

Please note

If you are a DCU student who wants to apply for entry to any year **other than year 1** of a programme, you will need to complete the DCU Direct Application form. This form is to be returned to the Registry by **1st July**. The form is available at the Registry Information Point or at:

http://www.dcu.ie/registry/forms/pdfs/R10_Undergraduate_application_form.pdf

Please read the following 4 questions. Please indicate with a **tick (✓)** the category under which you are applying. If the answer is yes to question 1, 2, or 3, please complete this form and return it to the Registry by the dates indicated, with the application fee of €35 Euro.

1. Are you a first year DCU student who wants to transfer programme before the third Friday of Semester 1? If so, you need to meet certain entry requirements. You must have attained the Leaving Certificate points score for the programme you wish to enter and also the specific programme entry requirements. You also need the permission of the programme Chairpersons, i.e. your current Chairperson and the Chairperson of the programme you wish to transfer to. It is your responsibility to get this form signed by the two relevant Chairpersons. You must return the form to the Registry by the **15th October**.

2. Are you a first year DCU student who wants to transfer within the same Faculty, to a similarly structured programme, before the third Friday of Semester 2? If so, you must have passed Semester 1 assessments and you must have attained the Leaving Certificate points score for the programme you want to enter and also the specific programme entry requirements. It is your responsibility to get the permission and signature of the two relevant Chairpersons. You must return this signed form to the Registry by the third **28th February**.

3. Are you a DCU student who has successfully passed Semester 1 and Semester 2 assessments for year 1 of your programme and do you want to reapply to year 1 of another DCU programme? You will be assessed on the basis of your 1st year results and Leaving Certificate results. It is your responsibility to get this form signed by the two relevant Chairpersons. Please return the signed form to the Registry by **1st July**. Please note you may be required to attend for interview.

DCU students who receive pass results in September may be permitted under certain Circumstances to submit a late Internal Transfer application to the DCU Registry by 15th September. Please consult with the Chairpersons and with the Admissions Officer/ Deputy Admissions Officer in the Registry.

4. Are you a first year DCU student who has **not** successfully passed both Semester 1 and Semester 2 assessments and who wants to reapply to year 1 of a new programme? If this is the case, you will be assessed on the basis of your Leaving Certificate points and programme entry requirements. In this way, you **must** reapply through the CAO and tick Special Category E. Make your application directly to CAO by **mid July**. Online applications will not be accepted. Please check www.cao.ie for further details and closing date.

It is the responsibility of the student to ensure that sections 1 and 3 of this form are completed and that the completed form is then returned to the Admissions Office in the Registry by the dates indicated on page 1. Completion of this form does not guarantee your transfer. The Registry will advise you if your application for transfer has been successful.

Section 1: Student Information

Name: _____ Student ID Number: _____

Contact Telephone Number: _____

Current Programme: _____ Year _____

I, the above named, apply for transfer from my current programme to the programme named below

Transfer Programme: _____ Year _____ Full Time/Part Time

Signed (Applicant): _____ Date: _____

Section 2: Counsellor or Career Advisor signature

While it is not obligatory, you are strongly advised to consult with the DCU Careers service or Counselling service to discuss your application to transfer.

Signature of Counsellor or Career Advisor: _____ Date of consultation: _____

Section 3: Chairpersons of Programme Boards

As Chairperson of the _____ Programme Board, **from which the transfer is sought**, I certify that the Standing Committee of this Programme Board has agreed /has not agreed (delete as appropriate) to this transfer.

In the event that the request is not granted please indicate the grounds for refusal:

Signed: _____ Date: _____
Chairperson

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As Chairperson of the _____ Programme Board, **to which transfer is sought**, I certify that the Standing Committee of this Programme Board has agreed /has not agreed (delete as appropriate) to this transfer.

Assessment of Semester 1 / Semester 2 Results if Applicable:

Other criteria (e.g. availability of places on programme):

Signed: _____ Date: _____
Chairperson

