



National
College *of*
Ireland

AGENT
TRAINING
MANUAL

Shannon Doyle – April 2024

Table of Contents

Background	page 2
Accessing the Agent Portal	page 3
Creating an Application	page 4
Viewing your Applications	page 11
Deferral Application Process	page 12
Change of Course Application Process	page 14
Frequently Asked Questions – NCI Systems	page 16
Frequently Asked Questions - NCI Operations	page 17
NCI Email Templates	page 19
NCI Application Status Breakdown	page 33

Background

The aim of this manual is to provide you with the information needed to allow you to enter your applications directly into National College of Ireland's student information system. This front-end software will be referred to in this document as the "Agent Portal".

By uploading your applications directly to the Agent Portal (along with their associated documentation) your applicants will benefit from quick turnaround times, improved communication with the College and ongoing transparency as to where they are in the application process. You, as the Agent will also benefit from a new level of transparency in relation to the applicant's current status.

Your company will be sent login details to use the system. These login details are for your internal use only. They are not to be given to applicants **under any circumstances**. If such a security breach is to be found, your company access will be revoked, and all applications suspended until such a time as an internal investigation has been conducted and an outcome decided upon.

Accessing the Agent Portal

The URL for the agent portal is below; <https://sis.ncirl.ie/apex/f?p=1320:LOGIN::::APP:::>

It is recommended that you add this to your favourites in your preferred browser.

Login

Welcome to NCI's Agent Portal. Please enter your username and password below. If you have not been given a user name or password, or are having difficulty logging in, please contact admissions@ncirl.ie.

* Username

* Password [Forgot your login details?](#)

Enter your username and password and click “Login”. **Please do not save your username and password as “remember me” to the browser to avoid breaches/leaks.**

Once logged in, you will be presented with a dashboard displaying all the applications made by your organisation on behalf of your applicants to National College of Ireland (NCI).

If you forget your username and password, please contact the international admissions lead directly; shannon.doyle@ncirl.ie and provide details of your company and username. Once you have been verified, your username and password will be reissued to you via email.

Creating an Application

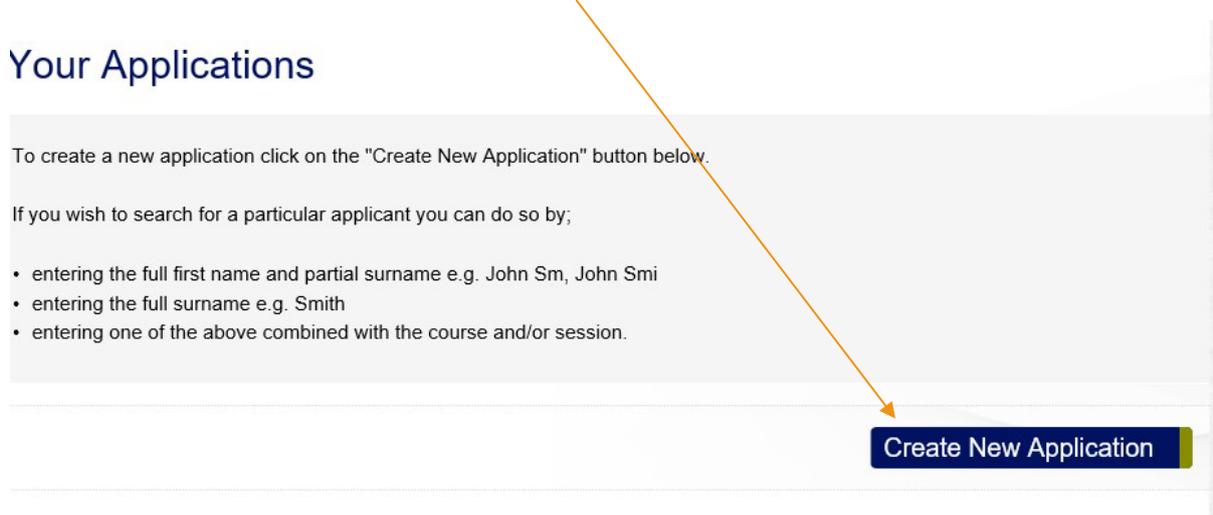
Once you have logged into the agent portal, you will be brought to the home page. To create a new application, click on “Create New Application”:

Your Applications

To create a new application click on the "Create New Application" button below.

If you wish to search for a particular applicant you can do so by;

- entering the full first name and partial surname e.g. John Sm, John Smi
- entering the full surname e.g. Smith
- entering one of the above combined with the course and/or session.



Create New Application

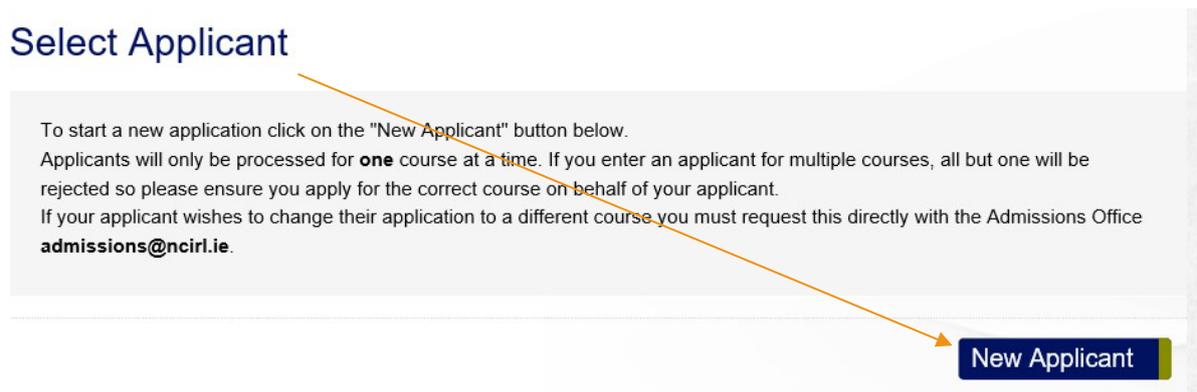
Click on “New Applicant”:

Select Applicant

To start a new application click on the "New Applicant" button below.

