



**Trinity College Dublin**

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

**Academic Registry**

**Trinity College Dublin**

# Registration Guide



# How to register on my.tcd.ie

Welcome to the Academic Registry's guide to completing student registration.

On the my.tcd.ie portal student registration must be completed online for **every year of your course**. This is essential to allow you to enroll in classes and to maintain an active student record in Trinity College Dublin.

This guide will explain each step of the registration process. Below you will see a diagram going through the steps you must complete and the icons that connect them:



Once you have successfully completed all aspects of the application process you will receive your Invite to Register through the my.tcd.ie student portal.

## All Intray Messages

Showing messages 1-1 of 1 (Message status is @New/Unread, Task status 'Any')

| Status | From              | To | Date                 | Subject                      | Delete |
|--------|-------------------|----|----------------------|------------------------------|--------|
| Opened | Academic Registry | Me | 11/Aug/2018 at 16:30 | Online Registration Now Open | ■      |

In order to start registration you should click on the “Register” tab shown in the top left of the menu.

Home   **Register**   My exams   My application   Orientation   My Finance   +

## Home

Welcome to your home page.  
Please note that when you have read any messages in your 'New Intray Messages' box, they can be found at the 'All Intray Messages' link below.

**New Intray Messages**  
You have no new messages

[Sent Intray Messages](#)

[All Intray Messages](#)

# Registration Home Page

This page shows a list of tasks to be completed to register. You must read these carefully before starting or you may make a mistake which will delay registration!

|                                      |              |                                      |
|--------------------------------------|--------------|--------------------------------------|
| Personal Details                     | × Incomplete | <input type="button" value="Start"/> |
| Contact Details                      | × Incomplete | <input type="button" value="Start"/> |
| Other Personal Details               | × Incomplete | <input type="button" value="Start"/> |
| Emergency Contact Details            | × Incomplete | <input type="button" value="Start"/> |
| Course                               | × Incomplete | <input type="button" value="Start"/> |
| Socio-Economic Survey                | × Incomplete | <input type="button" value="Start"/> |
| Financials                           | × Incomplete | <input type="button" value="Start"/> |
| Terms and Conditions of Registration | × Incomplete | <input type="button" value="Start"/> |

- Tasks that are successfully completed you will see a green indicator 
- Tasks that are incomplete will be highlighted by a red indicator 
- All mandatory fields are marked with an asterisk (\*).
- Online registration does not have to be completed in one sitting. You can complete a task or multiple tasks, exit and return later to proceed. The completed tasks will be saved and you can proceed.

# Step One:

## Personal Details



- Once you click on the “Personal Details” task the screen below will be displayed showing information submitted by you at application stage. If the information is correct you should select “Continue” to confirm.
- If this information is incorrect you can use the Ask AR button to log a request to update – please note this will delay your progress until it is completed.

| Trinity College Dublin - Online Registration |            |   |
|--|------------|---|
| Name   | Student ID | Course                                      |
| Reggie Test                                  | 17310547   | Economics and Social Science (UBBE-BESS-1F) |

### Personal Details

If any of your personal details are incorrect please contact the Academic Registry after completing registration with proof of the amended details and your student record will be updated

Student Number 17310547  
Family Name Test  
Forename(s) Reggie  
Title Ms  
Date of Birth 02/02/92  
Gender Female  
Nationality Irish

Personal Public Service Number (PPSN)\*

Fields marked with an asterisk(\*) are mandatory and must be completed before you can proceed.

If you have any difficulty completing this task, please log your question with the Academic Registry using

[Ask AR](#)

[Exit](#)

[Continue](#)

# Step Two: Contact Information



- After clicking on the “Contact Details” task the screen below will display. You will need to verify both your permanent home address and your term address.
- By clicking the “Edit” button you will be able to make changes to the information. It is possible to copy the home address to the term address by clicking on the “copy home address to term address tab”.
- Once you have verified your address click “Continue” to proceed to the next screen.

| Trinity College Dublin - Online Registration |            |   |
|--|------------|---|
| Name   | Student ID | Course                                      |
| Reggie Test                                  | 17310547   | Economics and Social Science (UBBE-BESS-1F) |

### Contact Details

Please check and complete your details

|                                     |                        |                                       |  |
|-------------------------------------|------------------------|---------------------------------------|--|
| <input type="button" value="Edit"/> | Permanent Home Address | <input type="button" value="Create"/> | Term Contact Address   |
| Address*                            | 1 Test Avenue          | Address*                              | No Address On record. Use the 'Create' Button above.   |
|                                     | Test Road              |                                       |  |
|                                     | Dublin 1               |                                       |  |
| Postcode/Zipcode                    |                        |                                       | If your Term Contact Address is the same as your Permanent Home Address please use the button below. |
| Country*                            |                        |                                       |  |
| Telephone Number                    |                        |                                       |  |
| Mobile Number                       |                        |                                       |  |
| (Incl. International Code)          |                        |                                       | <input type="button" value="Copy Home Address to Term"/>   |

Fields marked with an asterisk(\*) are mandatory and must be completed before you can proceed.

