

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

# Study Abroad Online Application User Guide

# Making your application

To make a Study Abroad application please go to the Trinity College Dublin Study Abroad website:

#### https://www.tcd.ie/study/study-abroad/inbound/apply/

please click on the Apply Now Button and this will bring you through to the following screen:

You are presented with three options:

- Academic Year (September start)
- Michaelmas Term (September start)
- Hilary term (January start)

No application fee is required.

## **Entrance requirements**

Students must be currently registered at a university and have completed a minimum of two years at university level. For US students, a minimum cumulative GPA of 3.3 is generally required. If you have concerns or questions about how your academic standing will impact your application, please email <u>study.abroad@tcd.ie</u> or <u>academic.registry@tcd.ie</u> with the subject line "Study Abroad application".

#### English language proficiency entry requirements

English is the language of teaching at Trinity College Dublin. If English is not your first language, you will be asked for proof of English language proficiency. Requirements can be found here <u>English Language Proficiency Requirements</u>

#### **Study Abroad Course Load**

The full course load for an academic year is 60 ECTS credits. Full Year visiting students are expected to take a minimum of 45 ECTS credits and one term visiting students; between 20-30 ECTS credits. You should check as to what your expected credit requirement should be with your Study Abroad office at your home university.

#### Disciplines

On this section of the form please choose disciplines that are available to visiting students, and you can check the module directory to see what disciplines accept visiting students for a term or full year basis. If the discipline is not listed on the module directory then you will not be permitted to take modules in this particular area, as a visiting student.

#### **Module Directory**

The faculties and courses open to visiting students are listed below.

## Faculty of Arts, Humanities and Social Sciences

Business School Centre for Language & Communication Studies (CLCS) Classics Confederal School of Religions, Peace Studies and Theology Drama Economics Education English European Studies Film French Germanic Studies Hispanic Studies History History of Art Irish Department Irish Studies Imagining Ireland II Imagining Ireland IV Italian Law

Please read this list in conjunction with the Book of Modules available at <a href="http://www.tcd.ie/Law/undergraduate">www.tcd.ie/Law/undergraduate</a>

Music Near and Middle Eastern Studies Philosophy Political Science Psychology Russian and Slavonic Studies Social Work and Social Policy Sociology

#### Faculty of Engineering, Mathematics and Science <u>General Science Course</u>

<u>Science</u>

#### **Specialised Departments**

Biochemistry and Immunology Biology Botany Environmental Sciences Plant Sciences Chemistry Computer Science and Statistics Engineering Genetics Geography Geology Mathematics Microbiology Physics Zoology

# **Faculty of Health Sciences**

Nursing and Midwifery

Please list your wish list of modules on the application form but please note that *module enrolment takes place after arrival* and is subject to availability and approval upon arrival. Please see the following link to the Module Directory <u>https://www.tcd.ie/students/orientation/visiting-exchange/module-enrolment</u>

Please note some disciplines have restrictions for visiting students who are here for the only the Michaelmas term, and this is indicated on the module directory.

If you have modules that are compulsory for you must take here at Trinity then please list these in the section on the online application form entitled: "Required Modules".

#### List of additional Documentation required for your application

You will need to upload:

- an official copy of your transcripts
- A copy of your passport (the page that displays your photo)

You will be required to fill out the sections on the application form:

- Name of University/ College you are currently attending
- Academic Statement
- Name and contact details of a referee who can provide an academic recommendation.

In case you are unable to provide any of this requested information due to policy or procedures in your home university, please contact <u>academic.registry@tcd.ie</u> with the subject line "Study Abroad Application".

# **Application Step-By-Step Guide**

You will have the following options:

tudy Abroad & Exchan	ge	Applications Close	15 April	15 October
nbound	~			
How Do I Apply		Application Instruction	ons	
Ways to Come to Trinity	>			ubmit the online application, and provide an official univers
What Can I Study		application.	mmendation, an academic stateme	nt and a passport sized photograph. There is no fee to subm
Student Experience			ing the application, view the Applicat	ion Instructions PDF, please contact academic.registry@tcd.
Get in Touch		study.abroad@tcd.ie.		
Outbound	>			
		Application Links		
		Click Here to Appl	y for Michaelmas Term Study	Abroad
		Click Here to Appl	y for Hilary Term Study Abro	ad
		ener ner e to rippi	y for finary fermiology (of o	
		Click Here to Appl	y for Full Year Study Abroad	
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You may click on one of the three options to begin your application.

