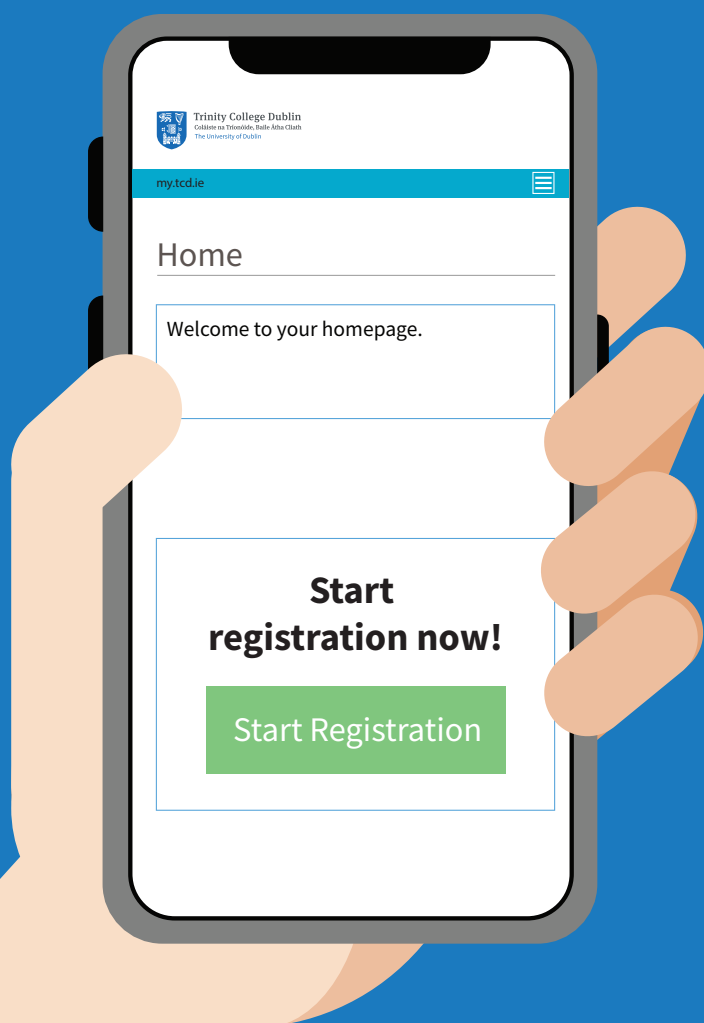




Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Trinity College Dublin Registration Guide 2023-24



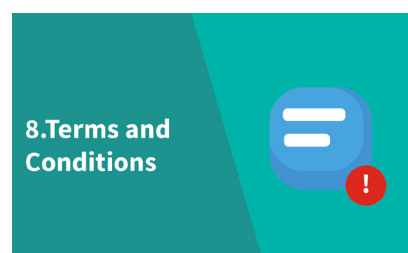
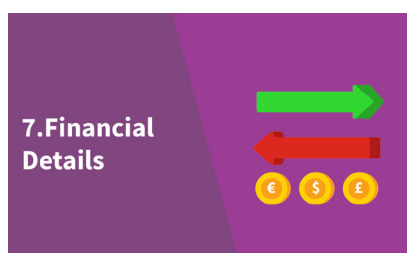
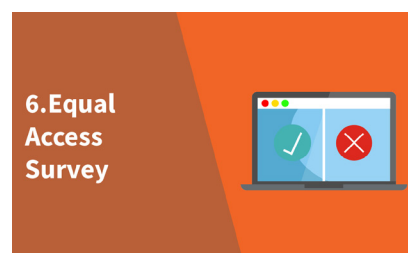
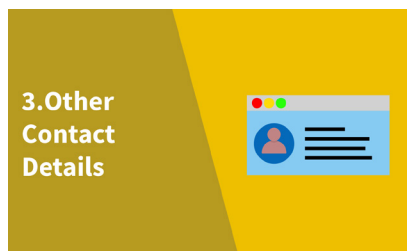
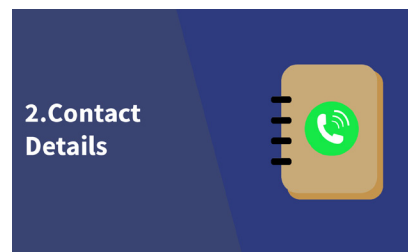
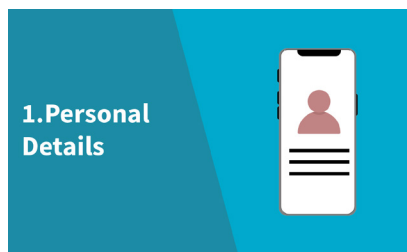
www.tcd.ie/academicregistry/student-registration/

How to register

Welcome to the Academic Registry's guide to 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.

