



## RE-ADMISSION: DIRECT APPLICATION FORM

Applicants who are former students of Dublin City University (or its incorporated Colleges where DCU accredited awards) seeking re-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. In advance of submitting an application, please use the Faculty contact information on the DCU website ([www.dcu.ie](http://www.dcu.ie)) to make contact with the appropriate Programme Chair to discuss your application and seek approval to proceed with an application. You may also wish to consult with the DCU Fees Office ([fees@dcu.ie](mailto:fees@dcu.ie)) with respect to the cost associated with completing the programme.

**Please submit this form and all supporting documentation to the Registry**

<input type="checkbox"/>	<p><b><u>CATEGORY 1</u></b></p> <p>Former students who are re-applying to their previous programme of study, where the last year of registration exceeds eight years. Please complete this form and return to Registry. An application for exemptions for modules already successfully completed may be submitted through the Programme Chair, following successful re-admission and registration on the programme.</p> <p>Closing date for submission of applications: Normally submitted by <b>1<sup>st</sup> July</b></p> <p>Application Fee: €35 (EU), €60 (Non-EU)</p>
<input type="checkbox"/>	<p><b><u>CATEGORY 2</u></b></p> <p>Former students who are applying for re-admission to a different programme, where the last year of registration exceeds eight years and their previous programme is no longer running. Entry is subject to meeting entry requirements of the new programme. <b>Please ensure to complete Section C of this form.</b> An application for exemptions for modules already successfully completed may be submitted through the Programme Chair, following successful re-admission and registration on the programme.</p> <p>Closing date for submission of applications: Normally submitted by <b>1<sup>st</sup> July</b></p> <p>Application Fee: €35 (EU), €60 (Non-EU)</p>
<input type="checkbox"/>	<p><b><u>CATEGORY 3</u></b></p> <p>Former students who are applying for re-admission to a programme, where the last year of registration exceeds eight years and who did not obtain an award and/or their previous programme is no longer running. Students can seek a lesser alternative award for modules already successfully completed. Applicants will normally be required to undertake additional work to assure the currency of the learning prior to obtaining the award.</p> <p>Closing date for submission of applications: Normally submitted by <b>1<sup>st</sup> July</b></p> <p>Application Fee: €35 (EU), €60 (Non-EU)</p>

**SECTION A – BIOGRAPHICAL INFORMATION (All applicants must complete)**

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

NAME (AS ON DCU RECORD):

**SURNAME:** \_\_\_\_\_ **FIRST NAME(S):** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **PPSN: (If applicable)** \_\_\_\_\_

**CITIZENSHIP:** **COUNTRY OF BIRTH:**

**COUNTRIES OF RESIDENCE (for fees assessment purposes)**

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 Registry if your address changes.)

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**OTHER CONTACT DETAILS:**

Home Telephone:

Mobile Telephone: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

**Email Address** (Print clearly):

[illegible]**SECTION B – RE-ADMISSION DETAILS (All applicants must complete)**

1. Student ID Number :

**2. Date of Initial Registration at DCU (or Incorporated College) :**

3. Academic Session in which you last registered on the programme: \_\_\_\_\_

**4. Programme for which you are applying for re-admission:**

**Title:** \_\_\_\_\_

**5. Alternative Programme (only where previous Programme of Study is no longer offered) :**

**Title:** \_\_\_\_\_

6. Have you previously requested readmission to DCU, having fallen outside the maximum registration period?

Yes ☐

No ☐

7. Reason the programme was not completed originally (or where all academic requirements have been completed, but you did not graduate) \_\_\_\_\_

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If relevant, please submit medical or other documentation with this form for review by Programme Chair.

8. Reason for re-admission request: \_\_\_\_\_

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#### **SECTION C – EDUCATION RECORD (For Category 2 Applicants Only – See P1)**

For re-admission, please include details of your Education. All education results must be official certified copies in English. No originals should be submitted.

Date of Attendance:	Name and Address of School/Institute Attended	Qualification	Overall Final Result

For Postgraduate Applicants Only: Employment since leaving full-time education in chronological order, beginning with the most recent:

Organisation	Role	Dates

#### **SECTION D: Other information deemed relevant to the application:**

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**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: \_\_\_\_\_

Please return the completed application form to Registry, Dublin City University, Glasnevin, Dublin 9, 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.

**SECTION E****Chairpersons of Programme Board**

As **Chairperson** of the \_\_\_\_\_ Programme Board,

I certify that the Standing Committee of this Programme Board has agreed ☐ has not agreed ☐ to this re-admission.

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

\_\_\_\_\_

In the event that the student is re-admitted, please indicate if a separate process will be completed to grant the student exemptions from modules already successfully completed. Exemptions for modules may be considered provided the Programme Board can establish the currency of the learning as being relevant to the current academic year. Please note that students may be required to register for all modules. Any exemptions proposed by the programme team require the approval of USC. Exemptions being considered: Yes ☐ No ☐

Please list below the core and optional modules, plus the credits, the student is required to register for:

_____	_____
_____	_____
_____	_____
_____	_____

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR CATEGORY 2 STUDENTS** - I have also reviewed the certified documentation presented by the student and confirm that they have met the programme entry requirements to transfer onto this programme as their previous programme is no longer offered.

**Study Period being offered:** \_\_\_\_\_

**Incoming Programme Chairperson (Signed):** \_\_\_\_\_

\_\_\_\_\_

**Conditions attached to this re-admission request, if any** \_\_\_\_\_

\_\_\_\_\_

Has the candidate indicated a willingness to comply with the conditions, if re-admitted? \_\_\_\_\_

Is the candidate aware of any further application processes linked to the re-admission i.e. application for exemptions? \_\_\_\_\_

Approved year of re-entry to programme: \_\_\_\_\_

Proposed recommended maximum completion time for programme: In line with current Marks and Standards

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.

**Data Protection Notice:** Personal information that you submit to Registry in connection with any service provision will be treated in accordance with the Registry Data Protection Notice, which can be viewed at the following website address: <https://www.dcu.ie/registry/data-protection-notice.shtml>

#### REMINDER CHECKLIST:

1. Application fee (€35 for EU applicants/€60 for non-EU applicants) ☐
2. Supporting Documentation (where required) ☐