If you have any difficulty completing this task, please log your question with the Academic Registry using

# Step Three:

## Other Personal Details



- After clicking on the “Other Personal Details” tab the screen below will be displayed.
- Please note any information entered is strictly confidential including information on disabilities. If you wish to receive assistance from the Disability Service, please select from the disability drop down list on the nature of disability.
- Once you have entered all information you should click on “Continue”.

| Trinity College Dublin - Online Registration |            |   |
|--|------------|---|
| Name   | Student ID | Course                                      |
| Reggie Test                                  | 17310547   | Economics and Social Science (UBBE-BESS-1F) |

### Other Personal Details

Please check and complete your details

|                                    |                      |
|------------------------------------|----------------------|
| Country of Domicile prior to entry | <input type="text"/> |
| Country of Domicile                | <input type="text"/> |
| Religious Affiliation              | <input type="text"/> |
| Insurance Card Number              | <input type="text"/> |
| Do you have a disability?          | <input type="text"/> |

Fields marked with an asterisk(\*) are mandatory and must be completed before you can proceed.

If you have any difficulty completing this task, please log your question with the Academic Registry using

[Ask AR](#)

[Exit](#)

[Continue](#)

# Step Four:

## Emergency Contact



- After you have clicked on the “Emergency Contact” details, the screen below will display. You will have the option to verify the Primary Emergency Contact (Mandatory) and create secondary emergency contact (optional).
- To verify this information, click on ‘Create/Edit’. On completion of verification, click on “Continue”.

### Trinity College Dublin - Online Registration

| Name        | Student ID | Course                                      |
|-------------|------------|---|
| Reggie Test | 17310547   | Economics and Social Science (UBBE-BESS-1F) |

### Contact Details

Please check and complete your details

Create

Primary Emergency Contact \*

No address on record.  
In order to continue  
please Use the ‘Create’  
Button above.

Create

Secondary Emergency Contact

No Address On record.

Fields marked with an asterisk(\*) are mandatory and must be completed before you can proceed.

If you have any difficulty completing this task, please log your question with the Academic Registry using

Ask AR

Exit

Continue

# Step Five:

## Course Details



- Once you have clicked on the “Course” task your academic details will be displayed. If all your details are correct here please click “Submit” to continue.
- If you feel that there is an error in your course details then you should click the “No” to send a query to Academic Registry. Please enter the query or error into the text box which will be displayed. The “Wait for Registry” hold on the main registration page will be removed by the Academic Registry once the course issue has been resolved.

### Course Details Incorrect - Contact Academic Registry

Please check and complete your details

|                    |                              |
|--------------------|------------------------------|
| Course Group       | Undergraduate                |
| Course Type        | Bachelor                     |
| Title of Course    | Economics and Social Science |
| Mode of Attendance | Full Time                    |
| Year of Course     | 1                            |
| Personal Tutor     |                              |

**Please Note:** If your personal tutor is not currently assigned, you should proceed with the online registration process. Your personal tutor will be assigned in due course. Use the box below (140 characters only) to tell us what you believe is incorrect, then click Submit.

Are the above details correct?

yes  no

Exit

Ask AR

Continue

# Step Six:

## Socio Economic Survey



### IMPORTANT

All students from Ireland, the UK and the EU/EEA should complete the HEA Free Fees Questionnaire under the My Finance section of the portal before proceeding through this task. If you do not, your bill is likely to be incorrect as we will not have provided fully accurate information on your fee status.

- **Students who have completed payment previously under the “My Finance” tab might not see all of the screens listed below.**
- **All students, including those who have made payment through the “MyFinance” tab, must proceed through all screens in this task to continue to the final stages of the online registration process.**
- **Please note that in some cases you cannot return to a previous screen to amend information. Please ensure all information is entered correctly on each page before clicking “Continue”.**

If any of your information is incorrect it may delay registration. Please get in touch with the Academic Registry straight away if you have made an error.

# Step Seven: Financial Details



The first page of the Financial task provides detailed instructions to help you self-assess on how you should pay your fees and ensure your registration progresses quickly. Please ensure you read these in detail as mistakes at this juncture will delay your progress.

## Financials Section of online Registration

Welcome to the Finance section of online registration.

Please read the below guidelines carefully to ensure your registration is completed successfully.