This guide will explain each step of the registration process. Below you will see the steps you must complete.



my.tcd.ie

- Visit my.tcd.ie.
- Log in using your college username and password, or your applicant username and password if you are a new student. If you are a new student, your applicant username and password will be sent to the email address you used on your application to Trinity.

New Entrants, Students and Past Students login

New Entrants - If you are a new student to Trinity College and have not yet received your College username and network login password, please log in below using the username and password recently communicated to you.

Students - Current students, please log in below with your Trinity username and network password.


Past Students and Students who are off books (no assessment) - Please click on the 'Forgotten your password?' link below and follow the on-screen instructions.

Username

Password

[Forgotten your password?](#)

- When you log in you will see the screen below.



Trinity College Dublin
COLLEGE OF EDUCATION, DUBLIN CITY UNIVERSITY
UNIVERSITY OF DUBLIN

my.tcd.ie

Home Register My Programme My Results My Exams My Applications +

Home

Please click the 'Confirm Selections' button to confirm your module selections


Welcome to your home page

To access your results once they have been published to the portal by your school, please use View My Results on your my.tcd.ie portal. This report can be accessed through the My Student Record tab.

In the event of receiving and formally accepting a course offer, additional functionality will be displayed in your portal account.

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 Messages

Status	From	Subject	Received	Action
	Academic Registry	Student, registration is now open! (12345678/1)	28/Aug/2023 at 13:00	Read

[Sent Intray Messages](#)

[All Intray Messages](#)


2

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

Once you login to my.tcd.ie, you will see your Invitation to Register in your in-tray messages. This message notifies you that your 'Register' tab is now activated.

All In-tray Messages					
Showing messages 1 -1 of 1 (Message status is @New/Unread, Task status 'Any')					
Status	From	Subject	Date	To	Delete
Opened	Academic Registry	Student, registration is now open! (12345678/1)	11/Aug/2023 at 13:00	Me	<input type="checkbox"/>

To start registration, click on the 'Register' tab shown in the top left of the menu. This guide will provide you with assistance to complete each step. If you require further assistance please use the ASK AR option to log your query with the Academic Registry.



Trinity College Dublin
Collegium in Christianitate, Italiae Africae, Britanniae
The University of Dublin

my.tcd.ie

Home Register My Programme My Results My Exams My Applications +

Home

Please click the 'Confirm Selections' button to confirm your module selections









Welcome to your home page



To access your results once they have been published to the portal by your school, please use View My Results on your my.tcd.ie portal. This report can be accessed through the My Student Record tab.

In the event of receiving and formally accepting a course offer, additional functionality will be displayed in your portal account.

Registration steps

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

Personal Details	 Incomplete	Start
Contact Details	 Incomplete	Start
Other Personal Details	 Incomplete	Start
Emergency Contact Details	 Incomplete	Start
Course	 Incomplete	Start
Equal Access Survey	 Incomplete	Start
Financial Details	 Incomplete	Start
Terms and Conditions	 Incomplete	Start

- 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 correctly.
- You do not have to complete registration 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.

Step 1:

Personal Details

- Once you click on the 'Personal Details' step, you will see the screen below showing your application information or the information provided during registration in a previous academic year.
- If this information is incorrect, you can log a request to update the information using the 'Ask AR' button.

Trinity College Dublin - Online Registration		
Name	Student ID	Course
Student	12345678	Economics and Social Sciences (UBBE - BESS - 1F)

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.

