

# Application Form Instructions

We are delighted that you have decided to apply for a programme at The Royal College of Art.

These instructions are here to help you complete Stage 1 of your Application.

There are 13 parts to this application form, this should not take you more than 20 minutes to complete.

You can save your incomplete application and return at any time to complete.

## Contents

|   |    |
|---|----|
| Starting your Application.....              | 2  |
| Option 1:.....                              | 2  |
| Option 2: .....                             | 2  |
| Initial Terms and Conditions.....           | 3  |
| Personal .....                              | 3  |
| Contact Details .....                       | 3  |
| Academic .....                              | 4  |
| Demographic .....                           | 5  |
| Previous Institution .....                  | 6  |
| Languages.....                              | 6  |
| Accessibility.....                          | 7  |
| Qualifications.....                         | 7  |
| Application Information .....               | 8  |
| Final Terms and Conditions.....             | 9  |
| Summary.....                                | 9  |
| How to Login to PebblePad.....              | 10 |
| How to begin your Portfolio submission..... | 10 |



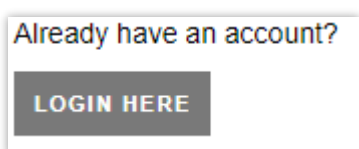
## Starting your Application

Please have ready:

- VISA information, if you require one to study in the UK.
- Employment information you believe is relevant.
- English Language qualifications (IELTS, for example)
- Previous educational institution information
- Previous academic and/or professional qualifications

**Option 1:** You have an account already from a previous application

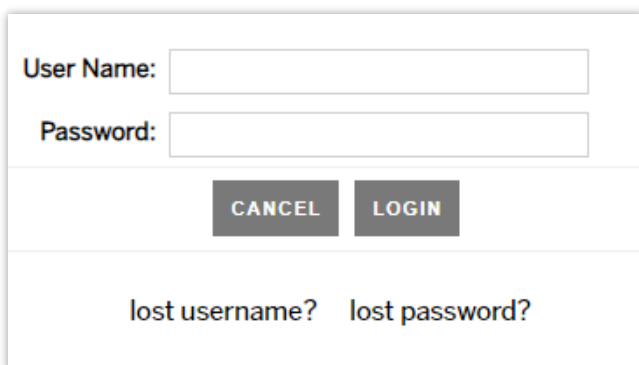
Click on 'Login' and enter your username and password.



Already have an account?

LOGIN HERE

If you have forgotten your login details you can request this be sent to the email address you may have used in the past.



User Name:

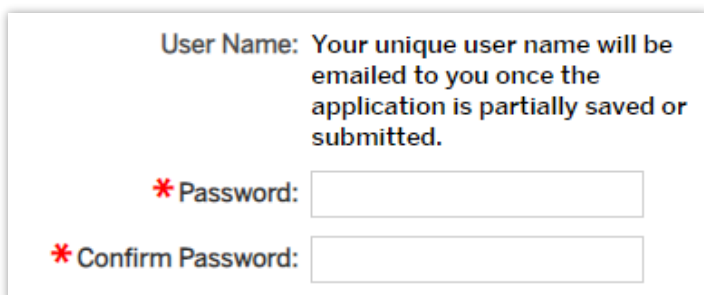
Password:

CANCEL LOGIN

lost username? lost password?

**Option 2:** You have never applied before and need to create a new account.

The first action you must take is to create a password for your account. This will allow you to continue your application and an account will be created for you.



User Name: Your unique user name will be emailed to you once the application is partially saved or submitted.

\* Password:

\* Confirm Password:

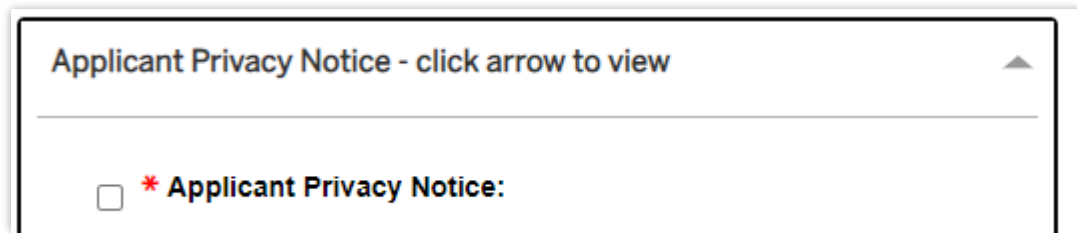
Password must be at least 8 characters long and contain at least 1 lower case, 1 upper case, 1 digit, 1 special character.