# Create a new log in

You will be led to the below page:

Trinity College Dublin Collector as Throwton, table Adata Claich The University of Dublin		e:Vision Enquiries and Applications Welcome to my.tcd.ie
Logged In:		<u>Clear &amp; Reset</u>   User Details   Application Form
Your applications:		
Course Title		Course Code
1. NEU Visiting - Online Application: 1 Year		DUVMF-NEV1-1F09
Portal Log-in Type your applicant user name and password to login. TCD staff members applying for a course using this system for the first time should create a new applicant account		Click below to create a new applicant account           New User
Email address (Username)	OR	
Password		
Login		
Forgotten Password		
LUUQUEIT ESSWUU		Trinity College Dublin © 2012. All Rights Reserve

#### Fill in the below details to create your log in and profile

				Welcome to my.tcd.ie
Logged In:			<u>Clear &amp; Reset</u>   User De	etails   Application Form
Your applications:				
Course Title			Course C	ode
1. NEU Visiting - Online Applicatio	n: 1 Year		DUVMF-NEV	'1-1F09
New User Details				
* Title	Please select an option v * Date of Birth (DD/MM/YYYY)			
* Forenames				
* Surname				
Login Details				
* Email address (Username)				
* Confirm e-mail Address				
* Password	(minimum of 7 characters)	* Confirm password		
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Enter your personal details. Once you have entered your personal details you can **SAVE AND PROCEED** or **SAVE AND CLOSE.** If you choose to **SAVE AND CLOSE**, you will be able to return to your application to finish it at a later date.

Once you have created your Log In and Profile, you can begin your application. Begin by entering your personal details.

# **Personal Details**

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Course Title NEU Visiting - Online Applicatio	on: 1 Year		Student Number	Mode of Study Full-Time	Entry Year 2016/17	Course Start Date 01/Sep/2016	Point of Entry Year 1
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Permission to contact							
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Personal Details							
* Surname	e/Family name	BROWN				* Title Ms	T
*1	First name 🖓	LAURA	Second name		Third name		
* Date of Birth (DD/		30/Aug/1987			* Gen	der 🖓 Female	•
Contact details - Home address							
		* Country	UNITED STATES OF AMERICA	v			
		House Name					
		* Address line 1	FIFTH AVENUE				
		* Address line 2	NEW YORK				
		Address line 3					

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# **Education and Qualifications**

Please enter all details of your previous education from High School to the present day.

Under Highest 3rd Level Qualification or equivalent (Undergraduate Degree, Masters etc), Please enter the full details of your highest qualification that you are either currently studying for or have obtained.

You can navigate through the application form A red dot on the above tabs indicates incomplete	ry and must be completed in order to submit your application. using the above tabs or the proceed and previous buttons below. te information on the related page and a green dot indicates that the re are any mandatory questions that have not been answered.	related page is complete.	
Highest 3rd Level Qualification or equivalent	(Degree, Masters etc)		
Please enter the full details of your highest qualific	ation that you are either currently studying for or have obtained.		
Period of attendance From 📀	09/Mar/2016	Period of attendance To 📀 30/Ma	ay/2018
Name of institution attended	Other 🔻	f other please specify University of Education	
Qualification	Honors Bachelor Degree 🔻 If other please specify		
Course title	Drama and Economics		
Result/Level/Class of award	T	If other please specify	
Name of awarding body	Other If other please specify Harvard	University	
Main subject studied	DRAMA AND THEATRE STUDIES	please specify	
Have you completed the program	No V	If no, Date on which Final results will be available 🗘	ay/2018
Full Time/Part Time	Full Time 🔻	Date of Graduation 🖗	
Additional Relevant Qualifications			
Please enter the full details of any additional releva	ant qualification that you have obtained.		
Period of attendance From 🖓		Period of attendance To 🖗	
Name of institution attended	Please select an option V	f other please specify	
Qualification	Please select an option • If other please specify		
Course title			

Under 'Name of Awarding Body', please select 'Other' and specify your Institution

Under 'Home University/College currently being attended', enter your Home University/College as Other (Outside Ireland).