**Errors will prevent your registration from progressing and you will be unable to collect a student card, access student services or receive confirmation of your status as a student.**

If you are a new undergraduate who has applied through the CAO [Central Applications Office] including Irish, United Kingdom of Great Britain & Northern Ireland students, please read the following:

- All students must complete the HEA Free Fees Initiative (FFI) questionnaire to proceed and ensure your bill is correctly calculated.
- The bill which is currently visible in your portal is an initial calculation and may be amended based on your eligibility in this questionnaire.
- If you haven't yet completed FFI questionnaire, please **Exit** and return to the **My Finance** tab and under **Funding & Billing** section, click **Free Fees Initiative**
- Most EU students will be eligible to receive FFI funding. This also includes Irish, United Kingdom of Great Britain & Northern Ireland, recent school leavers (e.g. students who have recently completed the Leaving Certificate) and mature students attending university for the first time.  
**It is essential to complete this questionnaire to determine your correct fees.**
- For more information on the FFI please click here: [FFI Criteria](#)

If you are in receipt of SUSI [Student Universal Support Ireland] funding, please read the following:

- If you haven't yet made your declaration, please **Exit** and return to the **My Finance** tab and select the appropriate option to update or view confirmed funding.
- If you supply a SUSI Application Reference Number, the University will assume the following funding:  
Undergraduates: 100% of the Student Contribution.  
Postgraduates: €2,000 funding towards tuition fees.

**If you have applied to SUSI and have been awarded an amount different to that displayed above, please present hard copies of your supporting documentation to The Academic Registry.**

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## Financials – Methods of Payment

The below methods of payment are available.

**Pay-to-Study:** This option is supported by Trinity and allows international students to pay in their own currency and proceed immediately through the registration task.

**Online Payments:** Accepted immediately and you may proceed to the next task

**EFT (bank transfer) payments:** Note: you must put your 8 digit student number in reference or your payment will not be identified. This can take several days to clear and registration is held at this point. If you are making EFT payments, you will receive notification when payment is received and may proceed with registration.

Note: you must put your 8 digit student number in reference or your payment will not be identified.

**SUSI Grant:** At this point you should declare any sponsorship you are receiving such as SUSI grants. If you are applying for a SUSI grant will need to submit your SUSI application number during this process.

**Departmental/Research Funding:** If you are receiving funding in respect of your fees which is paid to a research or a department's own accounts you will need to provide the completed template to the Academic Registry detailing the exact amount to be paid and the relevant payment codes, signed and signed by an authorized person in that department. A hard copy must be handed in to the Academic Registry for audit purposes

Once this is processed, you will need to return to the task to confirm the information, and then proceed to the next task. The bill displayed will show a description of all fees owed and the total balance. If you have the option of paying in two instalments this will also be displayed.

**link to the document:** [https://www.tcd.ie/academicregistry/fees-and-payments/assets/world/Departmental\\_Research\\_Sponsorship\\_Form%20v1.3.pdf](https://www.tcd.ie/academicregistry/fees-and-payments/assets/world/Departmental_Research_Sponsorship_Form%20v1.3.pdf)

**External Sponsorship:** Students receiving external funding must provide a letter from the TCD approved sponsor. The letter must be provided in plenty of time prior to registration and fit the required format (as seen on fees and payments website).

**Website:** <https://www.tcd.ie/academicregistry/fees-and-payments/>

**Non-approved sponsors** make payments on your behalf in No.7 account stating your student number in reference so we can identify who the payment is for.

You can supply your invoice viewable here to your sponsor if required. Even if you are covered financially please remember to complete step 8: (T&C's of registration).

# Financials – The Invoice

**Fees Due**



Coláiste na Tríonóide, Baile Átha Cliath  
Trinity College Dublin  
Ollscoil Átha Cliath | The University of Dublin

Jane A Bloggs  
My House  
My Street  
My Town  
Dublin

|                |                         |
|----------------|-------------------------|
| Student ID     | 18300128                |
| Student Name   | Jane A Bloggs           |
| Academic Year  | 2018/19                 |
| Programme Name | Medicine (UBMD-MEDI-2F) |
| Year of study  | 1                       |
| Fee Status     | EU                      |
| Semester       | SEP                     |

Below is a list of the fees applicable in the 2018/19 academic year.  
Your fee details are provisional and are subject to change based on the information provided when you complete online registration.  
*EU new entrant undergraduate students – please ensure you complete the Free Fees initiative questions, in the Funding and Billing section on the My Finance tab, before proceeding. If you fail to complete this your tuition bill may not be accurately calculated.*

| Description          | Academic Year | Due Date  | Amount (€)                         |
|----------------------|---------------|-----------|------------------------------------|
| Tuition              | 2018/19       | July 2018 | 5,371.00                           |
| Sports Centre Charge | 2018/19       | July 2018 | 120.00                             |
| USI Levy             | 2018/19       | July 2018 | 8.00                               |
| Student Contribution | 2018/19       | July 2018 | 3,000.00                           |
|                      |               |           | <b>Total Fees (€)</b>              |
|                      |               |           | 8,499.00                           |
|                      |               |           | <b>Payments made (€)</b>           |
|                      |               |           | 0.00                               |
|                      |               |           | <b>Balance brought forward (€)</b> |
|                      |               |           | 0.00                               |
|                      |               |           | <b>Overall Balance (€)</b>         |
|                      |               |           | 8,499.00                           |

**Payment terms** Due Date: Fees must be paid by the due date or prior to registration, whichever is latest.

**Pay in one instalment**  
€ 8,499.00 by July

**Pay in two instalments**  
€ 4,313.50 by July  
€ 4,185.50 by 31st January

| Sponsor          | Reference | Fee Type | %/Amount |
|------------------|-----------|----------|----------|
| No records found |           |          |          |

In the event a sponsor does not pay amounts due, liability will revert to the student.

