

Application for admission

Please print clearly in English and in BLOCK letters and return your application to your local representative or email to naadmissions@studygroup.com. Please tick boxes where appropriate. Alternatively you can book online at royalroads.ca/isc. Please note all sections are compulsory. We are unable to process an application unless we have full details of the student applying for the program.

Local representative information

Representative name	Branch
Email	URN

Student details

Family name(s) <i>(as it appears in passport)</i>		Given name(s) <i>(as it appears in passport)</i>		
Title	Date of birth <i>(mm/dd/yyyy)</i>	Age	Gender: M <input type="checkbox"/> F <input type="checkbox"/>	First language
Country of birth		Country of citizenship/Nationality		
Home address <i>(including city)</i>				
Country		City/Postcode		
Current address <i>(if different from home address)</i>				
Email				
Home telephone number		Mobile telephone number		
Do you currently hold a valid Study Permit? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(please tick)</i> If yes, please attach a copy of your current Study Permit.				
Are you currently in Canada? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(please tick)</i>				

Intended start

When would you like to start? September January May *(please tick)*

Intended degree program

Refer to Appendix for RRU degree programs.

University degree program (e.g., International Business) <i>(required)</i>
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Application checklist and required documentation

All applicants must submit

- A complete and accurate application form including intended degree program, email address and telephone number
- Scanned, certified and full transcripts of all your qualifications, translated into English with the translation authenticated
- A scanned copy of official test scores from an English language test such as TOEFL, IELTS, or Password test
- A copy of the identification pages of your passport
- A copy of your Study Permit, if applicable

Official academic records must be received by Royal Roads at least 5 days prior to the program start date.

Additional PMP and TPP requirements

Refer to appendix for program specific requirements

- 2-3 page Statement of Intent (refer to the Appendix for further details)
- Detailed resume or CV
- Two letters of reference, preferably one academic and one professional, including details of academic ability, achievement, motivation and work habits.

Previous education

Please give details of all the secondary school, college, university, and English language schools you have attended. Please include full, scanned, certified transcripts of all your academic qualifications, translated into English along with translation authenticated by a notary public or similar official.

Institution name <small>(include city and country)</small>	Date attended <small>(mm/yyyy)</small>		Subject/major	Grades/results
	From	To		
	From	To		
	From	To		
	From	To		

Standardized Testing

Please enclose copies of your test score reports, if applicable.

IELTS <small>(score)</small>	TOEFL iBT <small>(score)</small>	Password <small>(score)</small>
Cambridge IGCSE <small>(score)</small>	SAT/ ACT <small>(score)</small>	Embassy English <small>(level)</small>

Primary language of instruction

What is your primary language of instruction?

Additional information

Parent or guardian contact

Name	Country of citizenship
Home address <small>(if different from student address)</small>	
Country	City/Postcode
Home telephone number	Mobile telephone number
Email	Relationship to student

Payment of tuition fees

Self
 Parent/guardian
 Company sponsor
 Government sponsor
 (please tick)

Please give full name of sponsor

Accommodation

Homestay accommodation is mandatory for students aged 18 years and under and custodianship and monthly monitoring will apply. Private accommodation options are only available to students aged 19 years and over. All efforts will be made to match students with suitable accommodation.

Medical/disability/special needs

If you have a special medical condition which affects your accommodation requirements we will make every effort to allocate you suitable accommodation.

Student insurance

All students are required to be properly insured. Study Care insurance will automatically be added to your booking without proof of comparable alternate insurance.

Criminal and disciplinary record

Other than traffic violations, have you ever been convicted of a summary offence, indictable offence or other crime? Yes No (please tick)

Have you ever been charged, suspended, removed, dismissed or expelled from any educational institution for academic or disciplinary reasons? Yes No (please tick)

If you answered yes to either of the above, submit a separate, full, signed statement of relevant facts.

Please turn to page 3 to sign the declaration

Confirmation procedure

Once we receive your completed application it will be evaluated for admission. If admitted, you will receive a Letter of Offer and you will be able to confirm your admission by submitting your deposit payment.

Declaration

How did you hear about us?

Choose one of the following:

Agent <input type="checkbox"/>	Educational fair <input type="checkbox"/>	Website <input type="checkbox"/>	Friend/relative recommendation <input type="checkbox"/>	Other <i>(please specify)</i>
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Undertaking – by the student (if over 18), parent, legal guardian or sponsor

I apply to enrol the person named as a student at Royal Roads University. I undertake to pay all tuition and accommodation fees incurred by the student as they become due in accordance with the Terms and Conditions and, where relevant, either to give the required notice of cancellation or to pay the required fees in lieu of notice.

