality _____ Number _____ Place of issue _____ Expiry date _____

Country of birth: _____ Government I.D. card No.: _____
 Date of birth (M/D/Y): ____/____/19____ Religion: _____

Marital status: SINGLE MARRIED DIVORCED WIDOWED

2. CONTACT DETAILS:

Address: _____ Telephone 1 (Student Mobile): _____
 _____ Telephone 2 (Home): _____
 City: _____ Telephone 3: _____
 Zip code: _____ Fax: _____
 Country: _____ Email: _____

Emergency: _____
 Name _____ Relationship to student _____ Telephone number(s) _____

Next of kin: _____
 Name _____ Relationship to student _____ Telephone number(s) _____

3. PROGRAMME CHOICE:

Please select below your first ("1") and second ("2") choices of undergraduate programme to enroll in or transfer to:

<input type="checkbox"/> College of Art & Design <input type="checkbox"/> Edexcel Diploma in Foundation Studies in Art and Design <input type="checkbox"/> Bachelor of Arts in Fashion Design <input type="checkbox"/> Bachelor of Arts in Graphic Design <input type="checkbox"/> Bachelor of Arts in Interior Design <input type="checkbox"/> Bachelor of Architecture in Architectural Design	<input type="checkbox"/> College of Business and Financial Sciences <input type="checkbox"/> Bachelor of Business in Banking & Finance <input type="checkbox"/> Bachelor of Business in Human Resources <input type="checkbox"/> Bachelor of Business in International Business <input type="checkbox"/> Bachelor of Business in Marketing
<input type="checkbox"/> College of Law <input type="checkbox"/> Bachelor of Law	<input type="checkbox"/> College of Information Technology <input type="checkbox"/> Bachelor of Science in Information Technology

RUW reserves the right to cancel a major if the minimum number of students required to run it is not met.



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4. EDUCATION AND ACADEMIC BACKGROUND:

High School name: _____ Type: PUBLIC PRIVATE

Address: _____
Address Address (continued)

City, Zip code Country

Admin. contact: _____
Fax Email

Please give details of the secondary education certificate you have earned or expect to receive:

High School ALREADY HAVE Date graduated: _____ Overall result: _____

Diploma: PENDING Level completed: _____ Graduation date: _____

School SCIENCE COMMERCE

Stream: LITERATURE OTHER: _____

Type of Certificate: GENERAL CERTIFICATE U.K. CERTIFICATE

HIGH SCHOOL DIPLOMA OTHER: _____

Please give further details concerning your secondary-education certificate below.

As *Certificate name* please write the official name of the award (e.g. I.B. Diploma, GCSE, GCE, etc.).

Certificate Name	Subject	Level	Result	Certificate name	Subject	Level	Result

TRANSFER STUDENTS ONLY:

Attendance		Name of university, college, institution or degree awarding body	Name of programme or title of degree	Credits completed	Certification awarded
From	To				

You need to enclose official transcripts verified by the Bahraini Government, and the Course Catalog with this application.

5. ENGLISH PROFICIENCY:

Is English your first language? YES NO*

* If English is not your first language, you will need to enclose proof of proficiency with this application form and complete the following subsection. **Please note:** If you do not have any official evidence of your English proficiency, you will need to undertake the RUW Placement Test (a fee is assessable for this test).

English test(s) taken: TOEFL (Type [paper/Internet]: _____) IELTS

Score: _____ Score: _____

6. MATHEMATICS PROFICIENCY: (Applicable to Programmes in CIT & CBFS and Architectural Design in CAD):

Did you take Mathematics in final year of High School YES NO*

If yes, what was your score 60% And Above Below 60%*

* You will have to take a compulsory LAR Course in mathematics in your first semester of College

7. MEDICAL INFORMATION (STRICTLY CONFIDENTIAL)*:

Please provide details of any medical conditions from which you suffer. RUW nurse may be contacted for further information

DIABETES HEART ASTHMA EPILEPSY ANEMIA ALLERGIES

OTHER: _____

MEDICATIONS/DETAILS: _____

* You need to enclose a certificate of medical fitness from a recognized hospital, regardless of whether you suffer from any medical condition.



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8. SIBLING AT RUW:

Do you have a sibling studying at RUW YES NO

If you answered Yes, please supply details: Name: _____ RUW ID: _____

9. RESPONSIBILITY FOR PAYMENT:

Please state the person(s)/institution(s), which will be discharging all the financial obligations toward RUW (fees, charges, costs, etc.). **Please note:** If you are a sponsored student, your sponsor has an automatic right of access to all your academic records.

