Registration Guide
Trinity College Dublin
2024-25
Welcome to the Academic Registry’s guide to completing student registration.

Student registration must be completed online for every year of your course. This is essential to allow you to enrol in classes and to maintain an active student record in Trinity.

Below are the steps you must complete.

1. **Step 1: Personal Details**
2. **Step 2: Contact Details**
3. **Step 3: Other Contact Details**
4. **Step 4: Emergency Contact Details**
5. **Step 5: Course**
6. **Step 6: Equal Access Survey**
7. **Step 7: Financials**
8. **Step 8: Terms & Conditions of Registration**
Visit my.tcd.ie.

Current students log in using their college username and password.

New students log in with their **applicant username and password**. These login details will be sent to the email address used on your application to Trinity College.

After you login, you will be asked to change your password. Once you enter and confirm your new password, it will be updated.

Remember that this updated password is the password to your **my.tcd.ie portal only**.
When you log in you will see the below screen showing your invitation to register.

New students must have accepted an offer to study at Trinity to receive an invitation to register. Continuing students will receive an email stating that the invitation to register is in the in-tray of the my.tcd.ie portal.

The in-tray message will notify you that your “Register” tab is now activated.

To start registration, click on the “Register” tab shown below.

If you require further assistance, please use the “AskSK AR” option to log your query with the Academic Registry.
Starting Registration

This page shows the list of registration tasks for completion. Please remember that all registration steps must be completed.

<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Details</td>
<td>Incomplete</td>
<td>Start</td>
</tr>
<tr>
<td>Contact Details</td>
<td>Incomplete</td>
<td>Start</td>
</tr>
<tr>
<td>Other Personal Details</td>
<td>Incomplete</td>
<td>Start</td>
</tr>
<tr>
<td>Emergency Contact Details</td>
<td>Incomplete</td>
<td>Start</td>
</tr>
<tr>
<td>Course</td>
<td>Incomplete</td>
<td>Start</td>
</tr>
<tr>
<td>Equal Access Survey</td>
<td>Incomplete</td>
<td>Start</td>
</tr>
<tr>
<td>Financial Details</td>
<td>Incomplete</td>
<td>Start</td>
</tr>
<tr>
<td>Terms and Conditions</td>
<td>Incomplete</td>
<td>Start</td>
</tr>
</tbody>
</table>

Where tasks are successfully completed you will see a green tick. ✓

Tasks that are incomplete will be highlighted by a red X. ✗

As you go through the registration process, mandatory fields are marked with an asterisk (*). Please make sure these fields are filled out correctly.

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.

You are not registered until all tasks have been successfully completed as indicated by a green tick.

Some courses will require students to complete Garda Vetting before starting registration. For more information please visit our Garda Vetting page.
Step 1: Personal Details

The screen below shows your personal details.

For new students this information is taken from your application. For current students, this screen displays information from your current student record.

If these details are correct, click “Continue” to proceed.

If your personal details are incorrect please contact the Academic Registry after completing registration, using the change of personal details form.
Step 2: Contact Details

The screen below shows your contact details. You need to confirm your **permanent home address and your term address**.

By clicking the “Edit” button you will be able to make changes to the information.

“Term address” is where you are living during the academic year. You can copy your home address over to the term address by clicking “copy home address to term address”.

You must provide at least one contact number.

Once you have confirmed your address, click “Continue” to proceed.
Step 3: Other Personal Details

The screen below shows your other contact details.

Please note that any information entered is strictly confidential.

Once you have entered all information, click “Continue”.

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If you require any assistance, please refer to the [Registration guide and video tutorial](#). In the event that you require further assistance please use the ASK AR option to log your query with the Academic Registry.

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**Other Personal Details**

*Please check and complete your details*

**Country of Domicile**

Please select...  
Country of Domicile is the country where an individual has their permanent legal residence **prior to entry to the University**.

**Personal Public Service Number (PPSN)**

**Religious Affiliation**

Please select...  
Personal data on religious affiliation is collected for providing student contact information to the Chaplaincy for the purposes of event planning and to Diversity & Inclusion and Equality for reporting purposes only. There is no obligation to provide personal data in this category and, by opting to provide data relating to your religious affiliation, you explicitly consent to the use of this data for the purposes outlined. You have the right to withdraw your consent at any time by contacting academic.registry@tcd.ie or via the Academic Registry Service Desk.

