

OFFICIAL APPLICATION FORM FOR ADMISSION



Courses - Specialist - Expert - Bachelor's - Master's – Doctorate - Postdoc

Print, Sign And Send It Back



Attach
passport size
photo here

PERSONAL INFORMATION - COMPLETE

1. **Full Name** (Exactly as you would like it to appear on your diploma):

2. **Address** (Street, Number, City, State, ZIP Code, and Country):

3. **Phone** (Home - Work - Cellular): _____

4. **Date of Birth:** _____ 5. **Place of Birth:** _____

6. **Social Security or Passport/ID Number:** _____

7. **E-mail:** _____

Program You Apply For

Mark the right option

- Course Specialist Expert Bachelor Master Doctorate/Ph.D.
 Post-doctoral Fellowships

Academic Major: _____

Research Based Study Based

I request to do the assigned evaluation reports in other language: _____

All applicants must:

- Fill out the application for admission;
- Submit one ID-sized photo;
- Date and sign the application.



All Bachelor's, Master's and Doctorate applicants must:

- Attach biodata in the form of curriculum vitae (resume) with personal identification document (ID or passport copy);
- The application fee is free for default UP scholarship candidates
- Submit Registration Fee of 50 \$ in Masters 60\$ for PhD Candidates
- Include copies of diploma/degree, transcripts and relevant documents (mandatory);
- Include any necessary program proposal, financial plan, etc. (mandatory).

Additional Requests:

Applicant names: _____ agree that

This is a legally binding contract when signed and accepted. My signature certifies that I have read, understood and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me. I also certify that all the attached copies of diplomas, transcripts and any relevant document are true. There is no discrimination with respect to race, color, sex, beliefs or religion.

* Today's date: _____ * Signature: _____

CURRICULUM VITAE

Resume presentation guide.

Always begin with the most recent activity. Use this CV template to show your educational and professional background. If the space provided is not sufficient or if the templates do not suit your needs, feel free to attach a copy of your resume according to the following instructions

EDUCATION

Include copies of diplomas, transcripts, relevant documents

1. Dates when programs / courses began and finished.
2. Name description of each degree or diploma earned
3. Name of the institution that awarded the degree. City and country where the institution is based
4. Credits or total hours to complete the program.
5. Copies of diploma and transcript. Original documents are not required.

Template for Degrees or Equivalent:



Start Year: _____ End Year: _____ City & Country: _____

University or Institution: _____

Degree & Major: _____ Total Credits: _____

Template for Other Courses or Relevant Education:

Date Institution Course description Hours of Study

Per Example: Sept 2001-May 2004 Bachelor of Arts in Humanities. Center of Human Sciences - Lyon, France

2700 hours. Transcript shows 180 ECTS and 21 courses. See attached copies of diploma and transcript.

Professional Experience from Most Recent To First

1. Dates when employment began and finished.
2. Name of the company.
3. Name of the position held and brief description of responsibilities and tasks involved.

Template for Professional Experience:

Dates Company Position /Description of responsibility

Per Example: Nov 2003-July 2005 CALCO Export - Manager in charge of customer service & shipment verification. Two people under my supervision

PERSONAL EXPERIENCE

Include copies of relevant documents

This section should include all other experience that may be considered for validation of credits, such as articles or books published, language skills, club memberships, seminars and conferences attended independent research, etc. All entries in this section should be briefly described and assessed in terms of time devoted to it.

Don't hesitate to contact us if you have any questions.

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Email: info@rust.ac.rw,

Tel: +250 792 830 812 | All right reserved 3 | 7



1. No. Complaints: Any question or problem concerning RUST which have not been satisfactorily answered or resolved by the corresponding RUST office should be directed to RUST International Coordination office at student-support@rust.ac.rw

2. Right to Cancel: The student has the right to cancel registration and receive the corresponding refund according to the RUST refund policy. Cancellation is effective on the date written notice of the cancellation was mailed. RUST shall make the refund within 30 days of cancellation. RUST considers the program start date the day that the student receives any study material. Study material may be one or combination of the following:

- Academic Assignment Control form (AAC form) and all or part of the textbooks assigned in the AAC form. The cancellation notice must be sent in writing dated and signed to the director of RUST at the RUST office address.

3. Institution's Rights

Submitting forged documentation or including false information in the curriculum vitae will result in the immediate dismissal of the student and the loss of all registration and student rights acquired. In the event RUST payment plan is not met for three months, all student rights, courses and payments will be lost. The degree will not be awarded until all tuition due is paid.

4. Licensure & Academic Transfer

RUST degrees guarantee licensure and acceptance of credits at home country higher learning regulating institutions as they are in line with Rwanda national qualification framework's requirements, basing on the article 3, 30 and 95 (A12) of the Constitution of Rwanda as it is in 2023 and the Universal Declaration of Human Rights article 26, 27 and 28. They are fully accomplished under workplace to ensure that RUST respond directly to social economic development. Credits earned at RUST are only allowed to be transferred to other college or university of the same learning environment only after consulting the RUST administration at student-support@rust.ac.rw

- For none locally equated degree, its acceptance is always the prerogative of the receiving institution, employer or organization.



- AI (Artificial intelligence) use in academic research, records and writing shall not exceed 20 to 30% of the total content. Creators have in mind to base on cognitive data to ensure effective quality academic planning.

