



National
College *of*
Ireland

National College of Ireland

Application Form

1. ONLY FILL IN THIS APPLICATION FORM WHEN;

- You are applying for a part time course
- You are applying for a full time course if;
 - o You are a mature student i.e. you are over the age of 23 on or before the 1st January of the year of application for admission.
 - o You are transferring from another institution having completed another third level course or are in your final year.
- If the above does not apply to you, you must use the Central Applications Office (CAO) application form. This form can be obtained from the Central Applications Office, Tower House, Eglinton St., Galway. Tel 091 509800; www.cao.ie.

2. DO NOT FILL IN THIS FORM IF;

- You are under the age of 23 and have not previously applied for a course through the CAO.
- You are not a resident of Ireland or the European Union and are applying for a full time course.

A separate application form for international students can be obtained from the reception at NCI, IFSC Campus or downloaded from our website http://www.ncirl.ie/Prospective_Students/International-Students

3. BEFORE FILLING IN THE FORM

(a) Before filling in this form, please read the current NCI prospectus carefully.

If you are applying for a centre other than Mayor St. IFSC, please ensure that the course you wish to do is offered in the centre of your choice. Please refer to the NCI Off-Campus Information leaflet or the online prospectus at www.ncirl.ie.

Please complete this form in BLOCK CAPITALS using black or blue ink. Please note that the details supplied by you will be used in all official correspondence throughout the duration of your studies.

(b) Personal Details/Employer Details

Please fill in details that are relevant to you. All information supplied by you will be stored on computer and will be used only for the purposes registered under the Data Protection Act 1998, amended 2003, details of which are available on request.

(c) Exemptions

If you have previously successfully studied a subject(s) to the required standard, which is covered in the course you are applying for, you may be eligible for exemption(s).

If you wish to apply for exemptions, please attach a formal written request to your application and include the following:

1. A copy of the syllabus of the subject(s) you have already completed.
2. An official transcript of the result awarded in that/those subjects.

If you have not yet received a copy of your results please ensure you state this in your written request and forward when available.

If you do not apply for exemption now you may not be considered for exemption at a later stage. Please note that exemptions are granted at the discretion of Head of School and the decision is final.

4. SENDING IN YOUR APPLICATION

Before you send your application please ensure you have enclosed the following:

1. A recently taken Passport Sized photograph with your name and D.O.B on the back. Minimum photos size 35mm x 45mm, maximum size 38mm x 50mm.
2. The Non Refundable Application Fee of €25. This fee is payable by cheque or postal order made payable to the National College of Ireland. **Please do not send cash. Please note that applications will not be processed without payment of this fee.**
3. FOR FULL-TIME COURSES ONLY, a copy of your Birth Certificate is required.
4. Syllabi for courses if requesting exemptions.
5. If you are applying for a postgraduate programme, you must enclose the original transcripts of results along of undergraduate program.

Please note failure to include this information can result in your application being delayed.

Please return your completed application to;

**Admissions Office,
National College of Ireland
Mayor Street
IFSC
Dublin 1
Ireland.
Tel: 1850 221 721
Email: admissions@ncirl.ie**

5. WHAT HAPPENS NEXT

Your application will be processed and acknowledged within 5 working days. You may then be called for an interview to support your application. If you are offered a place on a course you will be notified by formal letter. At that time you will be provided with details concerning fees, deposits and deadlines.

It is your responsibility to notify us of any change in the details you have supplied.

Receipt of an application does not guarantee a place.

Office Use Only

App Fee Yes No
Photograph Signed Yes No
EU Nationality Yes No
Quercus Application No: _____
Course Code: _____

Please staple a signed photograph here indicating the location you wish to study at.

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Section 1: Personal Details – To be completed by all applicants

Title: _____ Surname: _____ Forename(s): _____
(Mr/Ms/Mrs/Miss/Dr)

Male Female (please tick)

Date of Birth:
D D M M Y Y Y Y

PPS Number:
(MANDATORY)*

Address: _____

Correspondance Address (if different): _____

Nationality _____

Country of Last Permanent Address _____

County of Birth (if born in Ireland) _____

Telephone No: _____

Mobile No: _____

Email Address: _____

In case of emergency contact;

Name: _____

Relationship to you: _____

Telephone: _____

Are you a student from a country outside the EU?

Yes **No**

If yes, do you have:

- (a) A student visa
- (b) An employment permit
- (c) Refugee status in Ireland
- (d) Leave to remain in Ireland on humanitarian grounds or other grounds

*Your application cannot be processed without your PPS number, please ensure this is filled in as it may result in your application being delayed.

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Section 2: Employment Details - To be completed by all applicants

2.1 Are you Employed? Yes No

If 'yes' please fill in Employers details below.

2.2 Name of Employer: _____ Position Held: _____

2.3 Address: _____

Telephone No: _____ Mobile No: _____

Email Address: _____

Section 3: Programme Information - To be completed by all applicants

Before filling in this section, please review NCI's list of courses and locations carefully, noting the exact title of the course you are applying for AND which centre you wish to study in:

1st Preference	Course Title	Centre 1st Preference
		Centre 2nd Preference

Full Time Day Part Time Evening Part Time Distance learning

2nd Preference	Course Title	Centre 1st Preference
		Centre 2nd Preference

Full Time Day Part Time Evening Part Time Distance learning

Section 4: Previous Education – To be completed by all applicants

4.1 Second Level

Exam Year	School Name & Address	Examination (Junior Cert., Leaving Cert., GCSE etc.)	Certificates Awarded	Highest Qualification (Please tick the qualification at the highest level)

4.2 Third Level or Previous Education

Please give details of any post leaving certificate (or equivalent), third level, professional, or trade qualifications held.