By ticking this box I confirm the following:

- I am the student, or their parent or legal guardian (if the student is under 18 years of age), or have the full and express authority and consent of the student to submit this application on their behalf.
- All information submitted in the admission process – including this application and any other supporting materials – is factually true and honestly presented.
- I understand that completion of this authorized application permits Royal Roads University to request and/or confirm any information necessary to support my application for admission
- I have advised you of any medicines currently being taken, or any on-going medical condition.
- I understand that I may be subject to a range of possible disciplinary actions should the information I have confirmed above be false.

Full name <i>(signatory)</i>

Date <i>(mm/dd/yyyy)</i>

Appendix

Statement of Intent (Must be in the applicant's own words.)

The Statement of Intent should consist of (but is not limited to) a two to three page essay and must address the following four questions:

- What influenced your decision to apply to Royal Roads University?
- Why is this degree appropriate for you?
- What do you hope to contribute to this program and the university?
- In 5-10 years, how do you anticipate this program will add value?

If there is any other information that you feel might be of interest or relevance to your application, please include it in the Statement of Intent.

Detailed Resume

A detailed or structured resume is one that provides a comprehensive professional profile of the applicant. We are interested in knowing where an applicant has worked, for how long, and what he or she was responsible for in the positions held. Provide as much information as possible, with special attention to the past ten years of your career. Your detailed resume should include the following:

- Education: List all post-secondary education, degrees, diplomas, and certificates you have achieved.
- Work Experience: Months and years of employment.
- Training and Professional Development: List career related training and professional development programs completed within the past five years. Include the source of training, and the duration and year completed. List other training and personal development programs not already identified.
- Voluntary/Unpaid Work Experience: List and describe any voluntary/unpaid post-secondary employment and/or community service experience. Please include name of organization, length of service and a brief description of duties.
- Information Technology Training and Experience: Briefly describe your level of training and experience in the use of information technology including computers, software and telecommunications networks as tools for business, education, teaching and personal use.
- Professional Memberships/Affiliations: List memberships and positions you hold/have held in professional associations, service clubs, community/volunteer sector.
- Other Relevant Information: Provide any other information which you believe is relevant to your application and will be of assistance to the review committee.

Letters Of Reference

To be considered valid, letters of reference must be program-specific, dated within 6 months of application, signed by the author, and include at least one contact number.

MATM – Typically, applicants will provide one professional letter and one academic or personal character reference letter.

Academic Reference: To be relevant, the education should have been completed within the past five years or you are still in regular contact with the professor. This letter should attest to your performance in the context of your current or previous studies. The letter can address such areas as academic achievement, study skills, teamwork, leadership potential, human relations, flexibility, communication, and technical skills.

Professional Reference: This letter should attest to your current or previous performance in your professional life. The letter can address areas such as communication skills, interpersonal and leadership skills, management potential, work ethic, etc.

Personal Character Reference: Your personal character reference should consist of a letter from someone other than a family member that has known you for several years outside of the context of your work. Please ask the writer to indicate the length of time and context in which they have known you, and to consider the following attributes in their letter about you: integrity, responsibility, adaptability, concern and respect for others, sense of self-esteem and confidence, communication skills and work ethic.

MAIIC – Your application requires two letters of reference. Ideally, these letters speak to your academic potential, your professional expertise and your personal attributes. The preferred letters of reference are academic references and professional references.

Academic Reference: Academic letters of reference should attest to your academic achievement, study skills, teamwork, leadership potential, human relations, flexibility, communication and technical skills.

Professional Reference: Professional letters of reference assess your current or previous performance in your career. The letter can address areas such as communication skills, interpersonal and leadership skills, management potential, and work ethic.

MGM – One reference letter should be based on work/life experience and the other based on either academic performance or community service.

The reference letters should confirm that an applicant is a suitable candidate for an MGM program. The writer(s) should articulate why s/he feels the applicant will succeed in such a program, whether s/he feels it will benefit the applicant (and why), the applicant's ability to work with others (in teams) and any other information about the applicant which could identify them as a good fit for the program. The context in which the referee has come to know the applicant should also be mentioned. Length and level of detail in the letters may vary; there is no set standard.

Royal Roads University Degree Programs

Undergraduate
Bachelor of Business Administration in Sustainability and International Business
Bachelor of Commerce in Entrepreneurial Management
Bachelor of Arts in Professional Communication
Bachelor of Arts in Global Tourism Management
Bachelor of Arts in International Hotel Management
Bachelor of Arts in Justice Studies

Graduate
Master of Global Management
Master of Arts in Tourism Management
Master of Arts in Intercultural and International Communication