



Dublin City University Study Abroad Programme Application Form
(NB: Please ensure to read form fully before completion including Data Protection Notice))

PERSONAL INFORMATION (Please complete all sections in block capital letters)

Last Name _____ First Name(s) _____

Address _____
For Correspondence _____

Permanent Address _____
(If different)

Phone Number 1 _____ Email 1 _____

Phone Number 2 _____ Email 2 _____

Date of Birth _____ (DD/MM/YYYY) Place of Birth _____

Nationality _____ Gender Male Female

Country of Residence¹ _____ Passport No _____ (valid until) _____

EMERGENCY CONTACT INFORMATION

Full Name _____ Relation to you _____

Full Address _____

Phone _____ Email _____

ENGLISH LANGUAGE COMPETENCY (for non-native speakers of English only)

Title of Examination (Please tick as appropriate):

IELTS TOEFL Cambridge Proficiency Cambridge Advanced Other (please specify): _____

Students are expected to have an IELTS of 6.5 or equivalent for the full range of modules. There is also an opportunity for students with an IELTS of 5.5 or 6.0 to study. A limited range of modules is available for these students from the **Language and Intercultural Studies Programme**.

Date of Examination: _____

Score: _____

¹ Country in which you were ordinarily resident for the 5 years preceding the date of this application.

WAIVER AND DECLARATION

Your signature below on this application form indicates your understanding and acceptance of the following:

- I certify that all information given is correct and I hereby undertake, if admitted on the Study Abroad Programme of Dublin City University (DCU), to observe and comply with all the regulations of the University.
- I authorise the International Office at DCU to forward official transcripts to the Study Abroad Office at my home university or Study Abroad Provider.
- I understand that neither DCU nor any of its employees is or shall be responsible or liable for injury, loss, damage, deviation, delay, curtailment, however caused, or the consequences thereof which may occur during any travel or programmes. DCU reserves the right to cancel or alter any of its programmes for any reason.
- I acknowledge that my personal data will be processed by DCU in accordance with the Data Protection Notice and that where I am applying to study in a College/ University located outside the European Economic Area (EEA) that it is necessary to transfer my personal data outside the EEA.

Date: _____

Signature: _____

ADDITIONAL DOCUMENTATION

The following documentation should be included in your application:

1. A certified transcript of your academic record to date
2. One reference from an academic referee from your home university
3. Copy of your birth certificate or copy of your passport
4. One **JPEG passport type photo** of emailed to study.abroad@dcu.ie
5. **Copy of English Language Certification for non-native English speaking applicants**

The closing date for applications is July 1 for Semester 1 (September until January) and the full academic year (September until May), and November 30 for Semester 2 (January until May)

Thank you for completing the application. Applicants will be notified within 3 weeks or sooner on receipt of a full and correct application.

Finally, it would be helpful if you could advise who referred you to or how you learned of the DCU Study Abroad Programme?

All applications should be submitted to:

The Study Abroad Coordinator

Study Abroad Office
DCU International Office
All Hallows Campus,
Gracepark Road,
Drumcondra,
Dublin 9

Tel: +353-1-700 8699

Email study.abroad@dcu.ie

Fax +353 1 700 8699

Final Guidelines

1. The following websites may be of interest to you before completing your application:

International Office Website: <http://www.dcu.ie/international/index.shtml>

Study Abroad Programme Website: http://www.dcu.ie/international/study_abroad/index.shtml

Description of Modules: <http://www.dcu.ie/registry/modules.shtml>

English Language Requirements: <http://www.dcu.ie/registry/eu.shtml#english>

2. Please ensure that your application is complete and all necessary documents are enclosed. Incomplete applications cannot be processed.
3. **Students in the fall semester need to be aware of the assessment components that are required for each of their chosen modules. Semester 1 examinations take place every January, so Study Abroad students are advised to take modules that contain 100% continuous assessment in order to prevent having to return to DCU to sit examinations in January. Examinations take place on the DCU Campus**
4. It is highly advisable that you choose modules from the same year and programme. Choosing from different years/ programmes may result in class and examination timetable clashes. **Students are responsible for their own timetables and the University cannot change timetables to suit individual students.**
5. Apply early to avoid disappointment.
6. You will be notified of the outcome of your application within 3 weeks of your application

Data Protection Notice

Data protection concerns the safeguarding of privacy rights of individuals in relation to the processing of their personal data. Personal data includes any information relating to a living individual which allows the identification of that individual, which may for example include a name, email address and student number. For further information in relation to how DCU collects, uses and discloses your personal data and your data protection rights please refer to the DCU Privacy Policy which is available at: https://www.dcu.ie/sites/default/files/policy/25 - data_privacy_policy_v3.pdf.

In particular, DCU is subject to the provisions of the General Data Protection Regulation (the “GDPR”) and the Data Protection Acts 1988 to 2018, when it collects and uses your personal data. DCU acts as a data controller in respect of such data and complies with its responsibilities under this legislation.

Your Personal Data and the Study Abroad Programme

By applying to the DCU Study Abroad Programme, you will be required to provide DCU with certain personal data, including your name, address, phone number and other details set out on this form. This is necessary in connection with the DCU International Office’s assessment and administration of your application, and if successful, for participation in the Study Abroad Programme. Such disclosure of personal data is undertaken by DCU: (i) pursuant to its statutory functions under the University Acts to collaborate with educational and other institutions both within and outside the State; and (ii) to take steps prior your registration with the host university/institution.

Accordingly, DCU discloses certain personal data to the Partner Universities in the Study Abroad Programme in order to enable them to consider your application and to facilitate registration with those institutions. Once your personal data has been disclosed to the Partner Universities, that institution will act as the data controller of the data for the purposes of the GDPR. The personal data disclosed to the Partner Universities by DCU may include the personal data provided by you on this application form, which in particular includes:

- Name; Date of Birth; Place of Birth/Nationality; Gender;
- Passport Number, photograph; birth certificate or passport copy (for VISA and related reasons);
- Programme of Study; academic references; and academic transcripts; and
- Email address and contact details and name and contact details of emergency contacts.

Please note that where you apply to study in a College/ University located outside the European Economic Area (EEA) it will be necessary for DCU to disclose your personal data that College/ University, which involves the transfer of your personal data outside the EEA. DCU will ensure that any such transfer complies with application data protection law.

For further information on data protection in DCU and how to exercise your data protection rights in respect of DCU, please refer to the DCU Privacy Policy.

Your personal data as provided on this application form will only be used for the purposes set out above and for no other reason.