UNDERGRADUATE STUDIES: DIRECT APPLICATION FORM

The categories of applicants listed below who are seeking admission to the University, are required to apply directly to DCU using this form. Please indicate with a tick (✓) the category under which you are applying. If you are unsure on your eligibility or category please contact Registry at registry@dcu.ie; Telephone: +353-(0)1-700 5338; Fax: +353-(0)1-700 5504; DCU Web: http://www.dcu.ie/registry/applications.shtml

- Applicants presenting Non-EU School Leaving Qualifications for full-time/part-time undergraduate degree programme. Closing date for submission of applications is 1st July. (Please note that Non-EU applicants applying for the B.Sc. in Nursing (4 year degree) must apply through the Central Applications Office (www.cao.ie by 1st February).
  Please return completed form, signed, including all necessary supporting documentation and the appropriate (non-refundable) application fee of €60 by cheque, postal order or bank-draft to Non-EU Undergraduate Admissions, International Office, John Hand Library, All Hallows Campus, Dublin City University, Drumcondra, Dublin 9, Ireland.

- Transfer applicants from another Higher Education Institution – Closing date for submission of applications is 01st July. For further information, please refer to, http://www4.dcu.ie/registry/transfer.shtml Please note that transfer to final year of some programmes is restricted. (FETAC Level 5 applicants must apply through the CAO by 1st February).
  Please return completed form together with the necessary supporting documentation and the appropriate (non-refundable) application fee of €35 by cheque, postal order or bank-draft to the Admissions Office, Registry, Dublin City University, Dublin 9.

- DCU Internal Transfer: For existing DCU students who want to apply for entry to any year other than year 1 of a programme. Closing date for applications is 1st July. Please note that transfer to final year of some programmes is restricted. See page 6 for details/requirements.
  Please return completed form together with the necessary supporting documentation and the appropriate (non-refundable) application fee of €35 by cheque, postal order or bank-draft to the Admissions Office, Registry, Dublin City University, Dublin 9.

Note:
- Transfers, both internal and external applications, to Nursing Programmes are restricted due to the limited number of places available.
- Some DCU programmes will require all applicants to meet the CAO Points and programme specific entry requirements.

Please complete this form in BLOCK LETTERS using BLACK ink. All questions must be answered. DO NOT leave blanks.

Surname: _______________________________  First Name(s): ______________________________________

NAME AS ON BIRTH CERTIFICATE (if different from above):
Surname: _______________________________  First Name(s): ______________________________________

DATE OF BIRTH: ___ / ___ / ___  GENDER:  Male □  Female □

CITIZENSHIP: _____________________________  COUNTRY OF BIRTH: ___________________________

COUNTRIES OF RESIDENCE
Please indicate the countries in which you were ordinarily resident for the 5 years preceding the date of this application:
Country: From: MM/YY To: MM/YY

ADDRESS FOR CORRESPONDENCE:
(Please notify us if your address changes.)

OTHER CONTACT DETAILS:

Home Telephone:

Mobile Telephone:

Work Telephone:

Email Address (Print clearly):

TITLE(S) OF THE PROGRAMME(S) FOR WHICH YOU ARE APPLYING FOR ADMISSION IN ORDER OF PREFERENCE
(you can apply for up to 3 programmes on this application form)

Transfer Applicants: Internal applicants should only indicate a first preference. External applicants may indicate 3 preferences but may only be assessed for 2nd or 3rd preferences where vacant places still exist.