**European Health Insurance Card Number**

*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 4: Emergency Contact Details

The screen below shows your emergency contact details.

You have the option to create/change a Primary Emergency Contact (this is mandatory) and to create a secondary emergency contact (this is optional).

To enter this information, click “Create/Edit”.

Once you’ve confirmed this information, click “Continue”.

Trinity College Dublin | Online Registration

<table>
<thead>
<tr>
<th>Name</th>
<th>New Student</th>
<th>Course</th>
<th>Economics and Social Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td>12345678</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you require any assistance, please refer to the Registration guide and video tutorial. In the event that you require further assistance please use the ASK AR option to log your query with the Academic Registry.

Emergency Contact Details

Please check and complete your details

Primary Emergency Contact (Mandatory)  Create

No address on record.
You must create a Primary Emergency Contact in order to continue by using the 'Create' button above.

Secondary Emergency Contact (Optional)  Create

No details 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 5: Course

The screen below shows your course details.

Once you have clicked on the “Course” tab your academic details will be displayed. If all your details are correct, please tick “Yes”. Then press “Continue”.

If there is an error in your course details, please select “No”. This will notify the Academic Registry there is an issue with your course details. You will be asked to provide more details on request.

Once the course issue has been resolved, the “Wait for Registry” hold on the main registration page will be removed, and you can proceed with registration by clicking on “Continue”.

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### Course Details

<table>
<thead>
<tr>
<th>Name</th>
<th>New Student</th>
<th>Course</th>
<th>Economics and Social Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td>12345678</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you require any assistance, please refer to the Registration guide and video tutorial. In the event that you require further assistance please use the ASK AR option to log your query with the Academic Registry.

**Course Details**

- **Course Group**: Undergraduate
- **Course Type**: Bachelor
- **Course Title (Course code)**: Economic and Social Studies (UBBE-BESS-2F)
- **Route / Pathway (Route code)**: Business Economics and Social Studies (UBBE-BESS-2SF)
- **Mode of Attendance**: Full-Time
- **Course Duration (in years)**: 4
- **Study**: 1

**Are the above details correct?**

- [ ] Yes
- [X] No

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 6: Equal Access Survey

The Equal Access Survey will only appear for relevant first year undergraduate students. If this survey doesn’t appear in your registration path, then you can continue registration.

What is the Equal Access Survey?
The Equal Access Survey is an annual, voluntary set of questions asked of all first-year undergraduate students to Higher Education Authority (HEA)-funded institutions. This survey includes but is not exclusive to new entrants.

Who conducts the Equal Access Survey?
The Equal Access Survey is conducted by your institution. Data from the survey is returned to the HEA for analysis.

Why is the survey conducted?
With information obtained from the Equal Access Survey, the HEA can measure progress on national targets relating to equity of access to higher education and can develop the evidence base to inform policy in this area.

What information is collected?
To help progress the goal of equal access to higher education for all, information is gathered on the disability, ethnicity (including members of the Irish Traveller and Roma communities), lone parenthood status and commute time of students to higher education.

Is completing the survey mandatory?
While all students are encouraged to complete the Equal Access Survey, it is not mandatory. However, answering the survey questions will help in developing a better understanding of the student population and their needs. Nonresponse may have an impact on institutional funding allocations.

Students who do not wish to fill in this survey can click into the survey tab and click “Continue” to complete the step.

If you would like further information please contact access@hea.ie.
Equal Access Survey

Please complete the questions below.

Equal Access Survey data is collected from Higher Education Authorities (HEAs), for providing anonymised statistical information to funding bodies such as the HEA in order to assess and ensure appropriate funding is allocated to institutions to enable equal access to higher education. Completion of this survey directly influences the allocation of funding to Trinity. The provision of personal data in this section is optional and, by completing those fields, you explicitly consent to the use of this data for the purposes outlined. You have the right to withdraw your consent at any time. Detailed information on the personal and statistical data provided to the Higher Education Authority can be found in their [detailed privacy notice](#).