Full Time/Par	t Time Please se	elect V	Date of Gradua	tion 🖗 🔳	
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Name of Hig	h School attended				
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ist any courses you are currently ta	king which are NO	National College of Ireland (NCI)			
		National Counselling and Psychotherapy Institute of Irelan National University of Ireland (Carysfort) National University of Ireland, Galway			
English Language Proficiency		National University of Ireland, Maynooth Other (Ireland) Other (Outside Ireland)	•		
* Is	English your first	language: Please select • (For further information plea	se click the appropriate link Undergra	duate requirements or Postgraduate requirements )	
Proposed Study in Trinity College Dul	olin				
Please list the specific disciplines in which	a you wish to study m	ordules (i.e. Music Italian Classics English Chemistry Sociology	etc) You should select at least two but	no more than six disciplines. You are not required to list Broad Curriculum o	ourses
* Discipline Area 1				Please select an option	v (1303)
Discipline Area 3				Please select an option	Ŧ

# **Academic Record**

Please make sure to list any courses you are taking which are not listed on your most recent transcript, in the box provided.

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Intended prine	cipal subject(s) of final degree					
U.S studer	ts give GPA in major courses			Most recent examination grade (	U.S. Students give cumulative G.P.A	
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You can click SAVE AND PROCEED or SAVE AND CLOSE

# **Proposed Study in Trinity**

It is important that you list modules (and module codes) you would like to take as this will give Schools/Departments an indication of your particular interests <u>https://www.tcd.ie/students/orientation/visiting-exchange/module-enrolment</u>

Please note that acceptance of your application does not necessarily entail acceptance into any particular module unless you have specified modules as required. Please ensure the modules you list correspond with Schools/departments you have applied to.

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Discipline Area 3	Please select an option	Discipline Area 4	Please select an option	v
Discipline Area 5	Please select an option	Discipline Area 6	Please select an option	v
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Once you have entered your details you can SAVE AND PROCEED or SAVE AND CLOSE

# Experience

Course Title	Student Number	Mode of Study	Entry Year		Point of Entry
NEU Visiting - Online Application: 1 Year		Full-Time	2016/17	01/Sep/2016	Year 1
Personal Details	e Additional Information	OBorronal Statement	(References )	Supporting Documents	Declaration
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mployment History / Work Experience					
Sive details in chronological order of relevant work experience or employment.					
Date from 🖓				Date to 🖓	
Name and Address of Company/Organisation					
Position held					
the space below outline your responsibilities, the skills you used/or e	xperience you gained while work	ing in this position.			
		18			Ŧ
Voluntary Work					
; ive details in chronological order of any voluntary (unpaid) work you have carrie	d out 1				
Date from V	er out.			Date to 🖓	
				Date to 🗸	
Name and Address of Organisation					
Job Title					

Please fill in all fields marked with an asterisk, as they are mandatory

#### You can click SAVE AND PROCEED or SAVE AND CLOSE

# **Additional Information**

This section outlines where you heard of the programme and means of support

Coláiste na Trionóide, B. Coláiste na Trionóide, B. The University of Dublin	e Dublin alle Atha Cliath my.1	cd.ie						1-1-5	
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NEU Visiting - Online App	olication: 1 Year			Full-Time	2016/17	01/Sep/2016		Year 1	
Personal Details	Education & Qualifications	Experience	Additional Information	OPersonal Statement	OReferences	Supporting Documents	Declaration		
Application Guidance									
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Where did you hear abo	ut this course/programme								
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Funding / Financial Supp	port								
•	How do you intend to fund your s	studies? (please tio	ck all that apply) Self fur	nding 🗹 🛛 Parent / Guardiar	Employer funding	Scholarship funding	Other funding	)	
			Previous Sa	ve and Close Save	and Proceed				
							Trinity Co	ollege Dublin © 2012. All Rights Reserve	ed.