5. Payment Procedure

The payment should be accomplished after submitting the proposal of payment installments and upon its confirmation. This is facilitated by our regional academic coordination office which has the right to provide the required assistance and report to RUST administration for decision making. This act is concluded after payment of the registration fee only for admitted students. The official payment account is herein indicated in the below sections.

6. Scholarship scheme

Only for early applicants; having satisfied the requirement, the scholarship is given up to 50% of the total tuition fee. This is based on candidate previous academic performance. To apply for the financial assistance, only publicly notified documents are accepted. To apply, please send your documents including the scholarship application letter to admissions@rust.ac.rw. The scholarship is only for candidates from lower and middle income country and who demonstrate for the financial assistance need.

7. Fee Structure

- Bachelor Degree Programs (Total): 1200 USD.
- Masters: 2000 USD in 2 years
- PhD Program: 3000 USD in 3 years to 7 years upon the context, Research fee: 200 USD.
- Postdoctoral Fellowships: 5000 USD in 3 to 5 years

8. Candidate Payment Plan

Upon the scholarship, or personal sponsorship schemes as decided by the university regional academic coordination office, Mr/Ms _____ will pay a total, including the school tuition + Internship+ research project or thesis fees, of _____ USD and hence the student will pay the amount of _____ USD per month _____ Installments (Count Starting from End _____ / 20 _____ to End _____ /20 _____) to the University Account open in _____ Bank under



the names “Rutherford University of Science and Technology”: _____

USD (\$) account: _____ ;

Equivalent USD (\$) Account: 220228931251180 GT Bank, Rwanda

The candidate/Student can change the payment plan reducing the payment timeline.

9. Applicant’s scanned copy documents to be submitted

Academic degree copies (school diploma / higher learning diploma or Advanced Diploma/ degree, or Master’s degree depending upon the program to be applied for), American format digital passport photo, and this filled form scanned PDF copies shall be submitted to the email admissions@rust.ac.rw

The hard copies will be submitted to your nearer RUST Examination center during the student first invigilated exams. For the PhD applicants, they will submit them hand in hand to the regional coordinator.

10. Admission Policy

The admission processing for undergraduate and Master’s students is **50\$** of charges only for students under the University Presidential Scholarship. Only PhD students are required to pay **60\$** on the university USD **Account (220228931251180** open in Guaranty Trust Bank or simply GT Bank in Rwanda).

A Bachelor Degree Program cannot go below **180 ECTS** depending upon the context type of program. A Master's degree in the European Higher Education Area (EHEA), master’s program generally consists of **90 or 120 ECTS credits**, thus RUST adopted this international standards for effective qualification framework. For a Doctorate/PhD student, needs to cover **180-420 ECTS** (European Credit Transfer and Accumulation System) credits, which represents 3 to 7 years of full-time/part-time research and/or study. **1 ECT** is **25–30 hours** of student workload.

11. Refund University of Science and Technology policy for None Credit Transfer Students

Admission Fee: The admission and registration fee **60\$**, required for Doctorate program admission processing, is not refundable, unless the applicant is denied an admission. After payment of the registration fee on the above shown account send the pay slip copy in pdf format at finance@rust.ac.rw.

10.1 Full Tuition Refund - 10 Days written notice:

- At this point, no academic progress has been made toward program completion. The cost of the textbooks, modules and coaching assistance fee provided to the student will be deducted from the tuition fee paid.

10.2 Partial Tuition Refund - 10 to 90 days written notice

The average estimation of academic progress has been made between 10 to 30% toward program completion.



- The cost of the textbooks, modules and coaching assistance fee provided to the student will be deducted from the tuition fee paid.
- 20% of the total tuition for the degree program will be deducted from the tuition refund.
- A \$300 Evaluation Fee will be deducted for each academic work submitted by the student.
- The student has the right to receive the results of the evaluation of any work submitted.

10.3 Partial Tuition Refund - 3 to 12 months written notice

The average estimation of academic progress has been made between 30 to 70% toward program completion.

- The cost of the textbooks, modules and coaching assistance fee provided to the student will be deducted from the tuition fee paid.
- 50% of the total tuition for the degree program will be deducted from the tuition refund.
- A \$300 Evaluation Fee will be deducted for each academic work submitted by the student.
- The student has the right to receive the results of the evaluation of the work submitted.

10.4 No Tuition Refund

After 12 months from the date the student received study material or after completion and submission to the Delegation of all the required academic work (reports, projects, thesis) despite the time frame from the starting date.

11. Registration Policy

Students are registered into the programs which support them to fit for the labor market demand and occupation standards. There is no room to not abide to this policy holding other factors constant. Thus the university philosophy is further more workplace learning as a priority than classic schooling perspective.

12. Privacy policy

Rutherford University of Science and Technology keeps a database with your personal data protected under *the protection of personal data and privacy* act into force in Rwanda, consumer protection law that prohibits unfair or deceptive practices and has been applied to offline and online privacy and data security policies. Any change or deletion of this data should be communicated to you via RUST academic offices. Rutherford University of Science and Technology implements control measures to ensure the security and privacy of all its electronic correspondence.

P.S: Complete the form, do all it says, scan and sent it to: registrar@rust.ac.rw