[Printer friendly version](#)

You are eligible to pay for your Tuition and Student Contribution through an instalment plan as outlined above.

Please use the checkbox below to indicate whether you wish to pay in instalments.

Pay in instalments?  Yes  No

If you have any difficulty completing this task, please log your question with the Academic Registry using [Ask TCD](#)

- The bottom of the invoice screen will show your payment options. If you click “Add Other Sponsorship” you will be able to add other sponsors or grants. By selecting “Proceed” you will be able to make a payment. By clicking “Exit” you will be able to leave this screen and return to your bill at a later time.
- Please note you will only be brought to the bill screen when you enter your Financials task again. You will not have the option to begin this task from the beginning. After you have selected “Proceed” you will see the screen below. Please select your preferred payment method – online (debit/credit card) payment or EFT (bank transfer) payment.
- Note credits are shown as negative values, debts are shown as positive values.

# Financials - Online Card Payment

By selecting “Online Payment” you will be brought to the screen below. From here you can return to view your bill by clicking “Back to Bill” or you can make a payment by clicking “Proceed to Pay”.

- If you are making a payment with a debit card please be aware of any limits on daily expenditure amounts. You may need to make several transactions over a few days to cover your total bill.
- You may pay the full amount of your bill by selecting “Pay Now” or you may choose an amount to pay by selecting “Update Amount to Pay Now” and entering the amount you wish to pay. Once you have amended the payment amount you should select “Pay Now”.

## Student on-line fee payment

In this screen you can pay your fees online through the TCD Secure payment service provider. Below is a list of invoices that are due for payment. Where you have the option to pay part of an invoice, you can input the amended amount you wish to pay now. You must then click the “Update Amount to Pay Now” button.

Pressing the “Pay Now” button will take you to the Payment Service Provider.

| Table of Transactions |             |         |              |             |               |                                     |                             |           |        |
|-----------------------|-------------|---------|--------------|-------------|---------------|-------------------------------------|-----------------------------|-----------|--------|
| #                     | Due Date    | Type    | Gross Amount | Balance Due | Amount to Pay | Pay this transaction?               | Input Amended Amount to Pay | Narrative | Status |
| 1                     | 24/Oct/2018 | Invoice | 8499.00      | 8499.00     | 8499.00       | <input checked="" type="checkbox"/> | <input type="text"/>        |           |        |

| Transaction Options |         |
|---------------------|---------|
| Total Balance Due   | 8499.00 |
| Total to Pay Now    | 8499.00 |

- To make the payment you will be brought to the Realex payment system.

- To make the payment you will be brought to the Realex payment system.

### Payment Details

Card Number 

Expiry  Security Code  

Cardholder Name



- Upon successful payment you will see the screen below By clicking “Next” you will return to the list of tasks.

|                 |                 |
|-----------------|-----------------|
| STUDENT NUMBER: | 18300126        |
| ORDER ID:       | 968067          |
| RECEIPT NUMBER: | RCT568554       |
| RECEIPT DATE:   | 24 October 2018 |
| PAYMENT AMOUNT: | € 8,499.00      |

**Payment Successful** 

Thank you Jane, your payment of € 8,499.00 has been successful.

You will shortly receive a receipt for your payment via email.

Your receipt will also be available to view/print from your Financial Statement under My Finance tab for future reference.

You must now click the Next button at the bottom of this page to continue.

# Financials - EFT Payment

- If you select EFT payment you will be shown the following screen:

Choose payment method

Please select your payment method below.

- Recommended payment method: Online Payment (credit card or laser card) *Online payment method facilitates immediate payment.*
- EFT Payment (electronic funds transfer, bank transfer, inter-account transfer) *Please allow up to 1 week for payment to be received.*

Choose payment method:

Click **Next** to continue or **Back** to return to your statement.

By selecting “EFT” you will be shown details to transfer your funds.

- If you select Euro as your currency you will be shown details to make your own transfer using your personal bank, outside of the my.tcd.ie site.
- If you select local currency you will be taken to the PayToStudy website which is the preferred option for international students.
- Please use your student number as the reference when processing an EFT payment.

Choose Currency for EFT (Electronic Funds Transfer / Bank Transfer) Payment

You can make your EFT (Electronic funds Transfer / Bank Transfer / PayToStudy) payment in Euro or in your Local Currency

**Please allow up to 1 week for payment to be received and processed.**

Choose one of the options below as appropriate.