PARENT GUARDIAN SELF SPONSOR* SPOUSE

Name: _____

Address: _____
Address Address (continued)

City, Zip code Country

Contact: _____
Telephone number 1 Telephone number 2

Fax number Email

10. PHOTOGRAPHS CONSENT:

Do you permit RUW to publish photographs of you on its website? YES* NO

* If you answered Yes, you need to enclose a signed letter from your parent or guardian corroborating your decision.

Please note: While every attempt will be made to comply with the decision of the student, it is not possible to guarantee this. Students are advised to exercise discretion during RUW events, so as to avoid being accidentally photographed.

11. EMPLOYMENT DETAILS:

Please give details of any employment. Start with the current or most recent position. If you complete this section, you need to enclose your C.V. with this application form.

From	To	Employer	Position held, responsibilities/duties

12. ACCOMMODATION:

Will you require accommodation in the RUW Residence? YES NO

If yes, then please complete the Accommodation Agreement Form (WITH RESIDENCE WARDEN).

How did you hear about the Royal University for Women? Please select all that apply:

ADVERTISEMENT Where: _____ EXHIBITION Which: _____

MEDIA COVERAGE Where: _____ SCHOOL VISIT Which: _____

FRIENDS RELATIVES INTERNET OTHER: _____

13. DISCLAIMER:

I DECLARE that the information provided in support of my admission to, and registration with, Royal University for Women is accurate and complete to the best of my knowledge. I understand that providing false or misleading information may render my admission invalid.

I _____ undertake to conform to and observe the rules and regulations of this University for the duration of my enrollment.



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- Encl. TRANSCRIPTS/GRADE REPORTS of the last three years of high school, certified by the Bahraini Government
- HIGH SCHOOL CERTIFICATE OF COMPLETION
- HIGH SCHOOL WALL CERTIFICATE certified by the Bahraini Government
- HIGH SCHOOL EQUIVALENCY LETTER
- VALID PASSPORT COPY
- NATIONAL IDENTITY CARD COPY
- CERTIFICATE OF MEDICAL FITNESS, from a recognized hospital
- CERTIFICATE OF SPECIAL NEEDS, if applicable, from a recognized hospital
- EVIDENCE OF PROFICIENCY IN ENGLISH, if English is not your first language
- UNIVERSITY TRANSCRIPT, if a transfer student, certified by the Bahraini Government
- COURSE CATALOG, if a transfer student, stamped by the previous university
- WITHDRAWAL LETTER, if a transfer student, certified by the Bahraini Government
- APPLICATION FEE
- TRANSFER CREDIT APPLICATION FEE, if a transfer student.

Applicant: _____ / ____ / 20
 Name (print) Signature Date (M/D/Y)

OFFICIAL USE ONLY:

FINANCE OFFICE:

- RUW Application Fee: Receipt No. _____
 Finance Officer: _____ / ____ / 20
 Name (print) Signature Date (M/D/Y)
- RUW Placement Test Fee: Receipt No. _____
 Finance Officer: _____ / ____ / 20
 Name (print) Signature Date (M/D/Y)
- RUW Transfer Credits Fee: Receipt No. _____
 Finance Officer: _____ / ____ / 20
 Name (print) Signature Date (M/D/Y)
- RUW Registration Confirmation Fee: Receipt No. _____
 Finance Officer: _____ / ____ / 20
 Name (print) Signature Date (M/D/Y)

RUW PLACEMENT TEST RESULTS:

Test score: _____ Test date: _____ / ____ / 20

DETERMINATION: Degree Programme Orientation Programme: Level _____

Director of CGS: _____ / ____ / 20
 Name (print) Signature Date (M/D/Y)

ELIGIBLE TO APPLY FOR DEGREE PROGRAMME:

College: _____ Programme: _____

APPROVED: UNCONDITIONAL CONDITIONAL: _____

REJECTED because _____

Dean of College: _____ / ____ / 20
 Name (print) Signature Date (M/D/Y)

REGISTRAR'S OFFICE

Student I.D. No.: _____

Processed by: _____ / ____ / 20
 Name (print) Signature Date (M/D/Y)

Registrar: _____ / ____ / 20
 Name (print) Signature Date (M/D/Y)