1st Preference:
Programme Code: DC: _______
Undergraduate Degree Title: __________________________________________________

2nd Preference:
Programme Code: DC: _______
Undergraduate Degree Title: __________________________________________________

3rd Preference:
Programme Code: DC: _______
Undergraduate Degree Title: __________________________________________________

SECONDARY SCHOOL EDUCATION
Name and Full Postal Address Dates of Attendance

(i) ____________________________________________ from ______ to ________

____________________________________________

____________________________________________

____________________________________________

____________________________________________

____________________________________________

____________________________________________

FINAL SCHOOL LEAVING EXAMINATION RECORD
(Please ensure that an official certificate of results is included. A certified translation into English must be provided for results from non-English speaking countries):

Second Level School Attended: Date of Attendance: Address of School:
### Subjects Taken:

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### Results:

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**ENGLISH LANGUAGE COMPETENCY (for non-native speakers of the English language only):**

Non-native speakers of English must provide proof of competence in the English language. Please see the DCU web page at [http://www4.dcu.ie/registry/english.shtml](http://www4.dcu.ie/registry/english.shtml) for details of the minimum standard required. Copies of completed IELTS, TOEFL examinations etc. must be submitted with your application.

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**DETAILS OF FURTHER EDUCATION / PROFESSIONAL EDUCATION (IF ANY)**

*(Transcripts to be included)*

In chronological order moving from left to right:

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<th>Institution Attended</th>
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<th>Period of Attendance</th>
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<th>Name of Programme</th>
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<th>Duration of Programme</th>
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<th>Full-Time or Part-time</th>
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<th>Title of Award (if any)</th>
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<tr>
<th>Have you completed the programme?</th>
<th>Yes □ No □</th>
<th>Yes □ No □</th>
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<td>If ‘No’ please indicate</td>
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<tr>
<td>• Period Completed to Date:</td>
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<td>• Date on which Final Results will be available:</td>
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<th>Level/Class of Award</th>
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<th>Main subject areas studied, with marks or grades obtained; continue on a separate sheet if necessary.</th>
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DETAILS OF OTHER ACADEMIC, PROFESSIONAL DISTINCTIONS AND CONTINUING EDUCATION:
(if there is insufficient space please use a separate sheet and enclose with application)

EMPLOYMENT SINCE LEAVING FULL-TIME EDUCATION IN CHRONOLOGICAL ORDER BEGINNING WITH THE
MOST RECENT:

<table>
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<th>Name and Address of Employer</th>
<th>Capacity in which you were employed</th>
<th>Dates</th>
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GENERAL INFORMATION

Why did you choose the programme that you are applying for, and which type of career or occupation do you hope to
pursue as a result of taking this programme?

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Have you any work experience in this area? If so, give brief details.

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

What attributes or characteristics do you feel you have which make you particularly suitable for this career or
occupation? :

________________________________________________________________________________________

________________________________________________________________________________________

Other information deemed relevant to the application:  

________________________________________________________________________________________

________________________________________________________________________________________
It is not a mandatory requirement for an applicant to disclose their disability if they do not wish to do so. However, where a student chooses to disclose their disability, it is advisable to notify the DCU Disability Service on acceptance of a programme place so as to enable the Disability Service to provide reasonable supports to the student during their time at DCU. No applicant will be disadvantaged as a result of disclosing information pertaining to a Medical Condition/Disability. Intending applicants may contact the disability service on tel: +353 (01) 7005927 or email: disability.service@dcu.ie for further information.

REFEREE CONTACT DETAILS: (The Registry will assume permission to contact referees unless an applicant has stated otherwise.)

Name of Referee ____________________________  Name of Referee ____________________________

Position in organisation ______________________ Position in organisation ______________________

Address ____________________________________  Address ______________________________________

______________________________________________  ____________________________________________

Tel.No. ____________________________  Tel.No. ____________________________

DECLARATION:

I certify that the information given in this application is correct and I hereby undertake, if admitted as a student member of Dublin City University, to observe and comply with all the regulations of the University.

Signature of Applicant: ____________________________  Date: ________________

Return the completed application form, ensuring that you have signed the declaration above together with the necessary supporting documentation and the appropriate (non-refundable) application fee (€35 for EU applicants/€60 for non-EU applicants) by cheque, postal order or bank-draft as follows:

Non-EU Students only: Non-EU Undergraduate Admissions, International Office, John Hand Library, All Hallows Campus, Dublin City University, Drumcondra, Dublin 9, Ireland.