Select your payment currency and click **Next** to continue.

if you have any difficulty completing this task, please log your question with the Academic Registry using

- You will be asked to select the currency you wish to pay in, either Euro or your local currency.

Choose currency for EFT payment

You can make your EFT payment in Euros or in your local currency.

Choose one of the options below as appropriate and click **Next** to continue.

Select your payment currency and press **Next** to continue.

- If you select Euro you will be shown the following screen:

**EFT (Electronic Funds Transfer / Bank Transfer) payment information**  
 This is payment information only and cannot be completed online.

Please find below the bank details you need for payment of student fees by:

- EFT (Electronic Funds Transfer / Bank Transfer / Online Banking)
- Lodgment of Cash/Cheque/Draft in any Bank of Ireland branch in the Republic of Ireland

Please allow up to 1 week for payment to be received and processed.

| Bank Details                             |                             |
|--|-----------------------------|
| Account Number                           | 92771033                    |
| Sort Code                                | 90-00-17                    |
| IBAN                                     | IE03BOFI0001792771033       |
| BIC Code                                 | BOFIIE2D                    |
| Swift Code                               | BOFIIE2D                    |
| <b>Payment Reference</b>                 | <b>17210547 EFT payment</b> |
| Note: this is your TCD student ID number |                             |

|              |   |
|--------------|---|
| Account Name | Trinity College Dublin No. 7 A/C  |
| Bank Name    | Bank of Ireland   |
| Bank Address | Trinity Branch,<br>2 College Green,<br>Dublin 2,<br>Republic of Ireland |

In order to facilitate the update of your payment on your student account the **'Payment Reference'** above must be used with the transaction.

Press Back to return.

[Back](#)

If you select local currency you will be shown the following screen.

- The link will bring you to the Pay to Study website to process your payment.

**EFT PaytoStudy information**

You have chosen to pay your fees via EFT.

Click the button below to access the PaytoStudy system to process the payment in your own local currency.

Please note PaytoStudy receipts are accepted by visa and immigration agencies

[PaytoStudy](#)

Click Next to return.

[Next](#)

# Step Eight:

# Terms & Conditions



## Terms and Conditions of Registration

- Once you have clicked “Agree” and clicked “Continue” on the Terms and Conditions page you will be able to review your registration.

| Trinity College Dublin   Online Registration |            |                         |
|--|------------|-------------------------|
| Name   | Student ID | Course                  |
| Joe A Bloggs                                 | 18300067   | Medicine (UBMD-MEDI-2F) |

**Terms & Conditions of Registration**

### Terms & Conditions of being a Registered Student at Trinity

In order to complete the registration process, all students are required to agree to the terms and conditions as set out below annually. In doing so, you as a registered student, accept the following:

**TERMS AND CONDITIONS OF STUDENT REGISTRATION 2018/19**

**Data Protection:**

1. The data collected during registration are being obtained by Trinity College Dublin, the University of Dublin, for the purposes of the provision of education and for related administrative and record-keeping purposes. All personal data collected will be held in accordance with the Data Protection Act 2018.
2. I have been informed that data are collected on the social, economic and cultural background of undergraduate students first entering the College this year, and that it is not mandatory to answer these particular questions and non-response will not affect me in any way.
3. Selected data will be provided to relevant bodies where there is a statutory obligation and legal basis for Trinity College Dublin, the University of Dublin to do so, such as to the Department of Employment Affairs and Social Protection, Higher Education Authority (HEA ) and Student Universal Support Ireland (SUSI). Information will be provided for statistical purposes to government or other bodies. Please note that your data will be shared with the HEA for funding allocation, statistical analysis and policy formulation purposes as required by the HEA Act 1971. The data shared include personal data such as name, address, Eircode, PPSN, grant status and CAO data. Full details of what data are shared, and how these data are used, are contained in the following [link](#). Identifiable information will be provided to grant or sponsoring authorities regarding academic performance where this is relevant, and only where appropriate.
4. Personal data collected from international students outside the EEA may be shared with the Department of Justice and Equality as required under Section 8 of the Immigration Act 2003 in order to validate and progress visa applications.
5. A sub-set of your personal data will be shared with College Services\*, including the College Health Centre as one of the primary student support services on campus. The software used to manage this data is supported by a contracted third party who will, on occasion, have access to this data for technical support and maintenance purposes. Trinity College Dublin, the University of Dublin will not share your data with other third parties without your express consent.  
\* A full list of the College systems which share data is available [here](#)
6. It may be necessary to disclose to parents or guardians claiming benefit in respect of their children (e.g. child benefit or child dependent allowance) the registration status of the student concerned, as required under section 23B/1 of S.I. No. 142/2007 - Social Welfare (Consolidated Claims, Payments and Control) Regulations 2007.
7. Student name, address, course(s) of study and other relevant College information will be retained indefinitely and may be made available to the Trinity Association and Trust, and Trinity Foundation where permitted. Personal data will be shared with Trinity Development and Alumni to carry out the statutory functions of the University under section 13 of the Universities Act 1997. Personal data shared with Trinity Development and Alumni will be processed in accordance with their [privacy policy](#)
8. Personal data will not be processed, other than as permitted by law. Those providing personal data have the right to access, rectification, erasure and data portability. Personal data will be processed by Trinity College Dublin, the University of Dublin, in accordance with the Data Protection Act, 2018.