Applicants will only be processed for **one** course at a time. If you enter an applicant for multiple courses, all but one will be rejected so please ensure you apply for the correct course on behalf of your applicant.

If your applicant wishes to change their application to a different course you must request this directly with the Admissions Office admissions@ncirl.ie.



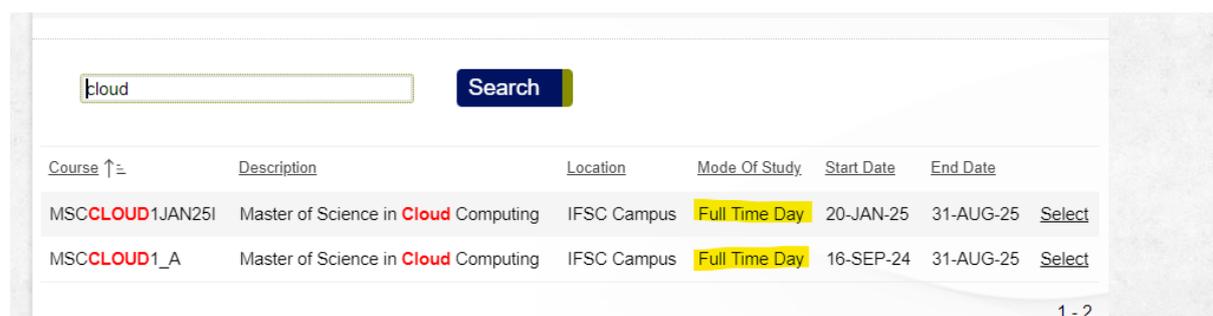
New Applicant

To select a course, type a key word in the course name e.g. “Data”, “Cloud” etc.

To facilitate advanced recruitment, some sessions are open concurrently, please ensure you pick the correct course by checking the start date.

You must also ensure you check “Mode of Study”. **International**

Applications will only be processed for “Full Time Day” programmes.



Course ↑	Description	Location	Mode Of Study	Start Date	End Date	
MSCCLOUD1JAN25I	Master of Science in Cloud Computing	IFSC Campus	Full Time Day	20-JAN-25	31-AUG-25	Select
MSCCLOUD1_A	Master of Science in Cloud Computing	IFSC Campus	Full Time Day	16-SEP-24	31-AUG-25	Select

1 - 2

Your Details Page

You will find details of your course in the upper right-hand corner of the screen.

Please input the applicants' details into each of the requested tabs.

PLEASE DO NOT USE THE 'MIDDLE NAME' FIELD. Please ensure name is exactly on passport and insert all forenames (including middle name) into the **'First Name'** field. This is also noted on the portal as highlighted.

You do not need to enter a PPS Number as this is not applicable to international students at application stage.

Please ensure you read the terms and conditions of the application before you proceed.

Your Details

(Please note all fields marked with an asterisk are compulsory)
You must carefully read the Terms and Conditions relating to your application by clicking on the link below, and then ticking the box to confirm that you have accepted them.
Once you have completed all the information please press **Next**.
Need any help? Please email us at admissions@ncirl.ie

INTERNATIONAL APPLICANTS: Please ensure that your name is exactly as per your passport. Please insert all forenames into the 'First Name' field. **Please do not use the 'Middle Name' field.**

Title (Select)

* First Name

Middle Name

* Last Name

PPS Number

* Email

* Date of Birth - - -

* Gender (Select)

[* Click here to read the Terms and Conditions and then tick to accept.](#)

Next

YOU ARE HERE
Apply Online
Master of Science in Data Analytics
MSCDAD_A, Course Year: 1,
Location: IFSC Campus
Mode of Study: Full Time Day
Starts on 19-Sep-2022
Schedule:

Your Details

- Address
- Personal Data
- Emergency Contacts
- Employment
- Language
- Second Level Results
- Education History
- Document Upload
- Review

[NCI Home Page](#) - [Contact Us](#) - [Privacy Policy](#) - © NCI 2014

Address Page

Please ensure you record the applicant's address as per the address where they **currently reside**, and as accurately as possible.

Phone and mobile fields must include your country's trunk code as if dialling from Ireland:

- India: 0091xxxxxxxx
- China: 0086xxxxxxxx
- USA: 001xxxxxxxx

The email address you enter here must be the **applicant's** email address, not the agency email address. **It is vital you include the applicant's email address to ensure they receive all application and new student communications from NCI.**

If the applicant's mailing address is different to that of their home address you can update on this page or click to confirm it is the same as their home address.

Address

Please enter the details of your **Home Address**.
If you are an international agent/applicant - please enter the address of current residence.
Please enter your phone number in the format + or 00 followed by the international dialing code and remove the leading zero
E.g. for Irish mobiles the following format is acceptable; 0035386XXXXXXXX or +35386XXXXXXXX

YOU ARE HERE

Apply Online
Master of Science in Management
MSCMGMTD1, Course Year: 1,
Location: IFSC Campus
Mode of Study: Full Time Day
Starts on 16-Sep-2024
Schedule:

Home Address

* Country	Australia
* Address Line 1	Apartment 3
Address Line 2	
* Address Line 3	Rosehill
Address Line 4	
Address Line 5	Sydney
* Email	shannon.doyle@ncirl.ie
Postcode	0000
Phone	
* Mobile	00353832600997

Your Details

- Address
- Personal Data
- Emergency Contacts
- Employment
- Language
- Second Level Results
- Education History
- Document Upload
- Review

Personal Data Page

Enter the applicants' nationality and domicile.

Nationality must be recorded as the country where the applicant was born, which will be reflected on their passport.

Domicile must be recorded as the country where the applicant has lived for the last 3 of 5 years.