1. STUDENTS WITH A DISABILITY

Do you have any of the following long-lasting conditions? Please select Yes or No as appropriate.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blindness, deafness or a severe vision or hearing impairment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A condition that substantially limits one or more basic physical activities such as walking, climbing stairs, reaching, lifting or carrying</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A condition that substantially limits one or more basic physical activities such as walking, climbing stairs, reaching, lifting or carrying</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A specific learning difficulty (e.g., dyslexia)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A psychological or emotional condition (includes a mental health difficulty)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A psychological or emotional condition (includes a mental health difficulty)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other, including any chronic illness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If you answered ‘Yes’ to any of the conditions specified above, do you require additional educational support(s)?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. SOCIO-ECONOMIC BACKGROUND

Do you have any of the following long-lasting conditions? Please select Yes or No as appropriate.

Are you a Parent?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

3. ETHNIC/CULTURAL BACKGROUND

What is your ethnic or cultural background?

Please select...

Personal data on Ethnic/Cultural Background is collected to provide information on Equal Access data to the Higher Education Authority and to Diversity & Inclusion and Equality in Trinity for reporting purposes only. There is no obligation to provide personal data in this category and by opting to provide data relating to your Ethnic/Cultural Background you explicitly consent to the use of this data for the purposes outlined. You have the right to withdraw your consent at any time – by contacting academic.registry@tcd.ie or via the AR Service Desk

4. HOME OR TERM

Do you live or intend to live in the family home during term-time?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

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 7: Financials

The Financials step is where you confirm and pay your fees.

There are different steps for different students, which we will explain below.

Generating Your Fees

The first part of your financial details task will ask you to fill in the Free Fees Initiative (FFI) survey. This survey will only appear for eligible EU undergraduate students.

The Free Fees Initiative is an Irish Government support tool that pays tuition fees on behalf of college students to their university.

Once you have completed the survey click “Continue”.

Free Fees Initiative

Please complete the questions below.

Your eligibility under the Free Fees Initiative (FFI) will be determined by the answers provided and information you have supplied to the CAO.

The FFI is applicable to the tuition fee of most post-secondary EU applicants.

This includes students from Ireland.
This includes students from the United Kingdom of Great Britain and Northern Ireland registering in 2024/25
This includes students from the EEA (Norway, Iceland and Lichtenstein) or Switzerland.

It’s important that you complete this questionnaire carefully as errors will result in an incorrect bill and will prevent your successful registration.

Please note that by completing this questionnaire you are making an official declaration that the information below is true and correct at this time.

For full details of the criteria for the FFI please click here: View FFI Rules

Please answer all of the following questions:

Are you a citizen of an EU/EEA/Swiss Confederation country?*

☐ Yes
☐ No

This includes Ireland.
This includes United Kingdom of Great Britain & Northern Ireland for students starting in 2024/25

Have you been resident in an EU/EEA/Swiss Confederation country for a minimum of 3 of the last five years??

☐ Yes
☐ No

This includes Ireland.
This includes United Kingdom of Great Britain & Northern Ireland for students starting in 2024/25
The 3 years (36 months) do not need to be consecutive.

Have you attended a 3rd level college or university previously?**

☐ Yes
☐ No

This includes institutions in any country, including Ireland.

Do you have a 3rd level qualification?**

☐ Yes
☐ No

This includes certificates, diplomas, bachelors or masters degrees, or doctorates.
Depending on the answers you give and the information in your CAO application, you will see one of the two messages below confirming that you are either eligible or ineligible for the Free Fees Initiative.

When you have read this message click “Continue”.
Fee Breakdown - EU Students

You will be then brought to the “Fee Details” screen. This will show you the breakdown of your fees.

EU students who are eligible for the Free Fees Initiative will see the screen below. This takes into account the Free Fees benefit.

<table>
<thead>
<tr>
<th>Fee Details</th>
<th>Amount (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>€ 2,681.00</td>
</tr>
<tr>
<td>Student Levies and Charges</td>
<td>€ 202.75</td>
</tr>
<tr>
<td>Student Contribution</td>
<td>€ 3,000.00</td>
</tr>
<tr>
<td>HEA Free Fees</td>
<td>€ 2,683.00</td>
</tr>
<tr>
<td><strong>Balance to complete registration</strong></td>
<td><strong>€ 3,202.75</strong></td>
</tr>
</tbody>
</table>

In the event that SUSI/HEA Free Fees/Sponsor/Loan Program/Trinity/Other do not agree to pay the amounts indicated above, you will be required to pay any amounts outstanding.