**College Regulations:**

9. I certify that all fees and charges due to Trinity College Dublin have been paid by me or will be paid by me personally or on my behalf by an approved authority. Trinity College Dublin, the University of Dublin may collect your financial information for the purposes of monetary transactions with students.
10. I have been provided with the [College regulations](#) for students (covering academic progress, discipline, residence, commons, and other subjects) and I apply for registration in accordance with their provisions.
11. Prize winners names will be published under the student's registered name.
12. Students' registered names and the type and grade (where appropriate) of their degree or other award will be publicly acknowledged at conferring or other awards ceremonies.

13. \*(a) I am over 18 years of age and hereby apply for membership of the Societies Club. (b) I am over 18 years of age and hereby apply for membership of the Dublin University Central Athletic Club. (c) I am over 18 years of age and hereby apply for membership of the Goldsmith Club. **\*Does not apply to students who are under 18 years of age on the date of registration.**
14. Following completion of the on-line registration process, each new entrant to Trinity, will be provided with a Trinity College Dublin username and password to access his/her individual Trinity College Dublin computer and e-mail account. This username and password will also replace the applicant username and password to access my.tcd.ie. All students are required to check their Trinity College Dublin e-mail account and my.tcd.ie in-tray on a regular basis as official College correspondence will be sent to these accounts.
15. I have been provided here with [Trinity College Dublin's Disability Code of Practice for Students](#)

## Tearmaí agus Coinníollacha a bhaineann le bheith i do Mhac Léinn Cláraithe i gColáiste na Tríonóide

Chun an próiseas clárúcháin a chomhlíonadh, tá sé riachtanach go n-aontóidh gach mac léinn leis na téarmaí agus coinníollacha mar atá leagtha amach thíos go bliantúil. Leis sin, glacann tú, mar mhac léinn cláraithe, leis an méid seo a leanas.

### TÉARMAÍ AGUS COINNÍOLACHA A BHAINÉANN LE CLÁRÚCHÁN MAC LÉINN 2018/19

#### Cosaint Sonraí:

- Is chun críocha oideachas a sholáthar agus chun críocha riaracháin agus coinneáil taifead a bhaineann leis sin a bhailíonn Coláiste na Tríonóide, Baile Átha Cliath, Ollscoil Átha Cliath sonraí le linn clárúcháin. Coinneofar na sonraí uile a bhailítear de réir an Acha um Chosaint Sonraí 2018.
- Cuireadh in iúl dom go mbailítear sonraí ar chúla sóisialta, eacnamaíoch agus cultúir mac léinn fochéime a thagann isteach sa Choláiste don chéad uair i mbliana, agus nach bhfuil sé éigeantach na ceisteanna ar leith seo a fhreagairt agus nach ndéanfaidh sé dochar ar aon bhealach dom gan freagra a thabhairt orthu.
- Cuirfead sonraí roghnaithe ar fáil do chomhlachtaí cuí nuair a bhíonn oibleagáid reachtúil agus bunús dlí ar Choláiste na Tríonóide, Baile Átha Cliath, Ollscoil Átha Cliath a leithéid a dhéanamh, mar shampla don Roinn Gnóthaí Fostaíochta agus Coimirce Sóisialaí, don Údarás um Ard-Oideachas (HEA) agus do Tacaíocht Chomhchoiteann do Mhac Léinn in Éirinn (SUSI). Cuirfead faisnéis ar fáil chun críocha staitistiúla do chomhlachtaí rialtais nó eile. Tabhair faoi deara le do thoil go roinneofar do sonraí leis an HEA ar mhaithe le leithdháileadh cistí, anailís staitistiúil agus ceapadh beartais de réir mar a éilítear in Acht an Údaráis um Ard-Oideachas 1971. Áirítear san fhaisnéis a roinntear tá ainm, seoladh, éirchód, Uimhir Phearsanta Seirbhíse Poiblí (UPSP), stádas deontais agus sonraí maidir leis An Lár-Oifig Iontrála (CAO). Tá an t-eolas iomlán maidir leis na sonraí a roinntear agus conas mar a bhaintear úsáid astu le fáil ag an nasc seo a [leanas](#). Cuirfead eolas inatheanta ar fáil maidir le feidhmíocht acadúil, nuair is cuí agus is oiriúnach agus sin amháin, d'údaráis deontas nó urraíochta.
- D'fhéadfaí sonraí pearsanta a bhailítear ó mhac léinn idirnáisiúnta ó lasmuigh den Limistéar Eorpach Eacnamaíoch (LEE) a roinnt leis an Roinn Díl agus Cirt agus Comhionannais de réir mar a éilítear faoi alt 8 den Acht Inimrice, 2003 chun bailíochtú agus dul chun cinn a dhéanamh le hiarratais ar víosa.
- Roinneofar fo-thacar de do sonraí pearsanta le Seirbhísí an Choláiste\*, lena n-áirítear Lárionad Sláinte an Choláiste mar cheann de na príomhsheirbhísí tacaíochta mac léinn ar an gcampus. Tacaíonn tríú páirtí ar conradh leis an mbogearra a úsáidtear chun na sonraí seo a bhainistiú, agus beidh teacht ag an tríú páirtí sin ar na sonraí seo ó am go chéile ar mhaithe le tacaíocht teicniúil agus cothabháil. Ní roinneadh Coláiste na Tríonóide, Baile Átha Cliath, Ollscoil Átha Cliath do sonraí le haon tríú páirtí eile gan toiliú sonrath a fháil uait.

