

Admission

Applying to Richmond

Direct Applications

Online or paper applications should be submitted at the earliest opportunity. Candidates are urged to apply electronically by using the online application on <http://www.richmond.ac.uk>. The application deadlines are as follows:

- March 1 for fall semester
- April 1 for summer semesters
- December 1 for spring semester

Late applications will be considered, provided there is space available.

Richmond also considers applicants who have not yet received their final exam results. They will be accepted on a provisional basis, and must then ensure that any remaining documents required by the University are submitted to the Office of Admissions prior to registration.

Richmond admits students on a rolling admissions basis. A completed file is reviewed by the admissions committee and usually processed within two weeks, and the applicant notified of his or her status within three weeks.

Admission to Richmond's undergraduate programs is based on a review of the following items:

- A completed application form;
- A personal statement;
- Official or certified transcripts of all secondary and post secondary school work to date;
- The Teacher/Guidance Counselor Confidential Reference Form or a confidential letter of reference from a teacher or other school official who can assess the applicant's academic ability;
- SAT or ACT scores. The CEEB/ATP code for Richmond is 0823L and the ACT CODE is 5244 (submission of these scores is optional);
- Evidence of the applicant's language proficiency in English (this applies only to students whose first language is not English or who did not attend English-speaking secondary schools). TOEFL or IELTS test results are recommended for assessing a student's language capability;
- Applicants must send a non-refundable £35 application fee.

All documents in languages other than English must be accompanied by official translations*. Students residing in

the US must submit their applications directly to the US Office of Admissions, 343 Congress Street, Suite 3100, Boston, Massachusetts 02210-1212 USA.

*Once submitted, documents are not returnable.

UCAS applications

Richmond accepts applications through UCAS. **Richmond's UCAS code is R20.** Students can apply online (only) at UCAS at <http://www.ucas.com>. UCAS applicants will receive official notification of the admission decision through the UCAS system.

Admission Requirements

Applicants have usually completed a total of 12 years of primary and secondary education with a minimum of C+ (2.5 out of 4.0) in the American high school grading system. Qualifications gained under other educational systems will be assessed for equivalency to the C+/2.5 American system standard. The Office of Admissions has details of entry requirements for most countries and will be pleased to supply further information. Contact enroll@richmond.ac.uk for more information.

The Admissions Committee will also consider other factors, including the letter of reference; personal statement; results of standardized examinations, such as SAT, ACT, TOEFL, or IELTS tests; participation in extracurricular activities; and positions of leadership. Submission of inaccurate or false information may be grounds for rejection of an application or subsequent disciplinary action, including dismissal from the University.

English Language Proficiency Requirements

English is the language of instruction at Richmond. To meet the entrance requirements for university study, applicants must achieve a designated level of English language proficiency. All students (with the exception of students whose first language is English) must submit either TOEFL or IELTS results when applying for admission. TOEFL or IELTS results must be current within twelve months at the time of application. Submission of SAT/ACT scores is optional.

Minimum English Language Entry Requirements for Principles of Writing (ENG 111 or ENG 112):

- TOEFL (Paper-based test) – 580, including a score of 4.5 on the Test of Written English;
- TOEFL (Computer-based test) – 237, including a

score of 4.5 on the Test of Written English;

- TOEFL (Internet-based test – iBT) – 92, including a minimum of 24 in the writing component;
- IELTS – 6.5, including a minimum of 6.0 in the writing component.

During Orientation Week, all students are assessed in academic English language skills for appropriate placement within the Academic Literacies and Languages Program (ALLP).

Students whose scores fall below these requirements may be admitted to the credit-bearing **Foundations Program** run by the ALLP.

Students with scores below the minimum requirements for the Foundations Program will be conditionally admitted into **RLT** (Richmond Language Training) to improve their English skills to the required level for university study. After one semester, students will take and need to pass the Richmond English Placement Test to be accepted into the Foundation Program. Students taking English language courses at RLT will receive no credits towards their degree at Richmond.

For further information, contact Richmond Admissions Office.

Diagnostic Tests

The University has its own English proficiency test and a diagnostic mathematics test, which are given to all students when they first enter the University, unless a student is exempt due to relevant transfer credit in these subjects. The Dean of Academic Affairs determines these exemptions. Both tests determine the most appropriate level of English and mathematics courses for the students in their first semester.

Probationary Admission

If the admissions committee has concerns about a candidate's previous academic record, a student may be admitted on a probationary basis. A student admitted on probation is permitted to take no more than four courses in the first semester, and is required to take the University Workshop or to take Stage II of the Foundations Program and no more than two additional courses. In such a case, a minimum standard of performance is required during the first semester at Richmond (a grade C average), as well as an acceptable attendance record.

Wait List

Students applying to Richmond are urged to submit applications before the March 1 priority deadline for fall or December 1 priority deadline for spring. Students who do not apply before the deadline are subject to being placed on a Wait List based on academic credentials, date of application or both. Although Richmond endeavors to afford all applicants equal consideration for admission places, student housing, and merit scholarship, availability is limited and priority consideration will be given to those applicants that adhere to the deadlines.

Admission Deferral Policy

Admitted students may defer their entry for up to one academic year. Students wishing to postpone entry beyond one academic year must contact the Admissions Office for reapplication procedures. Before the University will consider a deferral request or issue new visa documents, a confirmation deposit for the new entry date must be paid, as well as a housing deposit (if needed). Original entry-term deposits (confirmation and/or housing) will be forfeited, as they are non-refundable and non-transferable. Students' admission status remains the same as mentioned in the original acceptance letter, unless otherwise stated.