If any of your personal details are incorrect please contact the Academic Registry after completing registration, using the [change of personal details form](#)

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	12345678
Family Name	Student
Forename(s)	New
Full Official Name	New Student (<i>this is how your name will appear on official documents</i>)
Date of Birth	03 March 2003
Gender	x
Nationality	Irish

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

[Ask AR](#)

[Exit](#)

[Continue](#)

Step 2:

Contact Details

- After clicking 'Contact Details', the screen below will display. You must confirm both your home address and your term address. If you have yet to secure a term address, you can enter your home address for both sections.
- Click 'Edit' to make changes to the information. You can copy the home address to the term address by clicking 'copy home address to term address'.
- You must provide at least one contact number – this can be a telephone or a mobile phone number.
- Once you have verified your address, click 'Continue' to proceed.

Trinity College Dublin - Online Registration		
Name	Student ID	Course
Student	12345678	Economics and Social Sciences (UBBE - BESS - 1F)

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.

If any of your personal details are incorrect please contact the Academic Registry after completing registration, using the [change of personal details form](#)

Contact Details

Please check and complete your details

Edit	Permanent Home Address	Edit	Term Contact Address
	Address* 1 Test Avenue Test Road Dublin 1		Address* No Address on record.
	Eircode/Postcode/Zipcode		If your Term Contact Address is the same as your Permanent Home Address please use the button below.
	Country*		Copy Home Address to Term
	Telephone Number*		
	Mobile Phone Number		

Fields marked with an asterisk (*) are mandatory and must be completed before you can proceed. [Ask AR](#)

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

[Exit](#) [Continue](#)

Step 3:

Other Personal Details

- After clicking on the 'Other Personal Details' tab the screen below will display.
- Please note that any information entered is strictly confidential.
- Once you have entered all information you should click 'Continue'.

Trinity College Dublin - Online Registration		
Name	Student ID	Course
Student	12345678	Economics and Social Sciences (UBBE - BESS - 1F)

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.

Other Personal Details

Please check and complete your details

Country of Domicile*

Country of domicile is the country where an individual has their permanent legal residence. It is the nation where the person actually lives.

Religious Affiliation

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@ted.Je or via the Academic Registry Service Desk

Do you have Private Health Insurance?

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

- After you click 'Emergency Contact' details, the screen below will display. You will have the option to create/change a primary emergency contact (mandatory) and create a secondary emergency contact (optional).
- To verify this information, click 'Create/Edit'. On completion of verification, click 'Continue'.

Trinity College Dublin - Online Registration		
Name	Student ID	Course
Student	12345678	Economics and Social Sciences (UBBE - BESS - 1F)

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

Create

Primary Emergency Contact *

No address on record.
You must create a Primary Emergency Contact in order to continue by using 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.

Ask AR

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

Exit

Continue

Step 5:

Course Details

- Once you have clicked on the 'Course' tab, your academic details will display. If all your details are correct, click 'yes' to continue.
- If there is an error in your course details, please send a message to Academic Registry using the Ask AR button. Please enter the query or error into the text box which will appear.
- Once the course issue has been resolved, the 'Wait for Registry' hold on the main registration page will disappear, and you can proceed with registration by clicking 'Continue'.

Trinity College Dublin - Online Registration		
Name	Student ID	Course
Student	12345678	Economics and Social Sciences (UBBE - BESS - 1F)

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

Please check and complete your details

Course Group Undergraduate visiting
Course Type Visiting/ for credit only
Course Title (Course Code) Economics and Social Sciences (UBBE - BESS - 1F)
Mode of Attendance Full Time
Are the above details correct?* ☒ Yes ☐ 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 (EAS):** The EAS is an annual voluntary survey of first year undergraduate new entrants to HEA-funded higher education institutions. The survey is conducted by each higher education institution and data from the survey is returned to the Higher Education Authority (HEA) for analysis purposes.
- **What is the Equal Access Survey?** The Equal Access Survey is an annual voluntary survey of first year full-time and part-time undergraduate new entrants to HEA-funded colleges.
- **Who Conducts the Equal Access Survey?** The Equal Access Survey is conducted by your college and data from the survey is returned to the HEA for analysis purposes.
- **Why is the Survey conducted?** With information obtained from the Equal Access Survey, the HEA can measure equality of access to higher education and allocate the resources needed to support students of all backgrounds and abilities. This will help progress the goal of equal access to higher education for all.
- **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 community), lone parenthood status and commute time of new entrants to higher education.
- **Is completing the Survey mandatory?** While all new students are encouraged to complete the Equal Access Survey, it is not mandatory. However, non-response may have implications for the amount of State funding allocated to your college, ie, Trinity

Trinity College Dublin - Online Registration		
Name	Student ID	
Student	12345678	Economics and Social Sciences (UBBE - BESS - 1F)

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.

