

**Instructions for Completion of Undergraduate Studies: Direct Application Form**

PLEASE READ THESE INSTRUCTIONS CAREFULLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

**Note 1 Transfer Applicants**

Applicants **MUST** have:

(i) completed or about to complete one year of study on a degree course awarded by the Higher Education and Training Awards Council (HETAC) or by a university established under the Universities Act 1997, or an equivalent qualification awarded by a similar body outside of the State AND:

(ii) completed or about to complete a National Certificate/Diploma awarded by the Higher Education and Training Awards Council (HETAC) or an equivalent qualification awarded by a similar body outside the State. In all cases, the applicant's studies must have been in a similar or related subject to the course to which they are applying.

**Note 2 Programme Information and Offering Types**

Intending applicants are advised that, before they apply, they should familiarise themselves with the programme of their choice by consulting the University Prospectus available from the Registry. Certain programmes are offered on a full-time, part-time or modular basis. This detail is given in the Prospectus. Applicants may apply for up to 3 programmes and will be assessed in order of preference, as listed. One application fee (€25 for EU applicants/€50 for Non-EU applicants) will cover up to 3 programme choices.

**Note 3 Correspondence and Enquiries**

On receipt of your application, you will receive an acknowledgement letter with your **APPLICATION NUMBER**. **Application enquiries will ONLY be dealt with on confirmation of your application number, name and date of birth. It is ASSUMED that any person who can provide this information has been AUTHORISED BY YOU to act as an agent on your behalf.** Written communication from Dublin City University will be sent to the correspondence address you indicate in **Section 12 in the application form**. It is important that such communication can be brought to your attention immediately. It is **VITAL** that if your correspondence address changes that you inform DCU immediately.

**Note 4 Applications from EU and Non-EU countries****(a) Application for Full-time Study****EU Applicants**

EU applicants who wish to apply for admission to one of the University's full-time undergraduate degree programmes i.e. who wish to take the full programme and to graduate, **MUST** apply through the Central Applications Office (CAO). Applications submitted directly to the University will not be accepted.

**Non-EU Applicants**

**Non-EU Applicants who wish to apply to one of the University's full-time undergraduate degree programmes, i.e. who wish to take the full programme and to graduate, MUST apply directly to the University on our Undergraduate Studies: Direct Application Form.** The only exception is the B.Sc. in Nursing (4 year degree) – these applicants must apply through the Central Applications Office (CAO).

The closing dates for applications are as follows:

<b>Applicant</b>	<b>Apply to</b>	<b>Closing Date</b>	<b>Late Closing Date</b>
EU (plus non-EU applicants for the B.Sc. in Nursing (4 year degree))	CAO	1 February	1 May
Non-EU (except the B.Sc. in Nursing (4 year degree))	DCU	15 February	1 July

*(c) Irish Immigration Requirements*

Overseas applicants are reminded that they must comply with Irish immigration requirements regarding passport, study visa, evidence of financial viability and evidence of student status. Study visas, where necessary, are obtained from the Department of Foreign Affairs and the Department of Justice, Equality and Law Reform (<http://www.justice.ie>). Information on studying abroad may also be obtained from the International Education Board Ireland (<http://www.iebi.ie>). Further information for international students can also be obtained from the International Office website at <http://www.dcu.ie/international>.

*(d) EU Status*

A student is designated as a European Union (EU) student where that student meets the conditions under a), b) or c) below:

**a) FREE FEES SCHEME:**

**(i) First Undergraduate Degree**

**AND**

**(ii) Nationality Test**

EU passport

or

Original Irish Birth Certificate

or

Original EU Nationality Identity Card

or

Official Irish Refugee Status (requires the appropriate original letter from the Department of Justice, Equality and Law Reform indicating that the appropriate status has been granted).

**AND**

**(iii) Previous Work/Studies Test**

An applicant must have spent 3 of the last 5 years in full time study or work in an EU member state prior to the commencement of the course

This full time study/work requirement will be deemed satisfied in the case of an applicant for whom a spouse is claiming a tax benefit, which must be confirmed by a P21 form or evidence of social welfare benefits.

Students classified for fee purposes as non-EU will not be permitted to change their fee status following admission. Students who have been classified as non-EU for undergraduate registration will retain this status for postgraduate registration also unless they have worked full-time for a period of at least three years in an EU Member State prior to the commencement of the postgraduate course.

**b) EU FEES**

**(i) Nationality Test**

EU passport

or

Original Irish Birth Certificate

or

Original EU Nationality Identity Card

or

Official Irish Refugee Status (requires the appropriate original letter from the Department of Justice, Equality and Law Reform indicating that the appropriate status has been granted).

**AND**

**(ii) Previous Studies Test**

Where an applicant has received **ALL** his/her full time post-primary education within the EU.

**c) EU FEES**

**(i) Residency Test**

An applicant's principal residence for the purpose of taxation must have been in a European Union Member State for a minimum of 3 of the 5 years prior to entry to university. Prior residence as a full-time student does not qualify a student for EU fee rates.

If an applicant is under 23 years of age on the start date of the course then the principal residence for the purpose of taxation of the parents will be examined.

If an applicant is over 23 years of age on the start date of the course then the principal residence for the purpose of taxation of the applicant is examined.