Click on **Continue** to make an online payment. Or select another option from the drop-down above.
EU students who are ineligible for the Free Fees Initiative will see the screen below.

If you answered one of the survey questions incorrectly, you have the option of going back and submitting the survey again. You can do this by clicking “Re-submit FFI questionnaire”.

## Fee Breakdown

<table>
<thead>
<tr>
<th>Fee Details</th>
<th>Amount (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>€2,681.00</td>
</tr>
<tr>
<td>Student Levies and Charges</td>
<td>€202.75</td>
</tr>
<tr>
<td>Student Contribution</td>
<td>€3,000.00</td>
</tr>
<tr>
<td><strong>Balance to complete registration</strong></td>
<td><strong>€5,883.75</strong></td>
</tr>
</tbody>
</table>

In the event that SUSI/HEA Free Fees/Sponsor/Loan Program/Trinity/Other do not agree to pay the amounts indicated above, you will be required to pay any amounts outstanding.

Click on **Continue** to make an online payment. Or select another option from the drop-down above.

[Download your bill]

Payment Terms
- Pay in Full

Select Payment or Funding option
- Pay Online

**Exit** **Continue**
Fee Breakdown -
International Students

The fee breakdown for international students is shown below.

Remember that any information/ payment method you use to pay your fees will update your fees on the screen.

<table>
<thead>
<tr>
<th>Fee Details</th>
<th>Amount (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>€21,570.00</td>
</tr>
<tr>
<td>Student Levies and Charges</td>
<td>€202.75</td>
</tr>
<tr>
<td>Student Contribution</td>
<td>€3,000.00</td>
</tr>
<tr>
<td><strong>Balance to complete registration</strong></td>
<td><strong>€24,772.75</strong></td>
</tr>
</tbody>
</table>

In the event that SUIS/HEA Free Fees/Sponsor/Loan Program/Trinity/Other do not agree to pay the amounts indicated above, you will be required to pay any amounts outstanding.

Click on **Continue** to make an online payment. Or select another option from the drop-down above.
Fee Breakdown - Postgraduate Students

The fee breakdown for postgraduate students is shown below

Please remember that tuition fees differ for EU and non-EU students.

Remember any information/ payment method you use to pay your fees will update your fees on the screen.

<table>
<thead>
<tr>
<th>Fee Details</th>
<th>Amount (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>€ 7,090.00</td>
</tr>
<tr>
<td>Student Levies and Charges</td>
<td>€ 202.75</td>
</tr>
<tr>
<td>Balance to complete registration</td>
<td>€ 7,292.75</td>
</tr>
</tbody>
</table>

Click on Continue to make an online payment. Or select another option from the drop-down above.
Paying Your Fees - Add SUSI Grant

When paying your fees you can add your SUSI grant to your bill.

In Payment or Funding Option select “Add SUSI Grant”. This will then bring you to the screen below. You’ll be asked to enter your SUSI application details and your rate of funding.

Once you have confirmed these details click “Continue”.

The next screen will show your SUSI Grant details. If these are correct the click “Continue”.

If your SUSI funding is incorrect, please email arfinanceforms@tcd.ie with the subject line ‘FAO SUSI Officer’ and attach the relevant documentation.
If these details are correct, then click “Exit”.

Your will fees will then be updated to reflect your SUSI Grant and you can continue to your payment.

### Fee Breakdown

<table>
<thead>
<tr>
<th>Fee Details</th>
<th>Amount (€)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>€ 2,681.00</td>
</tr>
<tr>
<td>Student Levies and Charges</td>
<td>€ 202.75</td>
</tr>
<tr>
<td>Student Contribution</td>
<td>€ 3,000.00</td>
</tr>
<tr>
<td>Student Universal Support Ireland (SUSI)</td>
<td>€ -3,000.00</td>
</tr>
</tbody>
</table>

### Payment Terms

Your fees have been split to match the selected payment terms.