The screenshot shows a web form titled "Personal Data". The main heading is "Personal Data". Below it, a paragraph reads: "Please provide details of your Nationality and Domicile below. This information is to help us discern your eligibility for free fees (if applying to a full time course) and confirm if your application is being processed in the correct manner (for non-eu applicants)." There are two dropdown menus: "* Nationality (Select)" and "* Domicile (Select)". At the bottom left is a "Previous" button, and at the bottom right are "Save & Exit" and "Next" buttons. On the right side, there is a sidebar with a "YOU ARE HERE" section containing: "Apply Online", "Master of Science in Management", "MSCMGMD1, Course Year: 1", "Location: IFSC Campus", "Mode of Study: Full Time Day", "Starts on 16-Sep-2024", and "Schedule:". Below this is a "Your Details" section with "Address" and "Personal Data" (which is highlighted).

Emergency Contacts Page

This page allows you to input details of an applicants in-case of emergency contact.

You **must** record at least one emergency contact person for the applicant in case of injury and/or illness such as the applicants' parent, sibling, grandparent etc., so that the college can contact this individual in case of emergency– this should **not** be the agency details.

The screenshot shows a form for emergency contacts. It has five rows of input fields: "* First Name", "* Last Name", "* Relationship", "* Country", and "* Address". The "Relationship" dropdown menu is open, showing a list of options: "Select", "Agent", "Brother", "Daughter", "Father", "Friend", "Guardian", "Mother", "Partner", "Sister", and "Son". Below the "Address" field, there are two additional empty input fields.

Employment Page

If the applicant is in current employment and that is relevant to the application, enter details of it on this page.

Please be advised that a full CV would still need to be uploaded as part of the application process or can be sent directly to admissions; admissions@ncirl.ie if not available at the time of application.

Language Page

Please give details of the applicant’s English language proficiency and any qualifications.

Please be advised evidence of the applicant’s English language proficiency (IELTS etc.) is required as part of the application process or can be sent directly to admissions; admissions@ncirl.ie if not available at the time of application.

Second Level Results

Please skip this page as it relates to domestic students.

Education History Page

Please add details of the applicant’s education giving their most recent education institution first.

Include third level education results e.g. Degree, Diploma, Masters etc.

Add an additional award for second level results by clicking the “Add” button on the bottom right-hand side of the screen.

Awards (Optional)

Institution	Qualification	Result	Year Taken	
INSTITUTE OF BAHRAIN	MASTERS IN EDUCATION	2ND CLASS HONOURS	2016	–
INSTITUTE OF BAHRAIN	BA HONS IN COMMERCE	1ST CLASS HONOURS	2015	–
BAHRAIN HIGH SCHOOL	SECONDARY SCHOOL LEAVING CERT	PASS	2010	–

[Add New](#)

You will be required to upload a scanned copy of the applicant’s original results as part of the application process as relevant.

Document Upload Page

Based on the type of programme the applicant wishes to apply for, please submit the relevant documents as shown below:

Undergraduate	Postgraduate
Passport	Passport
Official School/Diploma Transcripts	Official Bachelor Transcripts (each year and semester outlined)
Official School/Diploma Certificate (where applicable)	Official Bachelor Certificate
Up to Date Curriculum Vitae	Up to Date Curriculum Vitae
English Language Proficiency	English Language Proficiency
500 Word Personal Statement (Why the applicant wants to complete the programme)	Specific Course Required Documentation – for example MSc in Marketing has a marketing piece

You should upload each document separately with a description for each document, e.g. Degree transcripts, Copy of CV, IELTS results etc.

If you do not have the relevant documents to hand you can click “Save & Exit” in the bottom right-hand corner of the screen. You can log back in when you have the documents to hand and find applications at a status of “Incomplete” on your dashboard.

The screenshot shows a document upload interface. At the top, there are two input fields: "* Attach File" with a "Browse..." button, and "* Description" with an "Upload" button. Below these is a table listing uploaded files:

File name	Description	Download	Delete
Error Received by Applicant.docx	COPY OF CV	⬇	⬅
Jan courses.JPG	UNDERGRADUATE TRANSCRIPTS	⬇	⬅

At the bottom of the interface, there are three buttons: "Previous" (grey), "Save & Exit" (light blue), and "Next" (dark blue).

Alternatively, you can proceed with the application without uploading the documents. The documents will immediately be requested from you by the Admissions Office once your application commences processing. The application **will not be** further processed until such a time as the required documentation has been received.

Maximum file size is 20000kb

Supported file extensions are below;

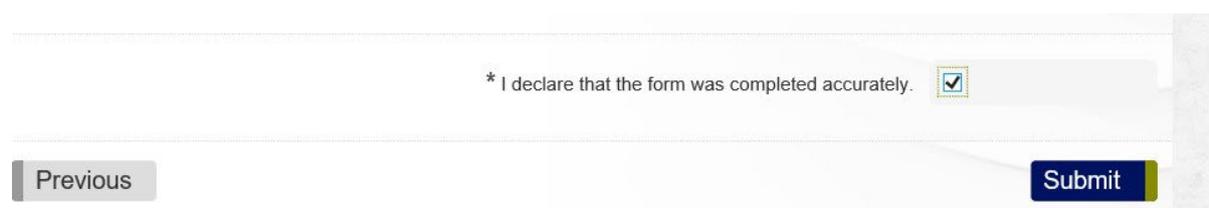
- Doc
- Docx
- Pdf
- Jpg
- Jpeg
- Png
- Gif
- Bmp
- Xls
- Xlsx
- Rtf
- Txt
- Exif
- Tiff

Review Page

The review page allows you to check all the information is correct before you submit.

Please ensure that all information is as accurate as possible.

Processing of the application will only commence once the “Submit” button has been clicked at the bottom of this page.



