

Application Form

National College of Ireland



Notes

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:
 - 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.
 - 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 www.ncirl.ie

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 their 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 date of birth on the back. Minimum photo 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. Applications submitted with cash payments will not be accepted. **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 from your undergraduate programme.

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,
PO Box 12174,
Dublin 1
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.

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Please staple a signed photograph here with your D.O.B printed on reverse

Office Use Only

App Fee Yes No
Photograph Signed Yes No
EU Nationality Yes No

Quercus Application No.: _____

Course Code: _____

Section 1: Personal Details - to be completed by all applicants

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

Male Female (please tick)

Date of Birth: / / PPS Number:
D D M M Y Y Y Y (Mandatory)*

Address:

Correspondence 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 No.: _____

Are you a student from a country outside the EU? Yes No

If yes, do you have:

- (a) A student visa Yes No
(b) An employment permit Yes No
(c) Refugee status in Ireland Yes No
(d) Leave to remain in Ireland on humanitarian grounds or other grounds Yes No

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

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.

Name of Employer: Position held:

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 and Address	Examination (Junior Cert, Leaving Cert etc)	Certificates Awarded	Highest Qualification (Please tick the highest qualification attained)

4.2 Third Level or Previous Education

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

Year of Award	Level of Award (Certificate, Diploma, Degree)	Title of Programme	Awarding Body (e.g. NUI, QQI)	Institution Attended	Results Achieved	Highest Qualification (Please tick the highest qualification attained)

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Section 5: To be completed by all applicants

Payment Method

1. **Cheque, Postal Order or Bank Draft**, made payable to National College of Ireland.
Please ensure if paying by cheque/postal order/bank draft you write your name (applicant's name) on the reverse.
or
2. **Debit/Credit Card** – Please enter your card details below and return the completed form to: Fees Office, National College of Ireland, Mayor Street IFSC, Dublin 1.

IMPORTANT: PAYMENT BY CASH WILL NOT BE ACCEPTED

Please indicate the payment option you have selected in the box below:

Credit Card <input type="checkbox"/>	Cheque <input type="checkbox"/>
Debit Card <input type="checkbox"/>	Draft/Postal Order <input type="checkbox"/>
If paying by card please fill out your card details below:	
Card Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Expiry Date (MM/YY): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> security code (3 digits) <input type="text"/> <input type="text"/> <input type="text"/>	
Please print name of cardholder: _____	
Signature of Cardholder: _____	

Section 6: 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 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)

Please return your completed application to:

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