<table>
<thead>
<tr>
<th>Instalment Date</th>
<th>Instalment Amount (€)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment due to complete Registration</td>
<td>€ 1,441.88</td>
</tr>
<tr>
<td>31/Jan/2025</td>
<td>€ 720.94</td>
</tr>
<tr>
<td>28/Feb/2025</td>
<td>€ 720.94</td>
</tr>
<tr>
<td>Balance to complete registration</td>
<td>€ 1,441.88</td>
</tr>
</tbody>
</table>

In the event that SUSI/HEA Free Fees/Sponsor/Loan Program/Trinity/Other do not agree to pay the amounts indicated above, you will be required to pay any amounts outstanding.

Click on **Continue** to make an online payment. Or select another option from the drop-down above.

Click on **Exit** to exit this page.
Students from Northern Ireland have the option of adding their SFNI Grant to their bill.

When paying your fees you can add your SFNI grant to your bill.

In Payment or Funding Option select “Add SFNI Grant”. This will then bring you to the screen below. You’ll be asked to enter your SFNI application details and your rate of funding.

Once you have confirmed these details click “Continue”.

The next screen will show your SFNI Grant details. If these are correct the click “Continue”.

If your SFNI funding is incorrect please email arfinanceforms@tcd.ie with the subject line ‘FAO Student Loans Company NI Officer’ and attach the relevant documentation.
If these details are correct, then click “Exit”.

You will fees will then be updated to reflect your SFNI Grant and you can continue to your payment.
If your fees are being covered by your employer, then you have the option to add your them to your bill.

In the “Select Payment or Funding option” select “Add Employer to Bill”.

In the next section you will be asked to add your employer’s details. Once you have added these details click “Update”.

### Employer Details

Use this section to add name/address of your employer paying for your course fees.

Pink fields are mandatory. After the employer details record is created, you can download a ‘employer version’ of your tuition bill as a PDF file or send it directly to your employer's email address from the main bill page.

It is important to note, that although you have added your employer’s details to your bill, to enable your employer to generate payment to Trinity College Dublin, you as a student, will remain liable for all fees until these are paid in full.

- **Company Name**: 
- **Address Line 1**: 
- **Address Line 2**: 
- **Address Line 3**: 
- **Eircode/Postcode**: 
- **PO (Purchase Order) No**: 

Click on Update to save employer details or click on Cancel to return to your bill without storing any changes.
If any of these details are incorrect, you can go back into “Select Payment or Funding option” and click “Update/Remove Employer from Bill”.

Your fees bill will be made out to your employer, which can be seen on the next page. This bill will have your employer’s details on it.

Once your employer has paid your fees then you can continue to the last step of registration.
# INVOICE

**Bill To:** Payable by Employer to TCD on Behalf of Student  
**Company Name:**  
**College Green**  
**Trinity College**  
**Dublin**  
**D02 PN40**  
**Invoice Number:** E2A377444/1-2024/25-001  
**PO Number:** 12345678  
**VAT Reg:** IE 2200007U  
**Student ID:** 24377444  
**Academic Year:** 2024/25  
**Invoice Date:** 22/Aug/2024

## Course fees for academic year 2024/25

Your fee details are provisional and are subject to change based on the information provided when you complete online registration.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Fee Type</th>
<th>Qty</th>
<th>Due Date</th>
<th>Fee Amount (£)</th>
<th>Total (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economic and Social Studies</td>
<td>Student Levies and Charges</td>
<td>1</td>
<td>01/Sep/2024</td>
<td>202.75</td>
<td>202.75</td>
</tr>
<tr>
<td>Economic and Social Studies</td>
<td>Tuition</td>
<td>1</td>
<td>01/Sep/2024</td>
<td>2,681.00</td>
<td>2,681.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment Terms</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Paying one instalment</td>
<td>2,883.75 by September</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total (£)**  

<table>
<thead>
<tr>
<th>Totals (£)</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Payments made</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Balance brought forward</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Fees Due by Student</strong></td>
<td>(If there is a minus (-) symbol in front of the amount, this means your account is in credit)</td>
<td>0.00</td>
<td></td>
<td>2,883.75</td>
<td></td>
</tr>
</tbody>
</table>


Paying Your Fees

There are several ways to pay your fees.