Equal Access Survey

Please check and complete your details

Equal Access Survey data is collected from Higher Education Authorities (HEIs), 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 these 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.

Blindness, deafness or a severe vision or hearing impairment. ☐ Yes ☐ No

A condition that substantially limits one or more basic physical activities such as walking, climbing stairs, reaching, lifting or carrying ☐ Yes ☐ No

A specific learning difficulty (e.g. dyslexia). ☐ Yes ☐ No

A psychological or emotional condition (includes a mental health difficulty). ☐ Yes ☐ No

If you answered 'Yes' to any of the conditions specified above, do you require additional educational support(s)? ☐ Yes ☐ No

Do you wish to allow your information (if any) as supplied above to be disclosed to the College's Disability Service ☐ Yes ☐ No

2. SOCIO-ECONOMIC BACKGROUND

Are you a Parent? ☐ Yes ☐ No

If you answered "Yes" to the parental status question, are you in receipt of a One Parent Allowance? ☐ Yes ☐ No

3. ETHNIC/CULTURAL BACKGROUND

What is your ethnic or cultural background?

Please select...

Personal data on this 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 to your 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@ie or via the AR Service Desk.

4. HOME OR TERM

Do you live intend to live in the family home during term-time? ☐ Yes ☐ No

4a. COMMUTING TIME

If you answered no to question 4 above and will live in term-time accommodation, how long does it take you or do you expect it to take you to commute to college each morning on average?

Please select value from the list...

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

Ask AR

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

Exit

Continue

Step 7:

Financial Details

Generating your fees

- The first page of the Financial Details Task shown below allows you to self-assess your HEA Free Fees Eligibility and declare any SUSI funding you may be receiving. It is important that you complete any required HEA/SUSI information, so your bill is correctly reflected.
- Make sure information you provide is accurate to avoid any delays.
- **Please note:** We may be in contact with you for additional information to finalise your SUSI/HEA eligibility.

Welcome to the Finance section of online registration.

If you, please refer to the Registration guide and video tutorial in the event that you require therance please use the ASKAR option to log your query with the Academic Registry.

Welcome to the Finance section of online registration.

Please read the below guidelines carefully to ensure your registration is complete succesfully

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.

- All students must complete the HCA Free Fees Inative (FFI) questionnaire to proceed and ensure your bill is conectly calculated
- The bill which is currently visible in your portal is an initial calculation and may be amended based on your eligibily 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 (eg. students who have recently completed the Leaving Cernicate) 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 appiled to SUSI and have been awarded an amount different to that displayed above, please submit soft copies of your award letter to academic registry FAO Student Finance.

Financials - Methods of Payment

- Your bill has been issued to you in advance of being invited to register in the 'My Financials' tab of your my.tcd.ie portal. You can pay your bill when you receive it or wait until registration to make payment. You are required to make payment of 50% of your tuition and student contribution as well as 100% of your student levies in order to register.
- If your bill is correct, then you can pay in the following ways:
 - Online Card Payment
 - EFT TransferMate
 - EFT Bank Transfer

1. How to Pay - Online Card Payment

- This is the fastest and most efficient way to complete your fee payment. By selecting 'Online Payment' you will be brought to the screen below. From here you can return to view your invoice by clicking 'Back to Bill' or you can make a payment by clicking 'Proceed to Pay'.

Student on-line fee payment

In this screen you can pay your fees online through the Tinity 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								
#	Due Date	Type	Gross Amount	Balance Due	Pay this transaction?	Amount to Pay	Narrative	Status
1		Invoice	36193.75	36193.75	<input checked="" type="checkbox"/>	<input type="text" value="36193.75"/>		*Item overdue
<input type="button" value="Update Amount to Pay Now"/>								

Transaction Options	
Total Balance Due	36193.75
Total to Pay Now	36193.75

- 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’.
- To make the payment you will be brought to the Realex payment system, which will look like the below.

Payment Details

Card Number





Expiry

Security Code

?

Cardholder Name



- Upon successful payment you will see the below screen. Please note you are not yet registered, and you must click the “Next” button to progress.