You can click SAVE AND PROCEED or SAVE AND CLOSE

#### **Academic Statement**

Explain why you have chosen to study at Trinity College Dublin in no more than 500 words. You can outline what you hope to achieve academically and what you feel you can contribute to life in Trinity.

You can also fill in any additional information in support of your application in the 'Additional Information' box.

								Welcome to n
Course Title			Student Number	Mode of Study	Entry Year	Course Start I	)ate	Point of Entry
EU Visiting - Online Ap	plication: 1 Year			Full-Time	2016/17	01/Sep/2016		Year 1
Personal Details	Education & Qualifications	Experience	Additional Information	Personal Statement	OReferences	Supporting Documents	Declaration	
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Academic Statement								
no more than 500 words	please explain why you have chosen	to etudy at Tripity Cr	Nege Dublin, what you hope to a	ain academically from the cou	ureae you chose and wh	at you can contribute to Trinity	during your stay here	
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You can click SAVE AND PROCEED or SAVE AND CLOSE

## Reference

Please provide the details of an academic member of staff at your University who is familiar with your academic work and who is willing to provide a letter of recommendation. All comments will be treated as strictly confidential.

Additional Information     Additional Information     Second and previous buttons below     and previous buttons below     and area do indicates that     andatory questions that have not been answered.			01/Sep/2016	Year 1
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You can click SAVE AND PROCEED or SAVE AND CLOSE

## **Supporting Documents**

You are required to upload documentation in support of your application.

Please use the browse and upload buttons to upload each document.

Please ensure that documents containing multiple pages are uploaded as a single document. Any multi-page documents must be scanned and saved as a single document prior to uploading.

Please note that you will not be able to submit your application if any mandatory documents are outstanding. Any non mandatory documents not available to you at this point can be uploaded following the submission of your application.

Course Title IEU Visiting - Online Application: 1 Year		3	tudent Number	Mode of Study Full-Time	Entry Ye 2016/17	ar Course Start I 01/Sep/2016	Patte	Point of Entry Year 1
Personal Details     Education & Qu	alifications	Experience	Additional Information	Personal Statement	References	Supporting Documents	ODeclaration	[
Documents								
You are required to upload documentation in Please use the browse and upload buttons to Please ensure that documents containing mu Please note that you will not be able to submi	upload each doci Itiple pages are up	iment. bloaded as a sing	ile document. Any multi-pa documents are outstanding	ige documents must be scan g. Any non mandatory docur	ned and saved as a nents not available	a single document prior to upl to you at this point can be upl	oading. oaded following the	submission of your application
Medical certificate								
Choose File No file chosen	Upload							
Curriculum Vitae upload								
Choose File No file chosen	Upload							
Copies of Degree certificate(s)								
Choose File No file chosen	Upload							
* Original or Certified transcript(s) - Please	attach your most	up to date trans	cript.					
Choose File No file chosen	Upload							
Other (Please name your document to mate	ch the content)							
	Upload							

You can click SAVE AND PROCEED or SAVE AND CLOSE

# Declaration

Personal Details	Education & Qualifications	Experience	Additional Information	Personal Statement	References	Supporting Documents	Opeclaration
Application Guidance							
A red dot in the above tabs in	application form using the a dicates errors on the related	bove tabs or the pr page and a green (	olication. oceed and previous buttons b dot indicates no errors on the i is that haven't been answered	related page.			
Iominated Access							
Under the Data Protection Act 19 please indicate their name(s) be		Jublin is not permitter	t to discuss your application with	a third party unless it has yo	ur consent. Should ye	u wish a third party (such as a pa	rent/guardian, etc.) to contact the College on your behal
Nominee	Name		Relation	nship	Telephone number		Email address
Nominee 1							
Nominee 2							
rivacy and Protection of Da he data collected on this forr nd record-keeping purposes	m are being obtained by the l i.		, Trinity College Dublin, for the				y College Dublin and the related administrative
	e with the Data Protection Ac				-	ary ment i croonar data win be	processed by the University of Dublin, Trinity
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At this point you can either **SAVE and CLOSE**, and return to your application later, or **SUBMIT** your application.

If you have any queries, please contact <u>academic.registry@tcd.ie</u> with the subject line "Study Abroad Application" or more information.