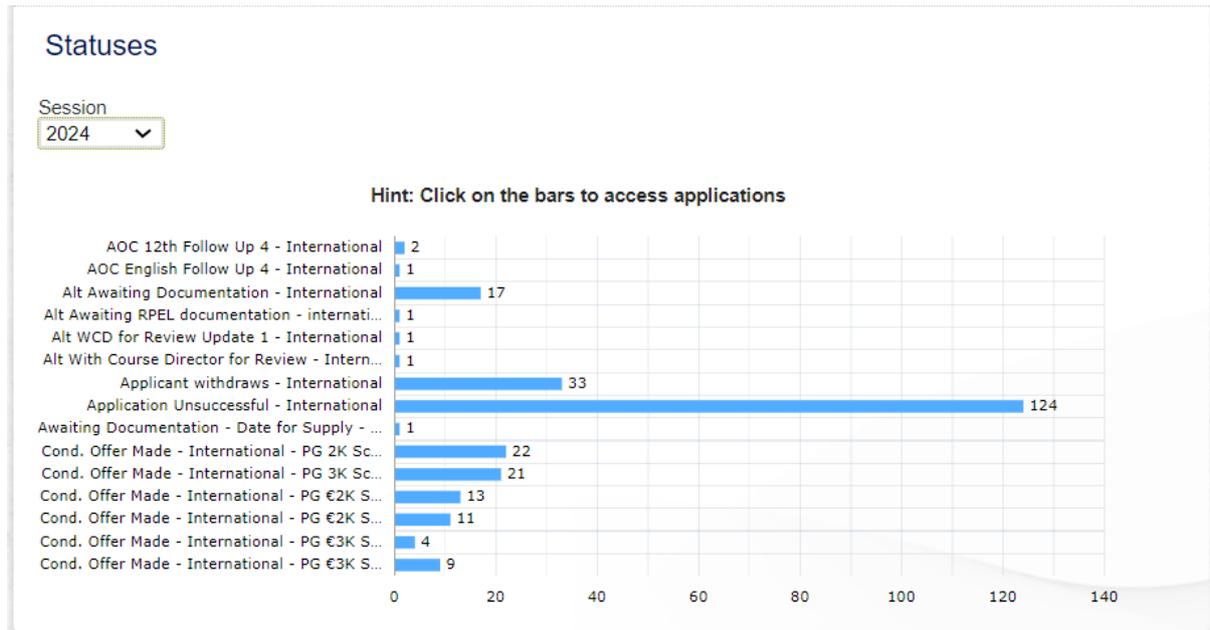
* I declare that the form was completed accurately.

Previous Submit

Once submitted, you will be able to review this application by logging into the Agent Portal and searching for the applicant.

Viewing your Applications

Navigating the dashboard



The dashboard will show you the number of applications you have a particular status.

To see further information on particular applicants at a specific status, click on one of the relevant status bar and you will be presented with a list of all the applicants you have on this status.

To find a specific applicant, you can scroll through the list by clicking the relevant status or you can input the applicant's ID number into the search box and clicking "search".

If you wish to view the original application, you can do so using the View button to review their application as shown below.

[Create New Application](#)

Search Course Status Session

<u>First Name</u>	<u>Last Name</u>	<u>App. Ref.</u>	<u>Person ID</u>	<u>Date</u>	<u>Course</u>	<u>Status</u>	<u>View</u>
Marvin	Musa	75227	17101379	31-JAN-18	MSCCLOUD MSc in Cloud Computing	International Offer Made with Conditions AOC	View
Richard	Test	75277	18100481	29-MAR-18	BAHACF BA (Honours) in Accounting and Finance	International Offer Made with Conditions AOC	View

Deferrals

When an applicant wants to defer their admission to a future intake, you will need to complete the deferral process.

Firstly, you will need to login to the Agent Portal using the URL provided.

When you log in you will see a summary of all applications you have submitted to date for the relevant academic session.

Click on any of the statuses to see the option below to create a new application:

Your Applications

To create a new application click on the "Create New Application" button below.

If you wish to search for a particular applicant you can do so by;

- entering the full first name and partial surname e.g. John Sm, John Smi
- entering the full surname e.g. Smith
- entering one of the above combined with the course and/or session.

Create New Application

Search Course Status (All) Session (All) Search

First Name	Last Name	App. Ref.	Person ID	Date	Course	Status	
Arvind	Singh	104305	19100566	05-FEB-19	SOST2 sost2	Online Application Submitted	View
Arvind	Singh	104303	19100566	05-FEB-19	SOST2 sost2	Offer Made - International	View

After you have clicked on create new application, the search bar below will appear. Please enter the ID number of the applicant (this will be stated on their current offer letter/fee receipt) and then click 'select' beside their name:

Your Applications

To create a new application click on the "Create New Application" button below.

If you wish to search for a particular applicant you can do so by;

- entering the full first name and partial surname e.g. John Sm, John Smi
- entering the full surname e.g. Smith
- entering one of the above combined with the course and/or session.

Create New Application

Search Course Status (All) Session (All) Search

First Name	Last Name	App. Ref.	Person ID	Date	Course	Status	
Arvind	Singh	104305	19100566	05-FEB-19	SOST2 sost2	Online Application Submitted	View
Arvind	Singh	104303	19100566	05-FEB-19	SOST2 sost2	Offer Made - International	View

You will then need to search for the course you now wish to submit an application for (i.e. same course with different start date). Please check that you are choosing the correct course and the relevant start date:

Select Course

To search for a course type a key word from the title of the course e.g. "Data", "Cloud", "Cyber" etc.

Please ensure you check the Mode of Study field as applications from agents will only be accepted for "Full Time Day" courses unless otherwise specified by the Admissions Office.

As sessions are opened for application concurrently please ensure you check the Start Date also.

Course ^	Description	Location	Mode Of Study	Start Date	End Date	
BAHBMD1	Bachelor of Arts (Honours) in Business	IFSC Campus	Full Time Day	16-SEP-19	31-AUG-20	<input type="button" value="Select"/>
BAHBMD2	Bachelor of Arts (Honours) in Business	IFSC Campus	Full Time Day	16-SEP-19	31-AUG-20	<input type="button" value="Select"/>

After you hit 'select' the applicants' personal details will appear as you previously entered them on the system. You will need to click that you have read and accepted the terms and conditions at the end of the first page and then click 'Next':

* [Click here to read the Terms and Conditions and then tick to accept.](#)

Assuming none of the applicants' personal details have changed, you can click 'Next' on each page until you reach the 'Document Upload' page where you will need to upload the completed **deferral form**.

You will then reach the summary page when you will need to tick the declaration that all information is correct and then submit:

* I declare that the form was completed accurately.