\*Tá liosta iomlán de chórais chomhéadain an Choláiste le fáil [anseo](#).

- D'fhéadfadh go mbeadh gá tuismitheoirí nó caomhnóirí atá ag éileamh sochair i ndáil lena leanaí (m.sh, sochar leanaí nó liúntas leanaí cleithiúnacha) a chur ar an eolas faoi stádas clárúcháin an mhac léinn lena mbaineann, de réir mar a éilítear faoi alt 238/1 de I.R. Uimh. 142/2007 – Na Rialacháin Leasa Shóisialaigh (Éilimh agus Íocaíochtaí Comhdhúite agus Rialú) 2007.
- Coinneofar ainm, seoladh, cúrsa(i) staidéir an mhac léinn chomh maith le faisnéis chúil Coláiste ar feadh tréimhse éiginnte agus féadfar í a chur ar fáil do Chumann agus d'iontaobhas Choláiste na Tríonóide, agus d'Fhondúireacht Choláiste na Tríonóide nuair is ceadmhach sin a dhéanamh. Roinneofar sonraí pearsanta le Forás & Alumni Choláiste na Tríonóide ar mhaithe le feidhmeanna reachtúla na hOllscoile a chomhlíonadh faoi alt 13 d'Acht na nOllscoileanna, 1997. Déanfar na sonraí pearsanta a roinntear le Forás & Alumni Choláiste na Tríonóide a phróiseáil de réir a [mbeartais phríobháideachais](#).
- Ní dhéanfar sonraí pearsanta a phróiseáil ach amháin mar a cheadaítear faoin dlí. Tá sé de cheart ag na daoine a chuireann sonraí pearsanta ar fáil rochtain a fháil ar na sonraí sin, iad a chur i gceart, iad a scriosadh agus iad a iompar. Déanfaidh Coláiste na Tríonóide, Baile Átha Cliath, Ollscoil Átha Cliath próiseáil ar sonraí pearsanta de réir an Acha um Chosaint Sonraí 2018.

#### Rialacháin an Choláiste:

- Deimhním go bhfuil gach táille agus muirear atá dlite do Choláiste na Tríonóide, Baile Átha Cliath íoctha agam nó go n-íocfaidh mé féin go pearsanta astu nó go n-íocfaidh údarás ceadaithe astu thar mo cheann. D'fhéadfaimis do chuid faisnéise airgeadais a bhailiú ar mhaithe le hidirbhearta airgeadaíochta le mic léinn.
- Cuireadh [Rialacháin an Choláiste](#) do mhic léinn (a chuimsíonn dul chun cinn acadúil, disciplín, áitreabh, béilí cuibhriinn agus ábhair eile) ar fáil dom agus déanaim iarratas ar chlárúchán de réir na bhforálacha sin.
- Foilseofar ainmneacha lucht buaite duaiseanna faoi ainm chláraithe an mhac léinn.
- Tabharfar aitheantas go poiblí d'ainmneacha cláraithe mac léinn, an cineál céime agus grád (nuair is cuí) na céime nó dámhachtana eile a bhaintear amach ag searmanais bronnta céime nó dámhachtana eile.
- \*(a) Táim os cionn 18 bliain d'aois agus leis seo déanaim iarratas ar bhallraíocht i gClub na gCumann. (b) Táim os cionn 18 bliain d'aois agus leis seo déanaim iarratas ar Chlub Aclaíochta Ollscoil Átha Cliath. (c) Táim os cionn 18 bliain d'aois agus leis seo déanaim iarratas ar bhallraíocht i gClub Goldsmith. **\*Ní bhaineann le mic léinn atá faoi 18 bliain d'aois ar dháta clárúcháin.**
- Ar an bpróiseas clárúcháin ar líne a thabhairt chun críche, cuirfead ainm úsáideora agus pasfhocal TCD ar fáil do gach iontrálaí nua chuig Coláiste na Tríonóide ionas go mbeidh teacht aige/aici ar a c(h)untas ríomhaire agus ríomhphoist pearsanta do Choláiste na Tríonóide. Tíocfaidh an t-ainm úsáideora agus an pasfhocal seo in áit ainm úsáideora agus pasfhocal an iarratasóra do my.tcd.ie. Tá sé riachtanach go bhféachfadh gach mac léinn go rialta ar a c(h)untas ríomhphoist do Choláiste na Tríonóide agus ar my.tcd.ie mar gur chuig na cuntais seo a sheolfar comhfhreagras oifigiúil an Choláiste.
- Cuireadh [Cód Cleachtais do Mhac Léinn Choláiste na Tríonóide maidir le Míchumas](#) ar fáil anseo dom.