A P21 form will be required in both instances.

**AND**

**(ii) Previous Work/Studies Test**

An applicant must have spent 3 of the last 5 years in full time study or work in an EU member state prior to the commencement of the course. Students classified for fee purposes as non-EU will not be permitted to change their fee status following admission. Students who have been classified as non-EU for undergraduate registration will retain this status for postgraduate registration also unless they have worked full-time for a period of at least three years in an EU Member State prior to the commencement of the postgraduate course.

This full time study/work requirement will be deemed satisfied in the case of an applicant for whom a spouse is claiming a tax benefit, which must be confirmed by a P21 form or evidence of social welfare benefits.

**Students who do not satisfy these criteria are designated non-EU students and are subject to the non-EU scale of fees. Students admitted as non-EU students will not be permitted to change their status to that of EU student following admission.**

**All matters relating to programme fees are dealt with by the University Finance Office (Telephone: +353-(0)1-700 8069/8302; Fax +353-(0)1-700 5588; E-mail: [fees@dcu.ie](mailto:fees@dcu.ie)).**

*(e) Applications from Native Speakers of Languages other than English or Irish*

Evidence must be provided of competence in the English language. The lists below indicate the minimum standards in English language which should be met. In certain circumstances, results in examinations other than those outlined below may be accepted as proof of competence. However, the results obtained in such other examinations **MUST** indicate competence of the standard outlined below.

Examination	Level Required
Irish Leaving Certificate English	Ordinary Level Grade D
GCSE English Language	Grade C
GCE O-level English Language	Grade C
University of Cambridge Local Examinations Syndicate GCE ( <a href="http://www.cie.org.uk">http://www.cie.org.uk</a> )	Pass in <i>Use of English</i> Examination
TOEFL test administered by the University of Princeton ( <a href="http://www.toefl.com">http://www.toefl.com</a> )	215 (computer based test) 550 (paper-based test)
IELTS (British Council/UCLES/IDP International English Language Testing System) ( <a href="http://www.cambridge-efl.org">http://www.cambridge-efl.org</a> )	Composite score in the range 6.5-7.0, with not less than 6.5 in any one component
University of Cambridge Local Examinations Syndicate Certificate of Proficiency in English ( <a href="http://www.cambridge-efl.org">http://www.cambridge-efl.org</a> )	Grade C
University of Cambridge Local Examinations Syndicate Certificate in Advanced English ( <a href="http://www.cambridge-efl.org">http://www.cambridge-efl.org</a> )	Grade A
ARELS oral examinations (Higher Certificate) – acceptable if applicant has this and a credit in the Oxford Examinations in EFL (Higher Certificate) ( <a href="http://www.arels.org.uk">http://www.arels.org.uk</a> )	Pass

**\* If applicants for undergraduate programmes have successfully completed their secondary school education through the medium of English, no further evidence of English competency is required. Evidence of this must be included in the application.**

**Note 5 Examination Results**

- Certified copies of official transcripts of results for all qualifications listed **MUST** be included with this application. Photocopies of transcripts of results will suffice where the transcripts are on university/college pre-printed paper. **These copies will be kept by DCU. Originals should not be forwarded.**
- **If final examinations have not been completed, please indicate in sections 15, 16, 17 or 18 on the application form, the date on which your results are expected to be available.**
- Transcripts in languages other than English should be accompanied by a translation into English **PLUS** a copy of the original certificate indicating the award. All translations must be carried out by a professional translator and certified as such. Applicants may also wish to refer to the comparability service offered by NARIC (National Academic Recognition Information Centre): information can be found at <http://www.naric.org.uk>. There is a fee for the use of this service.

**Note 6 Referees**

Two referees and their contact details are required. One must be an academic reference (in the case of applicants currently undertaking studies) or an employer (in the case of applicants currently in employment).

**Note 7 Applicants with Disabilities**

Applicants who believe that they cannot demonstrate their full academic ability, based on exam performance, are afforded the opportunity to do this as part of the application process. Such applicants will not compete directly with other applicants but will be considered separately based on the evidence provided. In order to be considered on this basis, all applicants MUST

- Complete Section 24 on the application form.
- Have the Medical Evidence Form, at the end of the application form, completed (in the case of applicants reapplying to DCU, the previous medical form may be used, provided the date on the form is current (within 3 years of the date of application))

Applicants who do not wish to be considered under this special scheme can choose not to submit the detail required. Such applications will be assessed in competition with all other candidates.

**Note 8 Application Fee and Closing Dates**

**Closing Date:** Details about closing dates are included in the University's Prospectus and are also available from our website.

**Application Fee:** The fee, per application form submitted, is currently **€25 for EU applicants and €50 for Non-EU applicants**. Cheques, postal orders, bank drafts etc., should be made payable to **Dublin City University**. **PLEASE DO NOT SUBMIT CASH**. The applicant's name and date of birth should be written clearly on the back.

**Non-EU applicants experiencing difficulties in processing payments in Euros (€) may make payment in \$US for an amount equivalent to €50 at the exchange rate prevailing at the time of application or the fee can be lodged directly into DCU's bank account.**

**Address: Allied Irish Banks PLC, 239 Swords Road, Whitehall, Dublin 9.  
Sort code: 93-22-21. Account number: 43170288.**