Change of Course Application

If an applicant wishes to change their course choice due to course closure/missed securing their place on their first choice. You can submit a change of course application provided the new course choice has capacity.

To submit a change of course application, you will need to firstly login to the agent portal and click on “Create New Application”.

Your Applications

To create a new application click on the "Create New Application" button below.

If you wish to search for a particular applicant you can do so by;

- entering the full first name and partial surname e.g. John Sm, John Smi
- entering the full surname e.g. Smith
- entering one of the above combined with the course and/or session.

Create New Application

Search Course Status (All) Session (All) Search

First Name	Last Name	App. Ref.	Person ID	Date	Course	Status	
Arvind	Singh	104305	19100566	05-FEB-19	SOST2 sost2	Online Application Submitted	View
Arvind	Singh	104303	19100566	05-FEB-19	SOST2 sost2	Offer Made - International	View

After you have clicked on create new application, the search bar below will appear. Please enter the ID number of the applicant (this will be stated on their current offer letter/fee receipt) and then click ‘select’ beside their name:

Your Applications

To create a new application click on the "Create New Application" button below.

If you wish to search for a particular applicant you can do so by;

- entering the full first name and partial surname e.g. John Sm, John Smi
- entering the full surname e.g. Smith
- entering one of the above combined with the course and/or session.

Create New Application

Search Course Status (All) Session (All) Search

First Name	Last Name	App. Ref.	Person ID	Date	Course	Status	
Arvind	Singh	104305	19100566	05-FEB-19	SOST2 sost2	Online Application Submitted	View
Arvind	Singh	104303	19100566	05-FEB-19	SOST2 sost2	Offer Made - International	View

You will then need to search for the course you now wish to submit an application for (i.e. a different course choice for the same intake). Please check that you are choosing the correct course and the relevant start date:

Select Course

To search for a course type a key word from the title of the course e.g. "Data", "Cloud", "Cyber" etc.

Please ensure you check the Mode of Study field as applications from agents will only be accepted for "Full Time Day" courses unless otherwise specified by the Admissions Office.

As sessions are opened for application concurrently please ensure you check the Start Date also.

business

Course	Description	Location	Mode Of Study	Start Date	End Date	
BAHBMD1	Bachelor of Arts (Honours) in Business	IFSC Campus	Full Time Day	16-SEP-19	31-AUG-20	<input type="button" value="Select"/>
BAHBMD2	Bachelor of Arts (Honours) in Business	IFSC Campus	Full Time Day	16-SEP-19	31-AUG-20	<input type="button" value="Select"/>

After you hit 'select' the applicant's personal details will appear as you previously entered them on the system. You will need to click that you have read and accepted the terms and conditions at the end of the first page and then click 'Next':

Assuming none of the applicants' personal details have changed, you can click 'Next' on each page until you reach the 'Document Upload' page where you will need to ensure the required documentation is attached.

[* Click here to read the Terms and Conditions and then tick to accept.](#)

You will then reach the summary page when you will need to tick the declaration that all information is correct and then submit:

* I declare that the form was completed accurately.

Unsuccessful applicants

Should an applicant be unsuccessful in their first course choice and wish to be considered for a different course you can follow the same steps for a deferral on how to select a different course. Please **do not** do this if the applicants initial course choice is still being processed as multiple simultaneous applications will lead to delays.

Frequently Asked Questions

System Access

Q. If I forget my password who do I contact?

A. Please send an email to shannon.doyle@ncirl.ie. You will be responded to as soon as possible within NCI working hours.

Q. What are the NCI working/support hours?

A. Mon-Fri, 9-5 GMT

Q. What do I do if the system appears to be down, or I encounter an unusual error?

A. Send a screenshot of the issue you are having to shannon.doyle@ncirl.ie. If there is a system failure, we will notify you as soon as possible and provide you with a projected system down-time.

Q. If there is a system failure will I send my applications in the old manner i.e. by email?

A. No, unless confirmed by the Admissions Office, paper applications (or scanned applications) will no longer be accepted.

Q. How many usernames will my Organisation be provided with?

A. Two.

Q. Is it possible to get more than 2 usernames for my Organisation?

A. Yes, however, this must be requested in writing via email to shannon.doyle@ncirl.ie

Operational – General

Q. I have an applicant who previously applied through a different Agent to National College of Ireland but have switched agent. Do I need to resubmit their application?

A. Yes. The application must be resubmitted by yourself so that we may keep accurate track of their agent organisation. A Change of Agent form is also required and can be emailed to admissions@ncirl.ie.

Q. What happens to an application if I do not click the Submit button on the final page of the application form?

A. The application does not enter our workflows until the Submit button is clicked, therefore processing of the application will not begin until the application is submitted.

Q. Can I leave the application at any point and finish it later?

A. Yes, you can click “Save & Exit” on any page of the application form. When you log back into the Agent Portal you will see this application with a status of “Incomplete” on your bar chart.

Q. Can I see the e-mail communication sent by NCI to the applicant?

A. No you will not be able to see the exact content of emails sent directly to the applicant. You will be able to see the status of that applicant in real time and you can reference the template emails associated with each status. However, these templates can be amended at any time by the Admissions Office to include/exclude information as it pertains to the applicant.

Q. If the applicant does not supply NCI with the information they request what happens?

A. If the applicant does not reply to requests for documentation etc. made by the NCI, they will be withdrawn from the application process once the intake is full or closed as they will have missed the opportunity to be reviewed for the intake they have applied for.

Q. If the applicant is withdrawn from the course by NCI but confirms they still wish to proceed with the application can they do so?

A. Yes, you as the Agent or the Applicant would need to send an email to admissions@ncirl.ie quoting their name, ID number and the course they applied to. The application will be re-started if there are still places available on the course. If the course has filled, you/they will be advised and offered an alternative intake, if available.

Q. If an applicant wishes to be tagged to our agent after they have applied directly to the National College of Ireland, how can we do so?

A. To have an applicant tagged to your agency, you as the agent will need to submit a new application on behalf of the applicant submitting all required and requested documentation/information.