When you have completed this page, click 'Next' to progress to 'Initial Terms and Conditions'.

## Initial Terms and Conditions

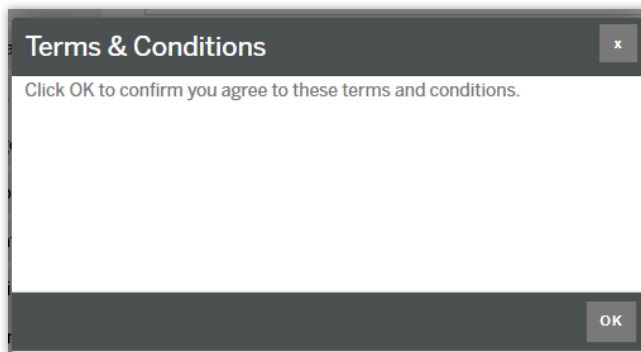
Expand this area by pressing the down arrow to the right.

Read the terms and conditions and tick the box to accept. A pop-up will be displayed, you must click 'OK' to continue.



Applicant Privacy Notice - click arrow to view

\* Applicant Privacy Notice:



Terms & Conditions

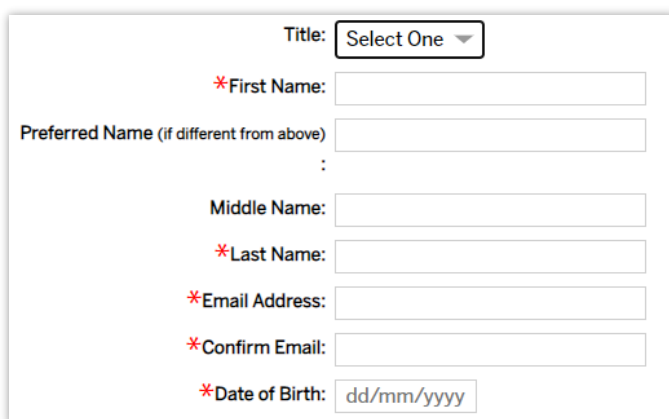
Click OK to confirm you agree to these terms and conditions.

OK

When you have completed this page, click 'Next' to progress to 'Personal'.

## Personal

This page requires you to complete basic information about you. Please be aware that all areas with a red asterisk \* are mandatory fields.



Title: Select One

\*First Name:

Preferred Name (if different from above)

:

Middle Name:

\*Last Name:

\*Email Address:

\*Confirm Email:

\*Date of Birth:

Once you have provided these details you will receive an email from us which will have your username and additional information on how to return to your application form.

When you have completed this page, click 'Next' to progress to 'Contact Details'.

## Contact Details

Complete all mandatory fields.

\*Primary Phone Number:

Correspondence Address

\*Country Name:

\*Address Format:

\*Postcode:

Building Name / No:

Street Name:

Municipality:

\*Town / City:

County:

Permanent Address

Use Correspondence Address :

When you have completed this page, click 'Next' to progress to 'Academic'.

## Academic

First choose the year of entry and then the 'Academic Start Period' and 'Level' you wish to apply for.

\*Academic Start Period:

Select One  
2020/2021

\*Academic Level:

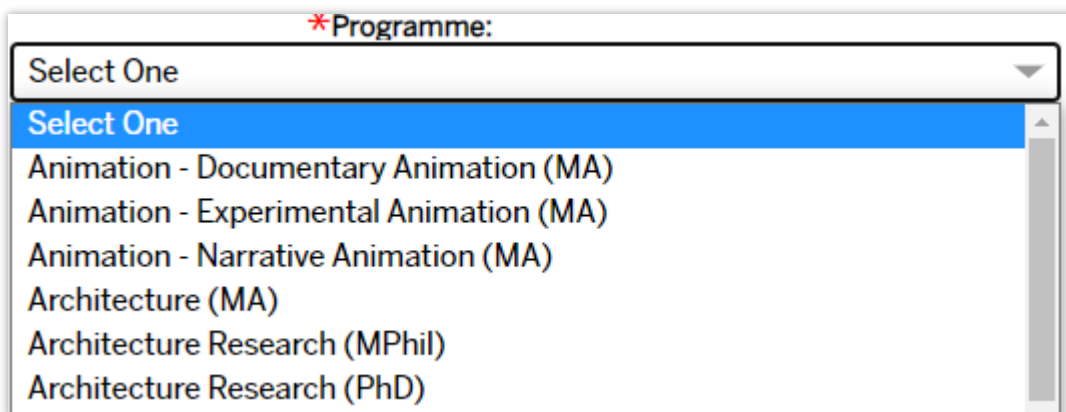
Select One  
Postgraduate Research (MPhil, PhD)  
Postgraduate Taught (GradDip, MA, MRes)

Degree will have degree types in the drop down, choose the correct degree type.

\*Degree:

Select One  
GradDip (RCA)  
MA (RCA)  
MPhil (RCA)  
MRes (RCA)  
PhD (RCA)

This will then filter the Programmes available for this level and degree type.  
Choose your programme from the list.



\*Programme:

Select One

Select One

Animation - Documentary Animation (MA)

Animation - Experimental Animation (MA)

Animation - Narrative Animation (MA)

Architecture (MA)

Architecture Research (MPhil)

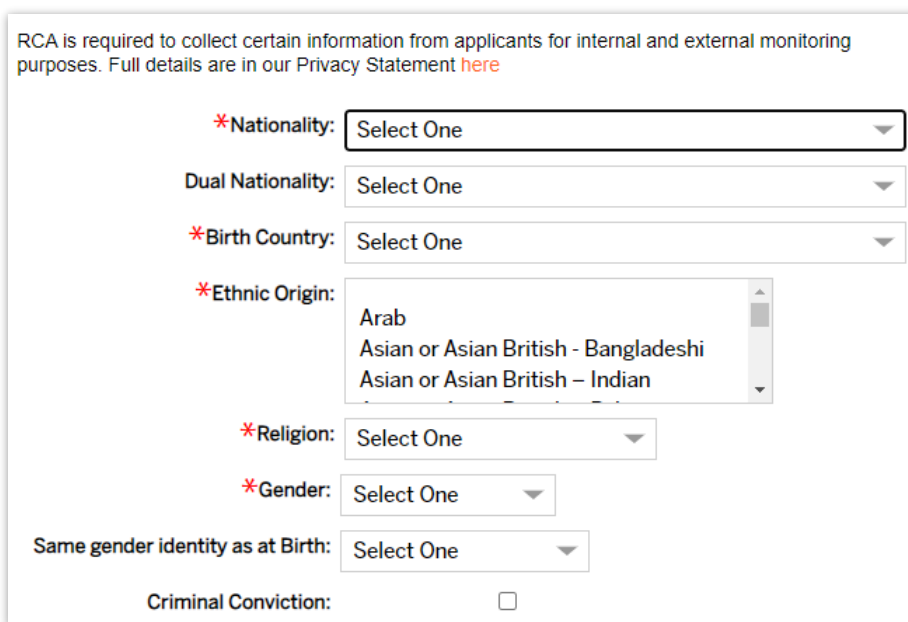
Architecture Research (PhD)

Complete the remaining mandatory fields and others you are happy to complete.  
When you have completed this page, click 'Next' to progress to 'Demographic'.

## Demographic

RCA is required to collect certain information from applicants for internal and external monitoring purposes. Full details are in our Privacy Statement which you can access via the link.

Please complete the mandatory fields on this page.



RCA is required to collect certain information from applicants for internal and external monitoring purposes. Full details are in our Privacy Statement [here](#)

\*Nationality: Select One

Dual Nationality: Select One

\*Birth Country: Select One

\*Ethnic Origin:

- Arab
- Asian or Asian British - Bangladeshi
- Asian or Asian British - Indian

\*Religion: Select One

\*Gender: Select One

Same gender identity as at Birth: Select One

Criminal Conviction:

If you declare you have a criminal conviction, we may have to carry out a risk assessment.

