



Utrecht University

University College Roosevelt



Application Form - Visiting Students - Instructions

1. In General

Please save this file and the application form after downloading it from our website (<http://www.ucr.nl>) on your computer. This application form is an active PDF file, which means that you can fill in all the required fields, make selections from lists, and save any changes to this document. After completing this application form, you must print it, sign it, and return it to the University College Roosevelt Admissions Office, together with the other required documents. You can find a complete list of required documents and the address of the Admissions Office at the end of this document. In Acrobat Reader, you can select the option "Highlight fields" to make the fields clearly visible. You can use TAB and the combination SHIFT-TAB to go to the next or the previous field, respectively. You can undo anything you type by pressing CTRL-z on your keyboard. Check all the fields carefully before printing the application form.

Please note that incomplete application forms cannot be processed. Furthermore, application information received by University College Roosevelt cannot be returned.

2. Personal Information

Please provide a mailing address where you can be easily reached. If your address is likely to change in the near future, make sure you also provide a permanent address, such as that of your parent(s)/guardian(s). Telephone/fax number: please include the country code if you live outside the Netherlands. Interview appointments are generally made using e-mail, so please only provide an e-mail address if you actually check your e-mail regularly.

3. English Proficiency

Please indicate which language(s) you learned to speak first. With this we mean which language(s) you learned to speak at home. Students who are not native speakers of English need to provide proof of proficiency in English. You will be required to provide your proof of proficiency before you can start your studies at University College Roosevelt.

There are several possibilities:

- **TOEFL test:** this Test of English as a Foreign Language is a standard test that assesses the students proficiency. A minimum score of 237 for the computer-based test or 580 for the paper-based test is the norm.
- **Cambridge certificates:** the Certificate in Advanced English (minimum score: B) or the Certificate of Proficiency in English (minimum score: C)
- **Advanced Placement International English Language (APIEL):** minimum score: 3
- **International English Language Testing System (IELTS):** minimum score: 7
- **International Baccalaureate/European Baccalaureate diploma in English**

4. Academic Interest

It is important to know about your academic interest. After carefully checking the information about the various fields of study and about the courses in the prospectus or on the website, indicate which major (or department) has your first interest, which fields of study interest you the most and which specific courses you would like to take in the first semester aside from the two mandatory courses. For completeness:

- **A&H** refers to Arts and Humanities,
- **SCI** refers to Science, including Life Science, and
- **SSC** refers to Social Science

5. Letter of Motivation

Your letter of motivation is a very important part of your application. University College *Roosevelt* uses your statement to learn more about you as an individual - your talents, experiences, achievements and points of view. It provides us with a way to distinguish between candidates with similar academic records. It also affords you the opportunity to provide the Admissions Office with information that may not be evident in other parts of your application. Think of the letter as your opportunity to introduce yourself to those who will be evaluating your application. The letter will later be used as a basis for the interview.

It is important that you compose your letter carefully, and think about what you want to write. We do not evaluate your writing ability, but correct grammar, spelling and sentence structure contribute to an effective letter. A successful letter tells us more about you than what is already in the application form.

The letter must be written in English. Elaborate on the following topics:

- Why would you like to study at University College *Roosevelt*?
- What field(s) of studies do you find most interesting and why?
- Do you have any relevant work experience or social activities?
- What are your interests with regard to (or regardless of) your current education?
- What are your plans after finishing University College *Roosevelt*?
- Are there any circumstances not evident in your application that may have affected your academic performance?

Your personal statement should reflect your own ideas and be written by you alone. Present your information and ideas in a focused, in-depth, thoughtful and meaningful manner.

6. Grade Report / Transcript

Please make sure you do *not* send us any original documents, as these will not be returned to you. Once you have been accepted to study at University College *Roosevelt*, you will be asked to provide official copies of diplomas and transcripts.

7. Letter of Recommendation

Additional information for the letter of recommendation; please provide this information to the person writing the recommendation for you.

Information for the study advisor:

All letters of recommendation are confidential. They are an important part of the students application. A member of the Board of Studies may contact you for additional information. There is no fixed format, but the following information would be appreciated:

- The study results of the student, either already obtained or expected
- Whether a student would benefit from studying at University College *Roosevelt* and vice versa
- Possible circumstances that may have influenced study results
- Information about the students motivation, analytical and/or critical thinking, communicative skills, social skills and independence
- The student's plans for the future
- Other interests and extracurricular activities

It is not necessary to repeat things that have already been mentioned in the application form, unless further comments are given.

The letter is confidential and may be written in Dutch or English. Place the letter in a sealed envelope with the students name written on the front, and your signature or a school stamp on the back. The student will send it with the rest of his/her application form.

University College *Roosevelt* provides a recommendation form in ActivePDF format that you can use instead of writing a letter of recommendation. This form is available at <http://www.ucr.nl/admissions/Documents/UCR-RecommendationForm.pdf>.

8. What happens next?

We will confirm our receipt of your application by sending an e-mail to the e-mail address you provided. If you left this field blank, then we will send a confirmation to the mailing address you indicated in the form. If you have not received confirmation after 3 weeks, please contact University College *Roosevelt*. Your application will only be taken into consideration if you send us all the requested information. You may be contacted to request additional information.

The Board of Studies will review your application. If their advice is positive, you will receive an invitation to study at University College *Roosevelt* along with additional paperwork that you need to complete and return to us. Once returned, this form will confirm your acceptance.

9. Schedule of Application

Please check the Admissions section on our website <http://www.ucr.nl> for more detailed information on the application schedule and specific application deadlines.

10. Checklist

Keep a copy of everything you send us for future reference. Please make sure all of the following are included with your application:

- The completed preliminary application form
- Proof of English proficiency (if available/necessary)
- A copy of your grade report or transcript
- Your letter of motivation
- A letter of recommendation
- 1 recent passport photo (write your name on the back!)

Send all the requested information to:

University College Roosevelt
ATTN: Admissions Office
Postbus 94
NL-4330 AB Middelburg
The Netherlands

If you have any questions concerning this application form, please send an e-mail to admissions@ucr.nl or call the admissions office at +31-118-655-500.