You can select “Pay in Full”, “Pay in 2 Instalments” or “Pay in 3 Instalments”. Whichever method you choose will update your fee breakdown.

If you choose “Pay in Full” then you will see the below - showing the total cost of registration.

```
Fee Details

Fee Breakdown

<table>
<thead>
<tr>
<th>Fee Details</th>
<th>Amount (€)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>€2,681.00</td>
</tr>
<tr>
<td>Student Levies and Charges</td>
<td>€202.75</td>
</tr>
<tr>
<td>Student Contribution</td>
<td>€3,000.00</td>
</tr>
<tr>
<td>HEA Free Fees</td>
<td>€2,681.00</td>
</tr>
<tr>
<td>Balance to complete registration</td>
<td>€3,202.75</td>
</tr>
</tbody>
</table>

In the event that SUSI/HEA Free Fees/Sponsor/Loan Program/Trinity/Other do not agree to pay the amounts indicated above, you will be required to pay any amounts outstanding.

Payment Terms

- Pay in Full

Select Payment or Funding option

- Pay in 2 instalments
- Pay in 3 instalments

Click on Continue to make an online payment. Or select another option from the drop-down above.

Download your bill

Exit

Continue
```
If you choose either “Pay in 2 Instalments” or “Pay in 3 Instalments”, you will see the amount you need to pay, along with the deadlines for the next fee instalments you need to pay.

**Fee Details**

<table>
<thead>
<tr>
<th>Fee Details</th>
<th>Amount (€)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>€ 2,681.00</td>
</tr>
<tr>
<td>Student Levies and Charges</td>
<td>€ 202.75</td>
</tr>
<tr>
<td>Student Contribution</td>
<td>€ 3,000.00</td>
</tr>
</tbody>
</table>

**Payment Terms**

Your fees have been split to match the selected payment terms.

<table>
<thead>
<tr>
<th>Instalment Date</th>
<th>Instalment Amount (€)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment due to complete Registration</td>
<td>€ 2,941.88</td>
</tr>
<tr>
<td>31/Jan/2025</td>
<td>€ 1,470.94</td>
</tr>
<tr>
<td>28/Feb/2025</td>
<td>€ 1,470.94</td>
</tr>
<tr>
<td>Balance to complete registration</td>
<td>€ 2,941.88</td>
</tr>
</tbody>
</table>

In the event that SUSI/HEA Free Fees/Sponsor/Loan Program/Trinity/Other do not agree to pay the amounts indicated above, you will be required to pay any amounts outstanding.

Click on **Continue** to make an online payment. Or select another option from the drop-down above.
If you choose “Pay in 2 Instalments”, you pay your fee to register (50%). Your second instalment (50%) is due **31 January 2025**.

If you choose “Pay in 3 Instalments”, you pay your fee to register (50%). Your second instalment (25%) is due **31 January 2025** and the third instalment (25%) is due **28 February 2025**.

**Paying Your Fees - Pay Online**

By selecting “Online Payment” you will be brought to the screen below.

You can pay the full amount of your bill by selecting “Pay” or you can 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, click “Pay”.

![Student on-line fee payment](image)

In this screen you can pay your fees online through the Trinity 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 an amount you wish to pay now. You must then click the “Update Amount to Pay Now” button.

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

**Table of Transactions**

<table>
<thead>
<tr>
<th>#</th>
<th>Due Date</th>
<th>Type</th>
<th>Gross Amount</th>
<th>Balance Due</th>
<th>Pay this transaction?</th>
<th>Amount to Pay</th>
<th>Narrative</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01/Sept/2024</td>
<td>Receipt</td>
<td>1,601.37</td>
<td>1,601.37</td>
<td>✓</td>
<td>1,601.37</td>
<td>Tuition Fee Payment</td>
<td></td>
</tr>
</tbody>
</table>

**Transaction Options**

Click on **Continue** to make an online payment. Or select another option from the drop-down above.

- **Total Balance Due**: €1,601.37
- **Total to Pay Now**: €1,601.37

![Pay button](image)
Once you have entered the amount you wish to pay, you will be brought to the cardholder address details screen. Enter the cardholder’s contact and address details here.