If you require a Visa to study in the UK please complete all additional fields on this page, if you do not complete these areas correctly this may impact our ability to offer you a place.

**International Information**

\*Do you require a visa to study in the UK?:

\*Visa Type:

Visa Expiry Date:

Visa Number:

Date Of Entry To UK:

When you have completed this page, click 'Next' to progress to 'Previous Institution'.

## Previous Institution

Type the name of your institution into the search box and all matches will appear.

**Add Previous Institution**

\*Previous Institution Search:

Graduation Date:

Select the desired institution and add 'Graduation Date'.

Click 'Save'.

Add any additional institutions here.

When you have completed this page, click 'Next' to progress to 'Languages'.

## Languages

You need to declare whether English is your first language or not.

**Languages**

\*Is English your first language?:

If yes, you will be able to move to 'Accessibility'.

If your first language is not English, you will have to provide details of an appropriate language assessment.

## ADD LANGUAGE ASSESSMENT

Click the 'Add Language Assessment' button and add the English qualification or assessment which you have gained.

**\* Language Assessment name:**

**Listening Score:**

**Reading Score:**

**Writing Score:**

**Speaking Score:**

**Overall Score:**

**Date of Assessment:**

When you have completed this page, click 'Next' to progress 'Qualifications'.

## Accessibility

If you have an accessibility need you wish to declare, click 'Yes' and a new page will be displayed.

Complete each section and click 'Save' when you are finished. A summary of your submission will be displayed on the page.

**Add Accessibility Need**

**\*Accessibility Need Type:**

**\*Condition:**

**Disabled Student Allowance:**

**Additional Information:**

When you have completed this page, click 'Next' to progress to 'Qualifications'.

## Qualifications

Add all qualifications on this page.

First click on 'Add Qualification'

## ADD QUALIFICATION

Complete the required fields as appropriate.

### Add Qualification

**\* Qualification Type:**  
Select One This field is required.

Qualification Year:

**\* Qualification Subject:**  
Select One This field is required.

Qualification Sitting:

Qualification Grade:

Here are some of the most frequently chosen options:

| Your Qualification   | Choose the following option from the list |
|--|---|
| Bachelor Degree from a UK institution                      | UK Degree, with or without Honours        |
| Bachelor Degree from an EU institution                     | EU (non UK) Degree                        |
| Bachelor Degree from an international (non EU) institution | International (non-EU) Degree             |
| Masters Degree from a UK institution                       | UK Masters Degree                         |
| Masters Degree from an EU institution                      | EU (non UK) Masters Degree                |
| Masters Degree from an international (non EU) institution  | International (non-EU) Masters Degree     |

If you have yet to complete one of your qualifications add 'To be confirmed' in the 'Qualification Grade field.

Click 'Save each' time you add a new qualification.

When you have completed this page, click 'Next' to progress 'Qualifications'.

## Application Information

Please complete all fields, particularly the Interview question to ensure we meet your preference if you are invited for an interview.



What courses from this institute   
have you taken before?:

If invited for an interview, I would prefer to be interviewed:

via Skype:

in Person:

When you have completed this page, click 'Next' to progress to 'Final Terms & Conditions'.

## Final Terms and Conditions

Expand this area by pressing the down arrow to the right.

Read the terms and conditions and tick the box to accept.

General Terms & Conditions for Students 2020/21

\* General Terms and Conditions for Students 2020/21

Click on 'Review & Submit' to progress to 'Summary'.

## Summary

This page allows you to review your complete application. Please reread **all** of the content here to ensure all of the details are correct.

When you reach the bottom of this page you will see a statement about Stage 2 of your application.

**Stage 2 of your application is your Portfolio submission.**

*"Stage 2 is completion of your portfolio. This is done in a system called "PebblePad". You will receive an email with your account details and instructions shortly."*

**This may take 24 hours to reach you, so begin your application at least 2 days before the deadline.**

Please read the statement very carefully and click 'Submit my Application' to submit your Stage 1 Application Form.