The applicant will need to inform the admissions team that they wish to withdraw their direct application and that they will be applying through your agency.

Q. If an applicant wishes to be tagged to our agent after they have applied to the National College of Ireland through another agency, what do we need to do?

A. For the applicant to be tagged to our agency rather than their previous agency, you will need to submit a new application on behalf of the applicant submitting all required and requested documentation/information in addition to a “Change of Agent” form which will need to be completed by the applicant. This form can be uploaded with the application or separately via email to admissions@ncirl.ie

Once admissions receive the application and “Change of Agent” form – the application you have submitted will be processed and the previous agency will be made aware of the withdrawal of application.

Template Emails

Status

Offer Made – International

Follow-Up Issued: Undergraduate Programme – Yes

Postgraduate Programme - No

Re: **#COURSE#**

Offer Status: **Offer Made without Conditions**

Student Name: **#FIRST_NAME# #SURNAME#**

Mode of Study: **Full Time**

ID: **#ID_NUMBER#**

Dear **#FIRST_NAME#**

I am pleased to inform you that you have been made an offer without conditions on the **#COURSE#**. You will receive a pdf version of your offer letter within 2-3 working days. Please note if you made your application via an Agent you will receive your offer letter from your Agent. Please read the below carefully in order to start the acceptance process.

How to Confirm your Place

To confirm your place, you must make a full payment of your tuition fee **less** any scholarship (see above). Places are allocated on a first come first serve basis upon receipt of full payment. If your payment reaches NCI after we have filled all of our allocated places, it will not be possible to accommodate you for this intake. Class sizes are limited, so you are strongly encouraged to make your full payment as soon as possible. Please see the separate "For All Applicants" document issued with your offer letter for details of how to make your tuition fee payment.

Please note that all courses are subject to minimum and maximum student numbers.

Scholarships

Upon receipt of your offer letter, you will have been assessed for a range of scholarships. If you are eligible for a scholarship, this will be noted on your PDF Offer Letter.

Direct Applicants

We would like to highlight that due to high demand admissions are unable to provide visa support to international students. As such, we strongly recommend that all international students contact one of our regional managers should you require further information on visa support.

Arjun Sharma, Bhavana Purohit and Anushree Patil – India & South Asia: india@ncirl.ie

Michael Galvin - Africa & Middle East: michael.galvin@ncirl.ie

Harriet le Good – Far East & Latin America: harriet.legood@ncirl.ie

Should you wish to discuss this offer or anything else regarding NCI, please contact a member of our international office <https://www.ncirl.ie/International/Contact-Us> or one of our overseas representatives.

*Please note that all programmes and their associated entry requirements and structure are subject to periodic revalidation by QQI, the awarding body.

Kind Regards

Admissions Office

National College of Ireland

Mayor Street

IFSC

Dublin 1

admissions@ncirl.ie

Status

Awaiting Documentation – International

Follow-Up Issued - Yes

Re: **#COURSE#**

Application Status: **Awaiting Documentation**

Student Name: **#FIRST_NAME# #SURNAME#**

Mode of Study: **Full Time**

ID: **#ID_NUMBER#**

Dear **#FIRST_NAME#**

Many thanks for your recent application to **#COURSE#**. We are writing to confirm we require some further documentation from you in order to continue processing your application.

DELETED AS APPROPRIATE

- Official 12th mark sheet
- Predicted 12th mark sheet
- Full set of transcripts for each year
- Official mark sheets required
- Official 6th mark sheet
- Official 8th mark sheet
- Module descriptors
- Back page of mark sheets required with module codes and descriptions
- Translated transcripts and degree certificate
- Official transcripts and degree certificate
- An up to date CV
- Anything else as required by the course director
- Grading Sheet (issued on official College headed paper)
- Statement of Purpose
- Passport

Please forward the above to admissions@ncirl.ie as soon as possible so that we may continue to process your application.

Kind Regards

Admissions Office

admissions@ncirl.ie

1800221721

Status

Awaiting RPEL Documentation – International

Follow-Up Issued - Yes

Re: **#COURSE#**

Application Status: **Awaiting RPEL Documentation**

Student Name: **#FIRST_NAME# #SURNAME#**

Mode of Study: **Full Time**

ID: **#ID_NUMBER#**

Dear **#FIRST_NAME#**

I am writing in relation to your application for **#COURSE#**. In order for us to progress your application further you are required to complete and submit additional documentation through Recognition of Prior Experiential Learning (RPEL).

You are requested to fill out the RPEL form which can be found [here](#) along with resources and information on support in completing the form.

This form requires submissions at least one week prior to the application deadline or we cannot guarantee it will be reviewed by the appropriate academic staff in time for course commencement.

If you have any queries please do not hesitate to contact us.

Kind Regards

Admissions Office

1800 221 721

admissions@ncirl.ie

Status

Conditional Offer Made- English Language– International

Follow Up Issued: Undergraduate Programme – Yes

Postgraduate Programme - No

Re: **#COURSE#**

Offer Status: **Offer Made with Conditions**

Student Name: **#FIRST_NAME# #SURNAME#**

Mode of Study: **Full Time**

Course Year: **#COURSE_YEAR#**

ID: **#ID_NUMBER#**

Dear **#FIRST_NAME#**

I am pleased to inform you that you have been made a conditional offer for the **#COURSE#**. You will receive a pdf version of your conditional offer letter within 2-3 working days. Please note if you made your application via an Agent you will receive your offer letter from your Agent. Please read the below carefully.

This offer has been made on the condition you can provide the following evidence;

- **English language proficiency - please check our website for the appropriate proficiency level <https://www.ncirl.ie/International/What-you-can-study/English-Language-Requirements>**

How to Confirm your Place

To confirm your place, you must make a full payment of your tuition fee less any scholarship (see above). Places are allocated on a first come first serve basis upon receipt of full payment. If your payment reaches NCI after we have filled all of our allocated places, it will not be possible to accommodate you for this intake. Class sizes are limited, so you are strongly encouraged to make your full payment as soon as possible. Please see the separate "For All Applicants" document issued with this offer letter for details of how to make your tuition fee payment.