Once you have entered these details, click “Pay Now”.

Student on-line fee payment

Please fill in the cardholder’s contact and address details below.

Trinity College Dublin is required to collect this information at the point of payment in order to comply with EU regulations around secure card payments and to protect our students and Trinity College Dublin from risk of fraud. The data is immediately passed via a secure channel to Global payments, our payments provider, and is not retained on Trinity College’s systems.

Please avoid using any special characters such as (+&%^*;“') in your address as this may prevent your payment being accepted.

If you enter any incorrect data, you can clear and re-enter the correct details.

* Indicates a required field

- Email Address*
- Country Dialling Code (e.g. 353 for Ireland, 44 for UK)*
- Mobile number *
- Address Line 1 *
- Address Line 2 (optional)
- Address Line 3 (optional)
- City *
- Postcode / Eircode (IRL) / Zip Code (USA)*
- Country * Please Select

Pay Now
To make the payment you will be brought to the Realex payment system, which will look like the below. Here you will be asked to enter your card details.

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.

Upon successful payment you will see the screen below. You will be able to download a copy of your receipt by clicking “Download Receipt”. When you click this a button a copy will also be sent to your email address.
Remember that **payment does not confirm you have completed registration.** You must click the “Continue” button to progress.

## Paying Your Fees - Pay by EFT

If you choose to pay by EFT you will be brought to the screen below. You will be asked whether you wish to pay in Euro or in your local currency.

If you select Euro, you will be shown details to make your own transfer using your personal bank, outside of the my.tcd.ie site.

Please ensure you use your student number as the reference when processing an EFT payment. Failure to do so may delay your payment being processed.
Please note it can take up to **10 working days for EFT** payments to be reflected on your account.

When you have received confirmation of payment being received make sure to go back into the financials steps and once you see your updated balance click “Continue”.

Remember that **payment does not confirm you have completed registration.** You must click the “Continue” button to progress.

### Fee Breakdown

<table>
<thead>
<tr>
<th>Fee Details</th>
<th>Amount (€)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>€ 2,681.00</td>
</tr>
<tr>
<td>Student Levies and Charges</td>
<td>€ 202.75</td>
</tr>
<tr>
<td>Student Contribution</td>
<td>€ 3,000.00</td>
</tr>
</tbody>
</table>

### Payment Terms

Your fees have been split to match the selected payment terms.

<table>
<thead>
<tr>
<th>Instalment Date</th>
<th>Instalment Amount (€)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment due to complete Registration</td>
<td>€ 2,941.88</td>
</tr>
<tr>
<td>31/Jan/2025</td>
<td>€ 1,470.94</td>
</tr>
<tr>
<td>28/Feb/2025</td>
<td>€ 1,470.94</td>
</tr>
</tbody>
</table>

**Balance to complete registration** € 0.00

In the event that SUSI/HEA Free Fees/Sponsor/Loan Program/Trinity/Other do not agree to pay the amounts indicated above, you will be required to pay any amounts outstanding.

[Download your bill]

**Payment Terms**

- **Pay in 3 Installments**

**Select Payment or Funding option**

- **Pay Online**

Click on **Continue** to make an online payment. Or select another option from the drop-down above.
If you choose to pay in your Local Currency you will be brought to the screen below.

Click on the “Transfermate” button, which will bring you to the Transfermate website.

On the Transfermate website you can select your payment method and make sure to enter your student details.

Transfers usually take up to **24 working hours**.

Upon successful payment you will see the updated screen. You will be able to download a copy of your receipt by clicking “Download Receipt”.

When you click this a button a copy will also be sent to your email address.
Remember that **payment does not confirm you have completed registration**. You must click the “Continue” button to progress.
Financials – Other Forms of Funding

Depending on your student status, you may be entitled for further funding.

To view these supports please visit our student finance webpage.

Financials – Fees Paid

Please remember that paying your fees does not complete the financials step.

Once you have confirmation that your fees are paid, make sure to go back into the my.tcd.ie portal to complete this task.

Your fee details screen showing your fees breakdown will show that you have no amount left to pay. Once you see this, click “Continue”.