Agree to terms and conditions \*

Fields marked with an asterisk (\*) are mandatory and must be completed before you can proceed.

If you have any difficulty completing this task, please log your question with the Academic Registry using

# Confirmation of Registration

If you have successfully completed all registration tasks you should see the following confirmation:

|                                      |            |                       |
|--------------------------------------|------------|-----------------------|
| Personal Details                     | ✓ Complete | <a href="#">Start</a> |
| Contact Details                      | ✓ Complete | <a href="#">Start</a> |
| Other Personal Details               | ✓ Complete | <a href="#">Start</a> |
| Emergency Contact Details            | ✓ Complete | <a href="#">Start</a> |
| Course                               | ✓ Complete | <a href="#">Start</a> |
| Socio-Economic Survey                | ✓ Complete | <a href="#">Start</a> |
| Financials                           | ✓ Complete | <a href="#">Start</a> |
| Terms and Conditions of Registration | ✓ Complete | <a href="#">Start</a> |

You can now print your “Confirmation of Registration”. You will need to print this document and bring this to collect your Trinity Student ID card.

# Registration Letter

Once you have completed online registration you will receive an In-Tray message confirming your registration. You can print / re-print your Confirmation of Registration and Proof of Registration from here. This message also contains a link to the ID Card Collection Schedule.

Thank you for completing the on-line course registration process at Trinity College Dublin, the University of Dublin.  
Registration Status: ✔ Registered

**New Students**  
Some new students will need to satisfy pre-registration criteria in advance of completing the online registration process, e.g. Garda Vetting. Further details may be found on the <http://www.tcd.ie/Orientation> web pages.

Following completion of online registration, new students will

- be issued with a Trinity username and initial password which will be sent to your in-tray in the my.tcd.ie portal. This is the username you will use to access all Trinity IT systems. Please note that you will need to set your own password within 14 days of receiving your initial password.
- receive a "confirmation of registration" message in the in-tray of your my.tcd.ie portal. Please print a copy, or display it on your portable device, along with valid photo ID (e.g. passport, driver's licence) to collect your student card. The schedule for collection at the Public Theatre, Front Square is available on our website [here](#)

If you register outside of this schedule you should go to the Academic Registry Service Desk instead. Directions and opening hours are available [here](#).

**Continuing Students**  
Your student card will remain active unless expired. If a replacement card is required due to loss/theft, damage or expiration, please see our [website](#)

Confirmation of Registration Last sent to your [inray](#): 01/Aug/2018 at 17:32:49

Please be advised that your TCD username and password has been sent to your in-tray at my.tcd.ie.

You can now view your up-to-date student record via my.tcd.ie

Proof of Registration (with address) Last sent to your [inray](#): 01/Aug/2018 at 17:33:05

Proof of Registration Last sent to your [inray](#): 01/Aug/2018 at 17:33:14

If you require any assistance please log your question with the Academic Registry using Ask AR

# TCD Username and Password

New Entrants will also receive an In-tray message containing their TCD username and password and instructions on how to change their password.

Intray Messages for Joe A Bloggs Message 4 of 21

**From** Academic Registry  
**Received** 01/Aug/2018  
**Due Date**  
**Subject** Confirmation of Registration

Thank you for completing the on-line course registration process at Trinity College Dublin, the University of Dublin.  
Registration Status: ✔ Registered

Please note that you can access your Confirmation and Proof of Registration through the Register tab on my.tcd.ie at any time. Selected documentation will be sent to your in-tray.

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- receive a "confirmation of registration" message in the in-tray of your my.tcd.ie portal. Please print a copy, or display it on your portable device, along with valid photo ID (e.g. passport, driver's licence) to collect your student card. The schedule for collection at the Public Theatre, Front Square is available on our website [here](#)

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Please be advised that your TCD username and password has been sent to your in-tray at my.tcd.ie.

You can now view your up-to-date student record via my.tcd.ie.

Delete

Intray Previous Next