Please note that all courses are subject to minimum and maximum student numbers.

Scholarships

Upon receipt of your offer letter you will have been assessed for a range of scholarships. If you are eligible for a scholarship, this will be noted on your PDF Offer Letter.

Should you wish to discuss this offer or anything else regarding NCI, please contact a member of our international office <https://www.ncirl.ie/International/Contact-Us> or one of our overseas representatives.

Kind Regards

Admissions Office
National College of Ireland
Mayor Street
IFSC, Dublin 1

Status

Conditional Offer Made – English and Exam – International

Follow Up Issued: Yes

Re: #COURSE#

Offer Status: **Offer Made with Conditions**

Student Name: #FIRST_NAME# #SURNAME#

Course Year: #COURSE_YEAR#

Mode of Study: **Full Time**

ID: #ID_NUMBER#

Dear #FIRST_NAME#

I am pleased to inform you that you have been made a conditional offer for the #COURSE#. You will receive a pdf version of your conditional offer letter within 2-3 working days. Please note if you made your application via an Agent you will receive your offer letter from your Agent. Please read the below carefully.

This offer has been made on the condition you can provide the following evidence;

- **English language proficiency - please check our website for the appropriate proficiency level <https://www.ncirl.ie/International/What-you-can-study/English-Language-Requirements>.**
- **Confirmation of academic examination results.**

How to Confirm your Place

To confirm your place, you must make a full payment of your tuition fee less any scholarship (see above). Places are allocated on a first come first serve basis upon receipt of full payment. If your payment reaches NCI after we have filled all of our allocated places, it will not be possible to accommodate you for this intake. Class sizes are limited, so you are strongly encouraged to make your full payment as soon as possible. Please see the separate "For All Applicants" document issued with your offer letter for details of how to make your tuition fee payment.

Please note that all courses are subject to minimum and maximum student numbers.

Scholarships

Upon receipt of your offer letter you will have been assessed for a range of scholarships. If you are eligible for a scholarship, this will be noted on your PDF Offer Letter.

Should you wish to discuss this offer or anything else regarding NCI, please contact a member of our international office <https://www.ncirl.ie/International/Contact-Us> or one of our overseas representatives.

Kind Regards
Admissions Office
National College of Ireland
Mayor Street
IFSC, Dublin 1

Status

Conditional Offer Made – Exam Results – International

Follow Up Issued: Undergraduate Programme -Yes

Postgraduate Programme - No

Offer Status: **Offer Made with Conditions**

Student Name: **#FIRST_NAME# #SURNAME#**

Mode of Study: **Full Time**

Course Year: **#COURSE_YEAR#**

ID: **#ID_NUMBER#**

Dear **#FIRST_NAME#**

I am pleased to inform you that you have been made a conditional offer for the **#COURSE#**. You will receive a pdf version of your conditional offer letter within 2-3 working days. Please note if you made your application via an Agent you will receive your offer letter from your Agent. Please read the below carefully.

This offer has been made on the condition you can provide the following evidence;

- **Confirmation of academic examination results**

How to Confirm your Place

To confirm your place, you must make a full payment of your tuition fee **less** any scholarship (see above) **and** meet all outlined conditions. Places are allocated on a first come first serve basis upon receipt of full payment. If your payment reaches NCI after we have filled all of our allocated places, it will not be possible to accommodate you for this intake. Class sizes are limited, so you are strongly encouraged to make your full payment as soon as possible. Please see the separate "For All Applicants" document issued with your offer letter for details of how to make your tuition fee payment.

Please note that all courses are subject to minimum and maximum student numbers.

Scholarships

Upon receipt of your offer letter you will have been assessed for a range of scholarships. If you are eligible for a scholarship, this will be noted on your PDF Offer Letter.

Direct Applicants

We would like to highlight that due to high demand admissions are unable to provide visa support to international students. As such, we strongly recommend that all international

students contact one of our regional managers should you require further information on visa support.

Arjun Sharma, Bhavana Purohit and Anushree Patil – India & South Asia: india@ncirl.ie

Michael Galvin - Africa & Middle East: michael.galvin@ncirl.ie

Harriet le Good – Far East & Latin America: harriet.legood@ncirl.ie

Should you wish to discuss this offer or anything else regarding NCI, please contact a member of our international office <https://www.ncirl.ie/International/Contact-Us> or one of our overseas representatives.

Kind Regards

Admissions Office
National College of Ireland
Mayor Street
IFSC
Dublin 1

Status

Interview Requested – International

Follow Up Issued: Yes

Re: **#COURSE#**

Application Status: **Applicant Requires Interview**

Student Name: **#FIRST_NAME# #SURNAME#**

Mode of Study: **Full Time**

ID: **#ID_NUMBER#**

Dear **#FIRST_NAME#**

In order to proceed with your application for the **#COURSE#** you are required to attend an interview.

The format of the interview is one-way video which is recorded. You will be asked to answer a series of questions which will be reviewed by a course director at National College of Ireland. You must complete the interview within three weeks of the date of this email. If the interview is not completed within this timeframe your application will be put on hold.

Instructions

Before proceeding to the link below to commence your interview it is **essential** that you read the **Sparkhire Training Guide** available [here](#).

If you have any queries please do not hesitate to contact us.

Kind Regards

Admissions

admissions@ncirl.ie

Status

Applicant Withdraws – International

Follow Up Issued: No

Re: **#COURSE#**

Student Name: **#FIRST_NAME# #SURNAME#**

Mode of Study: **Full Time**

ID: **#ID_NUMBER#**

Dear **#FIRST_NAME#**

I am writing in relation to your recent request to withdraw from NCI's application process for **#COURSE#**. Your application has now been withdrawn.

If you have time, please fill out the below survey to provide us with some feedback on why you no longer wish to proceed with your application.

[Withdrawal Reason Survey](#)

If you wish to reinstate your application, please contact your relevant overseas agent or admissions@ncirl.ie. Please note that all courses are run subject to availability if you re-apply at any stage the application process will be re-started and you may not be guaranteed a place on this intake.

