



EXCHANGE PROGRAMME APPLICATION FORM

The closing date for applications is May 15 for Semester 1 (September until January) and the full academic year (September until May) and October 30 for Semester 2 (February until May). **Please Note:** Applicants that require study visas should submit applications in advance of these deadlines to allow sufficient time for visa applications to be processed.

For office use only: DCU ID Number: _____	School/Prog. in DCU: _____	Coordinator in DCU: _____
Accepted Yes/No: _____	Block Code: _____	Home Institution: _____

PERSONAL INFORMATION

Last Name: _____ First Name(s): _____

Address for Correspondence: _____

(Valid until: _____) _____

Current Phone Number: _____ Current Email: _____

Permanent Address: _____

(if different): _____

Permanent Phone Number: _____

Date of Birth: _____ (DD/MM/YYYY) Gender: Male Female

Place of Birth: _____ Nationality: _____

Country of Residence¹: _____

How did you learn about DCU's Exchange Programme: _____

EMERGENCY CONTACT INFORMATION

Full Name: _____ Relation to you: _____

Full Address: _____

Phone: _____ Email: _____

ACADEMIC BACKGROUND

Current College or University: _____

Date first enrolled: _____ Year of Current Study: _____

Academic Programme enrolled in (Major/Minor): _____

Grade Point Average (GPA): _____ (please attach a full transcript of studies to date)

Contact Name for International Office: _____

Contact Address for International Office: _____

ENGLISH LANGUAGE COMPETENCY (for non-native speakers of English only)

Title of Examination (Please tick as appropriate):

IELTS TOEFL Cambridge Proficiency Cambridge Advanced Other (please specify): _____

Date of Examination: _____ Score: _____

¹ Country in which you were ordinarily resident for the 5 years preceding the date of this application.

PROGRAMME INFORMATION AND COURSE SELECTION

STUDY PERIOD

Please indicate the academic year and semester during which you wish to study at DCU

Academic Year: 200__/200__ (e.g. 2007/2008)

Semester: **Semester 1** (Sept. – Jan.) **Semester 2** (Feb. – May) **Year Long** (Sept. – May)

AREA OF STUDY

Please indicate your area of study. Please note that we can only accept applications for subject area(s) covered under the Exchange agreement with your institution.

MODULES CHOICE (also called Courses or Subjects)

How many modules do you wish to study in DCU? _____

Please list the modules you are interested in taking (you may choose up to 30 ECTS credits [18 US credits] worth of modules in one semester). Please indicate additional modules and list in order of preference, as places may not be available in each of the modules[#]. To choose your courses, simply go to: www.dcu.ie/international/ects.shtml and click on "Pre-approved List of Exchange Modules". Before listing any modules, you should get approval from the Exchange Coordinator at your home institution to ensure that your chosen modules will transfer back to your academic programme of study at your home institution.

Module Code	Title of Module	Semester ²	Module Code	Title of Module	Semester
<i>e.g. LC407</i>	<i>Intercultural Business</i>		<i>e.g. MG206</i>	<i>Marketing on the Internet</i>	

WAIVER AND DECLARATION

Your signature on this application form indicates your understanding and acceptance of the following:

- I certify that all information given above is correct and I hereby undertake, if admitted on the Exchange Programme of Dublin City University (DCU), to observe and comply with all the regulations of the University.
- I authorise the International Office at DCU to forward official transcripts to the International Office at my home university.
- I understand that neither DCU nor any of its employees is or shall be responsible or liable for injury, loss, damage, deviation, delay, curtailment, however caused, or the consequences thereof, which may occur during any travel or programmes. DCU reserves the right to cancel or alter any of its programmes for any reason.

Date: _____

Signature: _____

SECTION TO BE COMPLETED BY THE EXCHANGE COORDINATOR IN YOUR HOME UNIVERSITY:

I hereby nominate this student as an exchange student to DCU. To the best of my knowledge, this student has sufficient knowledge of the English language to be able to follow the courses proposed.

Home Coordinator's Signature: _____

Title: _____

Date: _____

University Stamp:

[#] Credit ratings are available online.

² Please use the following codes: 1 = Semester 1 (Sept. – Jan); 2 = Semester 2 (Feb. – May); 0 = Year Long (Sept. – May)

GUIDELINES FOR THE COMPLETION OF THE EXCHANGE PROGRAMME APPLICATION

The following documentation should be included in your application:

- 1) A certified transcript of your academic record to date
- 2) Copy of birth certificate or copy of passport
- 3) One recent passport size photograph, signed on the back
- 4) Evidence of English Language Proficiency (non-native English speakers only)
- 5) Completed and signed Learning Agreement (only for Erasmus applicants)

Further information can be obtained from, and applications should be submitted to:

Audrey Byrne, Exchange Coordinator, The International Office, Dublin City University, Glasnevin, Dublin 9, Ireland
Tel: +353-1-700 5574; Fax: +353-1-700 8698; E: exchange@dcu.ie; URL: www.dcu.ie/international/ects.shtml

Guidelines

1. The following websites may be of interest to you. Please consult them before filling out this form:
 - ◆ International Office Website: <http://www.dcu.ie/international/index.shtml>
 - ◆ Student Mobility Website: <http://www.dcu.ie/international/ects.shtml>
 - ◆ Degree courses offered by DCU: <http://www.dcu.ie/prospective/degrees.php>
 - ◆ Description of Modules: <http://www.dcu.ie/registry/modules.shtml>
 - ◆ Academic Calendar: <http://www.dcu.ie/timetables/index.shtml>
 - ◆ Accommodation Service: <http://www.dcu.ie/accommodation/international.shtml>
 - ◆ English Language Requirements: <http://www.dcu.ie/registry/eu.shtml#english>
2. Please ensure that your application is complete, signed by the Exchange Coordinator at your home institution and all necessary documents are enclosed. Incomplete applications cannot be processed.
3. It is highly advisable that you choose modules from the same year and programme. Choosing from different years/programmes may result in class and examination timetable clashes. Students are responsible for their own timetables and the University cannot change timetables to suit individual students.

The completed application must be sent to DCU by the Exchange Coordinator in your home institution, and not by individual students. They should be addressed to:

Exchange Coordinator
International Office
Dublin City University
Glasnevin
Dublin 9
Ireland

DEADLINE FOR RECEIPT OF APPLICATIONS:

May 15 for Semester 1 (September until January) and the full academic year (September until May) and October 30 for Semester 2 (February until May).

Note: All applications have to be completed **in full** and returned before the deadline indicated above, at the **very latest**.