Exam Year	School Name & Address	Examination (Junior Cert., Leaving Cert., GCSE etc.)	Certificates Awarded	Highest Qualification (Please tick the qualification at the highest level)

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Section 5: Student Support – to be completed by all applicants

5.1 Disability

5.1.1 Do you have a disability / specific learning difficulty? Yes No

If yes;

What is the nature of your disability (Please tick all that applies and give supporting details / documentation for each).

Blind / Vision Impaired	<input type="checkbox"/>	Physical / Mobility Disability	<input type="checkbox"/>
Deaf / Hard of Hearing	<input type="checkbox"/>	Mental Health Difficulty	<input type="checkbox"/>
Medical / Ongoing Health Difficulty	<input type="checkbox"/>	Specific Learning Difficulty	<input type="checkbox"/>
Asperger's Syndrome	<input type="checkbox"/>	ADHD or ADD	<input type="checkbox"/>

5.1.2 Student Support will contact all students who disclose a disability to discuss any support requirements for the coming academic year. If you do not wish to be contacted please tick the following box

5.2 Language of Instruction

All of our programmes and examinations are conducted through the medium of English.

5.2.1 Is English your first Language?: Yes No

5.2.2 Have you studied to school leaving age in one of the following systems of education? If yes, please tick the relevant country

Ireland	<input type="checkbox"/>	Australia	<input type="checkbox"/>
United Kingdom	<input type="checkbox"/>	New Zealand	<input type="checkbox"/>
USA	<input type="checkbox"/>		

5.2.3 If you answered **NO** to the previous question:

Have you completed at least one year of full time study at third level through the system of education in one of the following countries? If yes, please tick the relevant country

Ireland	<input type="checkbox"/>	Australia	<input type="checkbox"/>
United Kingdom	<input type="checkbox"/>	New Zealand	<input type="checkbox"/>
USA	<input type="checkbox"/>		

If you have ticked any of the above boxes please provide us proof of studies.

If you have answered **NO** to **both** the above questions, you will be asked to provide proof of your English language proficiency with your application form. The level required is published on the College website at; http://www.ncirl.ie/Prospective_Students/International-Students/Minimum_Entry_Requirements

If you do not have the appropriate level of proficiency required for the level of qualification being applied for it will be necessary for you to acquire this before commencing the course.

5.3 Cultural & Ethnic Background

5.3.1 What is your ethnic or cultural background? Choose ONE section from A to D, and then tick the appropriate box

A White

Irish Irish Traveler Any other White background

B Black or Black Irish

African Any other Black background

C Asian or Asian Irish

Chinese Any other Asian background

D Other, including mixed background. Write in description:

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Section 6 – For Full Time Applicants Only

6.1 Fees Assessment

Have you been a resident in the European Union for 3 of the last 5 years? Yes No
Have you commenced and not finished a third level course in Ireland in last 5 years? Yes No

6.2 Socio Economic Background

6.2.1 Please indicate your parent's employment status

Employed / At Work	<input type="checkbox"/>	Retired	<input type="checkbox"/>
Unemployed	<input type="checkbox"/>	Deceased	<input type="checkbox"/>
Home Duties	<input type="checkbox"/>	Other	<input type="checkbox"/>

If your parent(s) is employed please state the principal present occupation of your parent(s) / guardian(s), giving the precise job title. If not in paid employment please record the LAST occupation held:

6.2.2 In respect of your parent(s) present (or last) occupations please indicate:

	Mother/Guardian	Father/Guardian
Employee	<input type="checkbox"/>	<input type="checkbox"/>
Self Employed (inc farmers) without paid employees	<input type="checkbox"/>	<input type="checkbox"/>
Self Employed (inc farmers) with paid employees	<input type="checkbox"/>	<input type="checkbox"/>

If your parent(s) / guardian(s) are farmers:

200 acres or over	<input type="checkbox"/>	100 - 199 acres	<input type="checkbox"/>	50 – 99 acres	<input type="checkbox"/>
30 – 49 acres	<input type="checkbox"/>	Under 30 acres	<input type="checkbox"/>		

Section 7 – To be completed by all applicants

From time to time the College will communicate with you in relation to your studies. Such communication will be sent via e-mail or text message; the information contained may include but will not be limited to information relating to timetable changes, notification of classes etc.

Please tick the box if you **do not wish** to be communicated in this manner.

All information supplied by you will be stored on computer and will be used only for the purposes registered under the Data Protection Act 1998 (amended 2003), details of which are available on request. It is your responsibility to notify us of any changes in the details you have supplied.

Please confirm that the particulars given in relation to this application are in all respects true and if awarded a place in NCI, you will abide by all college rules and regulations.

Signature: _____ Date: _____

(Please note that applications must be signed in order that they can be processed)