

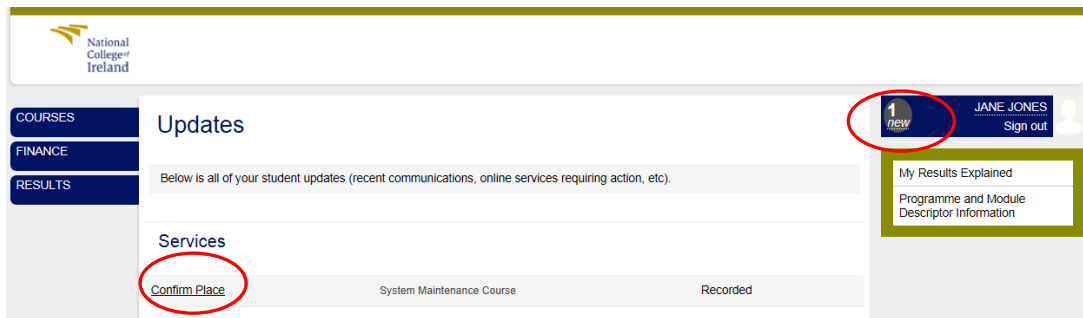
# How to Register Online

Students can register online by accessing the website [www.ncirl.ie/newstudents](http://www.ncirl.ie/newstudents). If you have forgotten your password or have not previously received one, please see the enclosed **Student NCI IT Services and Facilities – Getting Started sheet**.

You will need access to a computer with internet connection and a credit<sup>1</sup>/debit card and your username and password in order to register online.

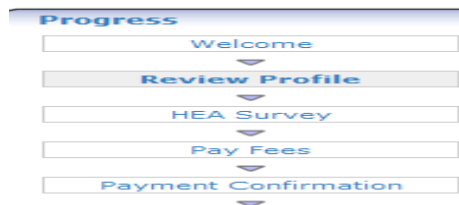
Please note you must complete Online Registration before the date of your first class. If you do not register before this date you must present yourself to the Fees Office to pay in person.

1. To register online go to [www.ncirl.ie/newstudents](http://www.ncirl.ie/newstudents) and click on the link for returning students and follow the instructions on the page.
2. When prompted at any point for your username enter it in the following format; X and your student number e.g. x16100000
3. When you are logged in you will see your name in the upper right hand corner of the screen. Click on the "1 new icon" and then click confirm a Place.



If you cannot see the icon "1 new" or the Confirm Place link please contact the admissions office on 1850 221 721

4. You will be presented with 5 steps to confirm your registration. Please follow the instructions on each page carefully and ensure the information you provide is accurate.



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<sup>1</sup> Please note the National College of Ireland does not accept American Express Cards as a method of payment.

5. If you are a part time student you will be able to choose to either;

- Pay 50% of the course fee in order to be fully registered.

**OR**

- Pay 20% of the course fee and the balance is paid by direct debit over a number of months depending on the duration of the course.
  - a. If you decide to pay by direct debit you must complete a [direct debit form](#) and return it to; **Fees Office, National College of Ireland, Mayor Street, IFSC Dublin 1. No direct debit forms will be accepted after the course commencement date.**
  - b. A breakdown of direct debits can be found [here](#)

### **What if my employer is paying?**

1. If your employer is paying your tuition fees please fill out, scan and email the [sponsorship form](#) to [fees@ncirl.ie](mailto:fees@ncirl.ie) . The fees office will issue an invoice to your employer.