Online Payment Successful

STUDENT NUMBER:

12345678

ORDER ID

1253808

RECEIPT NUMBER

RCT862671

RECEIPT DATE:

17th August 2023

PAYMENT AMOUNT

€ 18,193.75

Thank you, your payment of € 18,193.75 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.

Student

17th August 2023

Student Finance

Academic Registry

Trinity College Dublin

College Green

Dublin 2

Ireland

Academic Year	Details	Payment Method	Value
2023/24	Online Payment-Tuition	Credit/Debit Card	€18,193.75
TOTAL RECEIPT:			€18,193.75

Next

You are not yet registered, you must select the "Next" button to proceed to the final step in the registration process. If you do not complete this, you will remain unregistered and will continue to receive registration reminders.

2. How to Pay - EFT TransferMate

- TransferMate is an easy-to-use intermediary for all payments.
- Benefits of using TransferMate:
 - No international wire fees.
 - Pay in your local currency.
 - Competitive foreign exchange rates.
 - Use TransferMate receipts for visa purposes and immigration agencies.
 - Transfers will usually take 24 working hours. To pay with Transfermate you will need to select 'EFT' and then the option below:

EFT TransferMate (formerly PaytoStudy) information

You have chosen to pay your fees via EFT.

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

Please note TransferMate (formerly PaytoStudy) receipts are accepted by visa and immigration agencies

[TransferMate \(formerly PaytoStudy\)](#)

Click Next to return.

[Next](#)

3. How to Pay - EFT Bank Transfer

- If you are unable to pay in either of the methods mentioned, you can select 'EFT payment'.
- You will be shown the following screen:

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

You can make your EFT [Electronic funds Transfer/Bank Transfer/TransferMate (formerly 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. [Euro](#) [▼](#)

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

[Next](#) [Exit](#)

- By selecting “EFT” you will be shown how to transfer your funds.
- If you select Euro as your currency, you will be directed 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 ledger. You must check your Financial Task regularly. This will be updated once payment has been fully processed. Once updated, you must complete this step and proceed to the final task.

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/TransferMate)

When paying by EFT, please ensure you quote your 8 digit TCD Student ID number on the payment narrative

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

Bank Details	
Account Number	92771039
Sort Code	90-00-17
IBAN	IE03BOFI90001792771039
BIC Code	BOFIE2D
Swift Code	BOFIE2D
Payment Reference Note: this is your TCD student ID number	12345678 EFT Payment

Account Name	Trinity College Dublin No. 7 A/C
Bank Name	Bank of Ireland
Bank Address	Trinity Branch, 2 College Green, Dublin 2, 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.

Back

Financials – Other Forms of Funding

You may be due to receive other supplemental funding. If you are submitting these forms to the Academic Registry, please make sure to use the subject line 'FAO Student Finance'. Some examples of this funding include:

Department/Research Funding:

Your department/supervisor should submit the prescribed form to academic.registry@tcd.ie with the subject line 'FAO Student Finance'. See link: https://www.tcd.ie/academicregistry/assets/PDF/Departmental_Research_Form.pdf

Approved Trinity Sponsor Funding: Your approved sponsor should submit the prescribed form to academic.registry@tcd.ie with the subject line 'FAO Student Finance'. Sponsorship forms are available [here](#) in the Finance Forms section under **TCD Approved Sponsorship form (percentage)** and **TCD Approved Sponsorship form (value)**.

TCD Foundation/Non-Foundation Scholar Funding: You should submit the prescribed form to academic.registry@tcd.ie with the subject line 'FAO Student Finance'. See link: <https://www.tcd.ie/academicregistry/assets/PDF/AR%20FRS1%20Form.pdf>

U.S. Federal Aid/Canadian Loans/Sallie Mae Loans: You should contact academic.registry@tcd.ie with the subject line 'FAO Student Finance' to have your bill amended before you proceed with registration.

Financials – The Invoice


- Please note that invoices/bills can only be issued directly to students and approved Trinity sponsors. We cannot issue bills to any other third party.
- For 2023/24 students who have selected to pay their fees in installments can do so in 3 instalments:
 - 50% of tuition & student contribution + 100% student levies due before the last date of relevant registration period
 - 25% of tuition & student contribution by 31st January 2024
 - 25% of tuition & student contribution by 28th February 2024.
- This is detailed on the bottom of the bill, as seen on the next page.

