



## RPA 表格填写补充说明

### 一、 GUIDANCE NOTES

Application for undergraduate programmes of study where application cannot be made through UCAS (Universities and Colleges Admissions Service).

**Please address any enquiries about the form to the Admissions Office (+44(0) 1483 682222**

Notes to help you to fill out the form. Use block capitals, blue or black ink, and fully complete form.

1. Please indicate the title of the programme for which you are applying e.g. BSc in Business Management.
2. We use correspondence address to contact you about your application, so please ensure we are informed of any changes.
3. If you have a disability, special need or medical condition which may affect your ability to study your chosen topic, please let us know:
  - The nature of your disability or medical condition
  - If your situation requires support in your studies
  - The individual arrangements you may require or that you have found helpful in the past.

This information should be sealed in an envelope marked 'Confidential' and addressed to Claire Rowland, Recruitment and Admissions FML, University of Surrey. Please ensure that you write your name in full on the outside of the envelope and the course/programme to which you are seeking admission. The envelope must then be submitted with the application form.

#### 4. Criminal Convictions

*Applicants are asked to disclose relevant criminal convictions as part of the measures taken by the University of Surrey in common with other Institutions to safeguard the welfare of its students. Please tick yes if you have been convicted or charged with any offences against the person, whether of a violent or sexual nature, or offences involving supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.*

Information about criminal offences should be sealed in an envelope marked 'Confidential' and addressed to Assistant Registrar Undergraduate Admissions, Registry, University of Surrey.

Please ensure that you write your name in full on the outside of the envelope and the course / programme to which you are seeking admission. The envelope must then be submitted with this application form. In the letter please give the details of a relevant person (for example a Probation officer) plus your permission to contact that person.

If any information changes after you have applied (for instance you are convicted of a relevant criminal offence) you are under a duty to disclose this to the University.

## 二、 RPA 表格其他说明

1. **Qualifications:** The student needs to put in their highest qualification that they have been awarded, for example, this could be high school diploma, university entrance exam, HND, etc. This would be the qualification that they gained in order to enter DUFE.
2. **Course :** The course is the BSc Business Management or BSc International Tourism Management, the degree programme they wish to be accepted onto.
3. **IELTS Test Report Form number (if applicable):** There are 17 figures at the bottom right corner in IELTS Test Report.

## 三、 填表对象说明

RPA 表格的填表对象为 2018 级申请攻读双学位课程的学生。

1. 申请在萨里国际学院攻读双学位课程
  - (1) “UK Entry Date”栏目无需填写；
  - (2) 无需提供护照号和护照复印件。
2. 申请转入萨里大学攻读双学位课程的学生
  - (1) “UK Entry Date”栏目需要按照个人实际情况填写，2020/21 学年萨里大学开学日期为 2020 年 9 月 21 日，9 月 20 日为学生到校最晚日期。）
  - (2) 需要提供护照号和清晰的护照首页（信息页）复印件。

## 四、 补充说明



1. 此表用于双学位课程申请，请同学们务必如实准确填写。
2. 为防止手写信息辨认不清，表格中除签名一栏手写外，其余信息都请在表格中打字录入。  
请参照填表说明、RPA 样表进行填写。
3. 请将填写好的表格使用 A4 纸打印；申请转入萨里大学学习的学生，请将护照首页（信息页）使用 A4 纸复印，并与 RPA 表格一并提交。
4. 请各位拟攻读双学位专业同学慎重考虑，选择唯一志愿填入在线申请表格和 RPA 表格中，且在线申请表和 RPA 表格志愿需一致。
5. 请各位同学务必保证在线申请表格和纸质 RPA 表格中信息一致，所有信息准确无误，**姓名（Surname: 姓, Forenames: 名）、性别和出生日期等信息务必与护照或身份证信息一致；**另外，电子邮件为萨里大学与学生联系的主要方式，请确保填写正确的电子邮件地址。
6. URN 为萨里大学学号信息。各位同学成功提交在线申请表格后将收到萨里大学发送的含学号信息的邮件。请将正确 URN 信息填入 RPA 表格和 2018 级学生基本情况统计表中。
7. 请各位申请攻读双学位课程的学生于 **2020 年 05 月 13 日 11:00 前**以班级为单位将电子版 RPA 表格发送至 [sii\\_registry@dufe.edu.cn](mailto:sii_registry@dufe.edu.cn)。
8. 如未按时上交 RPA 表格，则视为放弃攻读双学位课程。