Students must provide the Admissions Office with any transcripts of academic work completed between the original date of admission and the date of entrance to the University. If a student is a Richmond Scholarship recipient, his/her scholarship may or may not be available, depending on the availability of the scholarship fund. If the period of deferment expires or their admissions status is changed, the student must reapply for consideration.

Exception: Students denied a student visa – The only time a confirmation deposit is refundable or transferable is when a student is refused a student visa. The housing deposit is non-refundable and non-transferable in all cases.

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See the Withdrawals and Refunds section in Costs and Financial Information for further information about any additional housing fees paid. The confirmation deposit refund policy for visa denials is:

Deposited students refused a visa—who are not appealing the decision: If a deposited student is denied a student visa to enter the UK, and chooses not to appeal the decision, the University will refund the confirmation deposit if sent a copy of the visa refusal letter within four weeks of the date of issue.

Deposited students refused a visa—who are appealing the decision: If a deposited student is denied a student visa to enter the UK, and chooses to appeal the decision, the student must send a copy of the visa denial letter and written notice informing the University of the intention to appeal within four weeks of the visa denial. The confirmation deposit will be held for a maximum of 12 months from the date of the original refusal letter.

Admitted Student Procedures

Admitted students must confirm their intention to attend Richmond by returning the New Student Contract, and must submit a non-refundable and non-transferable confirmation deposit. This deposit is due on May 1 for the fall semester, and December 1 for the spring semester. Late deposits will be accepted only if space is available. The confirmation deposit is only refunded to students that withdraw and request a refund before May 1/December 1 deadlines. A confirmation letter, used to apply for a student visa, is sent upon receipt of the confirmation deposit and contract.

Students wanting to live in University accommodation must submit the Housing Application form and pay a non-refundable and non-transferable housing deposit. The form and deposit are due on May 1 for the fall semester, and December 1 for the spring semester. Late deposits will be accepted on a space available basis only. It is advisable to submit both the confirmation and housing deposits at the same time to ensure University housing. The housing deposit will not be accepted prior to the receipt of the confirmation deposit.

Transfer of Prior Academic Credit

Credit for Advanced Standing

Students with advanced qualifications (eg, A-Levels, French Baccalauréat, International Baccalaureate, Advanced Placement Examinations) may be awarded course credit toward completion of degrees, after review by the Dean of Academic Affairs. Typically, these students

are granted exemption from some first-year courses.

National secondary education credentials that are acceptable for entry to British universities, as determined by NARIC (The National Academic Recognition Information Centre for the United Kingdom) and/or UCAS (*International Qualifications for Entry to Higher Education*), may be awarded up to a maximum of 30 credits, depending on examination grades and subjects studied. Examples are the French Baccalauréat, the German Abitur, and the Italian Maturità. Nine credits are awarded for grades of A, B, or C on A-Level (advanced level) examinations; six credits are awarded for grades of D or E.

Generally, awards for Advanced Placement (AP) Examinations and the Advanced Placement International Diploma (APID) are determined by the guidelines outlined by the College Board (<http://www.collegeboard.org>). Credit is awarded for grades of 3, 4, or 5 on AP Examinations. Six to eight credits are awarded, depending on subject area, for examinations covering two semesters of university-level work; three to four credits are awarded for examinations covering one semester. No credit is awarded for grades of 1 or 2. International Baccalaureate advanced placement awards are determined by the guidelines outlined by the International Baccalaureate Organization (<http://www.ibo.org>). Six credits are awarded for grades of 4–7 on higher level International Baccalaureate (IB) subject examinations; three credits are awarded for grades of 4–7 on subsidiary level IB subject examinations. No credit is awarded for grades less than 4.

The maximum number of credits awarded for advanced qualifications is 30. The qualifications must be completed prior to enrollment at Richmond.

CLEP Examination Policy

Credit for CLEP examinations taken prior to enrollment at any university is generally awarded according to the guidelines on the College Board website. (Richmond does not offer CLEP examinations.) Scores of 50 or higher are required. Six credits are awarded for examinations covering two semesters of university-level work, and three credits are awarded for examinations covering one semester. Several of the CLEP examinations, especially those in Composition and Literature, have optional essays. If the essay part of the examination has not been taken, credit will be contingent on the student's performance on Richmond's English Placement Test. The CLEP examinations in Biology, Chemistry, and Natural Science will provide elective credit only. They will not satisfy the Richmond Core experimental requirement.

Transfer Credit from Colleges or Universities

Transfer applicants must have a grade point average (GPA) of 2.0 or higher and be in good academic standing. Transfer credit is granted only for academic courses with grades of C or better, taken at accredited American colleges or universities, or at institutions of higher education in other countries that are recognized by the appropriate governmental agencies in those countries. Only credit is transferred; grades and grade point averages from other institutions do not transfer.

Up to 75 credits may be transferred toward the BA or BS degree. At most, 60 credits may be transferred from two-year colleges, where only lower division courses are offered. Regardless of the transfer credit awarded, transfer students must complete all Richmond proficiency, general education, and major requirements that are not covered by equivalent transfer credit.

All transfer students registered for the Richmond BA or BS degree are required to complete a minimum of 54 upper division credits (18 courses), of which at least 45 credits (15 courses) must be taken at Richmond. At least 36 upper division credits must be taken at Richmond in the student's major.

Readmission to the University

Students who have withdrawn from the University and/or who have been absent for one or more semesters, must make an application for readmission to the Dean of Academic Affairs. Applications and petitions for readmission must be submitted no later than 60 days before the beginning of the semester for which readmission is sought. In some cases, additional material may be requested. Students accepted for readmission must confirm their intention to enroll with a confirmation deposit. Readmission requirements for part-time students are the same as for full-time students.