### Fee Breakdown

<table>
<thead>
<tr>
<th>Fee Details</th>
<th>Amount (€)</th>
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<tbody>
<tr>
<td>Tuition</td>
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</tr>
<tr>
<td>Student Contribution</td>
<td>€ 3,000.00</td>
</tr>
<tr>
<td>Student Universal Support Ireland (SUSI)</td>
<td>-3,000.00</td>
</tr>
</tbody>
</table>

### Payment Terms

Your fees have been split to match the selected payment terms.

<table>
<thead>
<tr>
<th>Installment Date</th>
<th>Installment Amount (€)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Today</td>
<td>€ 0.00</td>
</tr>
<tr>
<td>31/Jan/2023</td>
<td>€ 120.94</td>
</tr>
<tr>
<td>28/Feb/2023</td>
<td>€ 120.94</td>
</tr>
</tbody>
</table>

Balance to complete registration € 0.00

In the event that SUSI/HEA Free Fees/Sponsor/Loan Program/Trinity/Other do not agree to pay the amounts indicated above, you will be required to pay any amounts outstanding.

Download your bill

You have no balance to pay today. Click on Continue to complete the financial registration task.
You will then be brought to the screen below confirming that you have completed the financials step in your registration.

Click “Exit” to finish the last step in registration.

<table>
<thead>
<tr>
<th>Financial registration complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thank you for completing the financial registration task.</td>
</tr>
<tr>
<td>Please click Exit to return to the Online Registration checklist</td>
</tr>
<tr>
<td>Exit</td>
</tr>
</tbody>
</table>
Step 8: Terms and Conditions

Here you will need to read the college terms and conditions. Once you have read through these, click “Agree to terms and conditions” and then click “Continue”.

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 read and 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 2024/25

Data Protection

Hybrid Teaching and Learning

College Regulations

Téarmaí agus Coinniollacha a bhaineann le bheith i do Mhac Léinn Cláraithe i gColáiste na Tríonóide

Chun an príosúnas clárúcháin a chomhlíonadh, tá sé riachtanach go léadh agus n-aontódh gach mac léinn leis na téarmaí agus coinniollacha mar atá leagtha amach thíos go bilantúil. Leis sin, glacann tú, mar mhac léinn clárúcháin, leis an mór leat seó a leanas.

TÉARMAÍ ÁGUS COINNÍOLACHA A BHAINEANN LE CLÁRÚCHÁIN MAC 2024/25

Cosaint Sonráí:

Teagasc agus Fosclóir Híbrideach

Rialacháin an Choláiste:

☐ 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 Ask AR

Exit  Continue>>
If you have successfully completed all registration tasks you should see a confirmation that all steps have been completed.

Once you have received this confirmation, you can apply for TCD student ID card (TCard). For more information please visit our [ID card page](#).
Once you have completed online registration you will receive an in-tray message in the my.tcd.ie portal confirming your registration.

You can print / re-print your Proof of Registration from here.

Register

Online Registration
You are registered!

Registration Status: Registered

New Students
Further instructions on how to obtain your Trinity student ID card can be found on our ID Card Collection webpage.

Returning 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 ID Card Collection webpage.

Please be advised that new students can retrieve their Trinity Computer Account credentials by following the below steps:

1. Log into your my.tcd.ie portal account.
2. Locate the 'Your Trinity Computer Account' section under your 'Home' tab in the portal.
3. Click on the link 'Activate your Trinity Computer Account'.
4. Complete the steps and you should receive the credentials in a portal message in your portal.
5. The message title will be "Your Trinity Computer Account - Username and Password".

Please note that this portal message will expire after 42 days for data protection and security purposes.

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

Proof of Registration

If you require any assistance please log your question with the Academic Registry using AskAR
Trinity Username and Password

After completing registration, you’ll need to activate your Trinity Computer Account. You can activate it by clicking the link in the red banner. Remember to click “Agree to Terms and Conditions for Trinity Computer Account Users”.

New students will receive an in-tray message in the my.tcd.ie portal containing their Trinity username and password.

You can use this to log in to various college services like your college email.

Remember this is not the username and password you use to login to your my.tcd.ie portal.