All others: Student Enrolment, The Registry, Dublin City University, Dublin 9.

REMINDER CHECKLIST:

1. Certified copies of original transcripts of results  Please do not send originals
   Copies must be stamped by conferring university

2. Application fee (€35 for EU applicants/€60 for non-EU applicants)

3. Photocopy of Birth Certificate

   Non-EU applicants (Where Applicable)
   - Evidence of competency in the English language
   - Certified translation into English of results/qualifications
Transfer Applicants

Existing DCU / Applicants from Incorporating Institutions:

Please tick as appropriate:

I am a 1st □ 2nd □ 3rd □ year student. My student ID number is: ____________________.

I am seeking a transfer into: 1st □ (Applicants from Incorporating Institutions only) 2nd □ 3rd □ year of a programme within the same faculty □ within another faculty □

Please note that students who have been asked to officially withdraw, or who withdraw of their own volition, from DCU cannot avail of the Internal Transfer Process.

____________________________________________________________________________________

I have passed all semester 1 assessments / examinations.

I have passed all semester 2 assessments / examinations.

I have met the specific programme entry requirements for my proposed programme.

I have received permission from the two Chairs concerned for this transfer and have obtained their signatures on this form.

I have also provided them with a copy of my current transcripts and these are also attached. (DCU students can download their transcripts from the link on your portal page free of charge.)

If you have answered yes to all the above, please return this form to the Registry with the fee of €35 to reach us no later than 1st July.

Special Note: If you are applying to transfer into the 1st year of the Bachelor of Education programmes (DC002/DC003/DC004) you MUST also meet the CAO points for the programmes.
Chairpersons of Programme Boards

As **Chairperson** of the ___________________________ Programme Board,

**from which the transfer is sought**, I certify that the Standing Committee of this Programme Board has agreed ☐ has not agreed ☐ to this transfer (tick as appropriate).

In the event that the request is not granted please indicate the grounds for refusal:

_______________________________________________________________________________________

Signed: ________________________________ Date: __________________

As **Chairperson** of the ___________________________ Programme Board,

**to which the transfer is sought**, I certify that the Standing Committee of this Programme Board has agreed ☐ has not agreed ☐ to this transfer (tick as appropriate).

I have also reviewed the transcripts presented by the student and confirm that they have met the programme entry requirements.

_______________________________________________________________________________________

Other criteria (e.g. availability of places on programme): ___________________________

**Year being offered:** Year 1 ☐ Year 2 ☐ Year 3 ☐

**Exemptions**

I certify that the FTLC Committee of this Programme Board has agreed ☐ has not agreed ☐ to granting exemptions (tick as appropriate).

Please list module codes for approved module exemptions:

________________________________________________________________________________________

Signed: ________________________________ Date: __________________

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Data Protection Notice: Personal information that you submit to Registry in connection with any service provision will be treated in accordance with the DCU Data Protection Policy which can be viewed at the following website address: [http://www4.dcu.ie/sites/default/files/iss/pdfs/DCU_Data_Protection_Policy.pdf](http://www4.dcu.ie/sites/default/files/iss/pdfs/DCU_Data_Protection_Policy.pdf) The University shall only process such information in line with the purpose for which you provide it and to the extent necessary to provide you with the information or service you require. The personal data may be disclosed to staff and agents of the University in order to support services to you. In addition, personal data may be disclosed to government departments, statutory bodies and funding agencies where this is required under legislation or for the provision of services. In order to ensure our records are correct we urge you to answer all relevant questions accurately. If your personal details should change please let us know so that we can update our records.

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Dublin City University is not responsible and shall not be bound by errors in or omissions from this publication; the University reserves the right to revise, amend, alter or delete programmes of study and academic regulations at any time by giving such notice as may be determined by Academic Council in relation to any such change.

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Updated by Registry 31st May 2018