Kind Regards

Admissions

National College of Ireland

1800 221 721

admissions@ncirl.ie

Status

With Course Director for Review – International

Follow Up Issued: Yes

Re: **#COURSE#**

Offer Status: **Course Director Reviewing**

Student Name: **#FIRST_NAME#**

#SURNAME#

Mode of Study: **Full Time**

ID: **#ID_NUMBER#**

Dear **#FIRST_NAME#**

Please note your application has been sent to the course director to review. Due to high volumes of applications for the **#COURSE#** this can take up 10 working days. Once the course director has completed their review we will be in touch regarding the outcome of the review and your next steps.

If you have any further queries, please do not hesitate to

contact us. Kind Regards

Admissions

admissions@ncirl.ie

1800 221 721

Status

Application Unsuccessful - International

Follow Up Issued : No

Re: **#COURSE#**

Offer Status: **Application Unsuccessful**

Student Name: **#FIRST_NAME# #SURNAME#**

Mode of Study: **Full Time**

ID: **#ID_NUMBER#**

Dear **#FIRST_NAME#**

We would like to take the opportunity to thank you for applying to **#COURSE#**.

Your application has been reviewed and unfortunately in this instance you have been unsuccessful.

Some feedback has been provided below;

<DELETED AS APPROPRIATE>

- The course you have applied for is full and we are no longer accepting applications for this intake. If you would like your application to put forward for the next available intake **<INSERT DATES HERE>** please advise by return email as soon as possible.
- The applicant does not meet the minimum academic requirements for the course
- The applicant does not meet the minimum English language requirements for the course
- The applicant does not meet the age requirement for this course.

An alternative course has been identified for you below. Please see our website; www.ncirl.ie for further details of this course. If you wish to switch your application to this course you must inform us as soon as possible and your application will be submitted for review in relation to that course.

- **<INSERT COURSE HERE>**

If you have any queries please do not hesitate to contact us.

Kind Regards

Admissions Office

National College of Ireland

1800 221 721

admissions@ncirl.ie

NCI Application Status Breakdown

Each of the statuses listed below are statuses that applicants' can be put to by the admissions team. There is a status explanation for each of these as you, as the agent, do not receive the email template as this is sent directly to the applicant's personal email address.

The breakdown below will provide you some insight as to which stage of the application process an applicant is.

Status Name	Status Explanation
Online Submitted	This means that the application has been received by the admissions team but is yet to be reviewed.
Awaiting Documentation Awaiting Documentation – Date For Supply – International Awaiting Documentation - International	This means that admissions are awaiting additional documentation to enable them to process an application further. There are various types of documentation that admissions require to process an application to the stage of offer provided that the applicant meets entry requirements. These documents may vary from transcripts, official degree certificate, CV, etc. This will be outlined to the applicant in the admissions correspondence that is issued with this status. If you are unsure of the documents required for an update, they will be stated on the template issued to the applicant (staff reference). In relation to deferrals, applications may be put to awaiting documentation as the team have not received the deferral form required to process the deferral.
WCD With Course Director ALT WITH COURSE DIRECTOR FOR REVIEW - INTERNATIONAL ALT WCD FOR REVIEW UPDATE 1 - INTERNATIONAL	This means that the applicant has been sent to the course director for review. An application may be sent to the course director due to mandatory review of all applications by the course director, they may be borderline in relation to the outlined entry requirements or module content covered, so it has been sent for sign off by the course director.
Conditional Offer Made	This means that the applicant has been made a conditional offer for the course based on submission of final transcripts and/or degree

<p>Cond. Offer Made – International – PG 2K Schol – Results & English</p> <p>Conditional Offer Made - €5K MSCENTD_MSCAIB – Results&English – International</p> <p>Cond. Offer Made – International – PG 2K Schol - Results</p>	<p>certificate, and/or English language proficiency. The status on Quercus will outline what the applicant is conditional on (please see statuses noted to the left). Once the applicant has fulfilled all conditions outlined, they will be issued an unconditional offer.</p>
<p>Offer Made</p> <p>Offer Made - €5K MSCENTD_MSCAIB – International</p> <p>Offer Made – International – PG €4K Scholarship</p> <p>Offer Made - International</p>	<p>This means that the applicant has been issued a full offer (no attached conditions) for their chosen course. To confirm their place, they will need to pay their full fees.</p>
<p>Pre-Registered Less Than 7.5K</p> <p>Pre-Registration-Less than 7.5K paid – International</p>	<p>This means that the applicant has been issued an unconditional offer and paid a partial payment, but not enough to secure their place and should pay additional fees as soon as possible to secure their place.</p>
<p>Pre-Registered (INTERNAL) Less Than 7.5K</p> <p>Pre-Registered (Internal Less Than 7.5K paid) International</p>	<p>This means that the applicant has been issued a conditional offer and has made a partial payment, but not enough to secure their place. These applicants should be encouraged to fulfil any conditions attached to their offer and pay additional fees to secure their place.</p>
<p>Pre-Registration</p> <p>Pre-Registration Status – International</p>	<p>This means that the applicant has been issued an unconditional offer and has made a minimum of 7.5K payment and has secured their place.</p>
<p>Pre-Registration with Conditions</p> <p>Pre-Registered (Internal) – International</p>	<p>This means the applicant has been issued a conditional offer and has made a minimum payment of 7.5K. These applicants should be encouraged to fulfil the conditions outlined in their offer letter to be issued their unconditional offer and secure their place in full.</p>

PRE-REGISTER WITH CONDITIONS- INTERNATIONAL	
Application Unsuccessful APPLICATION UNSUCCESSFUL - INTERNATIONAL	This means the applicant has been unsuccessful for their chosen course. This may be due to not meeting academic entry requirements and/or not meeting the required level of English language proficiency.
NCI Withdraws – Intake Full NCI Withdraws – Intake Full – International NCI Withdraws – Intake Full – Offer - International	This means the admissions team have withdrawn the applicants’ application for a particular intake as their chosen programme has reached maximum capacity and we can not process the application any further.