**SUBMIT MY APPLICATION**

Once you submit Stage 1, your application form, you will receive an email from PebblePad which will provide you with login details.

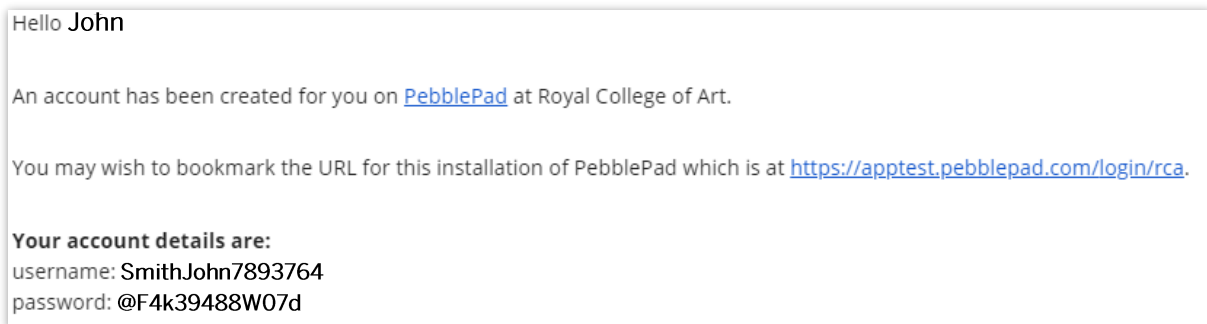
Your application will not be accepted or reviewed until **both stages** have been fully completed.

# Stage 2: Application Portfolio

## How to Login to PebblePad

You will receive an email with your login details. In your welcome email, click on the URL and use the login details to log into the system.

It is advisable that you bookmark this link for your future use.

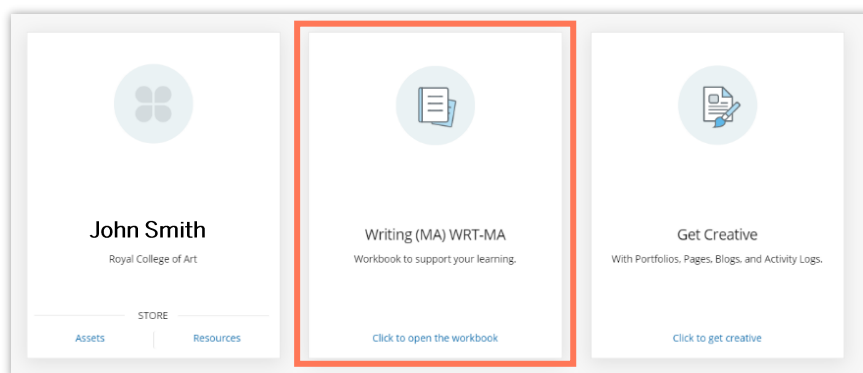


This email also allows you to download the instructions to help you complete your portfolio and technical troubleshooting. **Please read this before you start, even if you have applied in the past.**

## How to begin your Portfolio submission

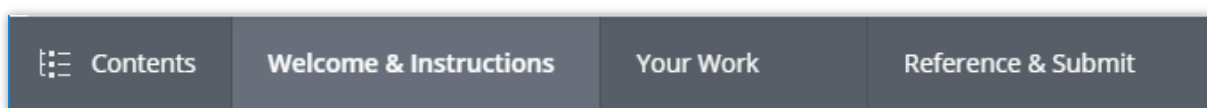
You will see the Workbook with your named Programme in the centre top frame.

Click 'Click here to open the Workbook' to open.



You will be taken to the Portfolio Workbook linked to your application. You will see 3 main tabs.

- Welcome & Instructions
- Your Work
- Reference & Submit



Use Welcome & Instructions to gain additional information about your application and to watch a video or download instructions on how to use PebblePad.

You can also download PebblePad instructions from the email you receive with your login details. It is strongly advised you download the guidance and watch the video to ensure you fully understand what is required of you to complete Stage 2 of your application.

We are looking forward to seeing your portfolio and hopefully welcoming you to the RCA!