Installments

- Please ensure you select 'Yes' to pay in installments. Once selected, this cannot be amended.

- Your bill for 2023/24:

Fees Due



Trinity College Dublin
Collegium Sanctissimum
Dublin 2

Student

Student ID	12345678
Student Name	Student
Academic Year	2023/24
Programme Name	Medicine (UBMD-MEDI-3F)
Year of Study	1
Fee Status	NEU
Semester	SEP

Below is a list of fees for the academic year 2023/24 for both you and any applicable sponsors

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

Section A: Sections B + C Combined

Debtor Type	Amount (€)
Student	36,193.75
Third Party (Sponsor)	0.00

Section B: What you (the student) currently owe

Description	Academic Year	Due Date	Amount (€)
Student Levies and Charges	2023/24	September 2023	193.75
Tuition	2023/24	September 2023	36,000.00

Payment terms

Pay in one instalment
€36,193.75 by September

Pay in two instalments
€18,193.75 by September
€ 18,000.00 by 31st January

If you select Yes, for academic year 2023/24, you will be permitted to pay in 3 instalments instead of the 2 instalments shown above. You are required to pay a minimum of 50% of your tuition/student contribution fees and all of your SLC charge due before registration. The remaining 50%, can be paid in 2 instalments of 25% by the 31st January and 28th February respectively.

If you select **No**, you are required to pay 100% of your fees due before registration.

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

Total Fees (€)	36,193.75
Payments made (€)	0.00
Balance brought forward (€)	0.00
Overall Balance (€)	36,193.75

Section B: What you (the student) currently owe

Sponsor Name	Description	Academic Year	Reference	Amount (€)
No records found				

Overall Balance	0.00
------------------------	------

[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 select **Yes**, for academic year 2020/21 only, you will be permitted to pay in 3 instalments instead of the 2 instalments shown above. You are required to pay a minimum of 50% of your tuition/student contribution fees and all of your SLC charge due before registration. The remaining 50%, can be paid in 2 instalments of 25% each by the 31st January and 28th February respectively.

If you select **No**, you are required to pay 100% of your fees due before registration.

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

Proceed
Exit

Completing your Financials task

- Remember that when you have paid your fees this does not mean you have completed the Financials step. Once you have paid your fees, go back into the registration path in your student portal to finish the fees section.
- Make sure to click the 'Proceed' button, as shown below:

Payment Methods

Below are the fees that you must pay before you can complete the Financials section of Online Registration.

Description	Academic Year	Due Date	Amount (€)
Student Levies and Charges	2023/24	September 2023	193.75
Tuition	2023/24	September 2023	18,000.00

Total Fees (€)	18,193.75
Payments made (€)	-18,193.75
Balance brought forward (€)	0.00
Total payment required to register (€)	0.00

Proceed

You are not yet registered, you must select the 'Proceed' button to continue to the final step in the registration process. If you do not complete this, you will remain unregistered and will continue to receive registration reminders.

- Then click 'Exit', as shown below:

Confirmation

You have completed Financials!
Press Exit to return to online registration.

Exit

You are not yet registered, you must select the 'Exit' button to proceed to the final step in the registration process. If you do not complete this, you will remain unregistered and will continue to receive registration reminders.

Step 8:

Terms and Conditions

- Here you will need to read the college terms and conditions.
- Once you have read through these, click 'Agree' and then click 'Continue'. You will be able to review your registration.

Trinity College Dublin - Online Registration		
Name	Student ID	
Student	12345678	Economics and Social Sciences (UBBE - BESS - 1F)

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.

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 2023/24

1. Personal data collected during registration is being obtained by Trinity College Dublin, the University of Dublin (the "University"), for the purposes of the provision of education and for related administrative and record-keeping purposes. All personal data collected will be processed in accordance with the Data Protection Act 2018 and the General Data Protection Regulation 2016/679 (GDPR). For further details on the processing of your personal data please see the Privacy Notice of Trinity College Dublin, the University of Dublin in the following [link](#).
2. I have been informed that personal data is collected on the disability, social, economic and cultural background of undergraduate students first entering the University 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). 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 (as may be amended or replaced by the Higher Education Authority Bill 2022). The data shared includes 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. Information will be provided for statistical purposes to government or other bodies.
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. Personal data may be shared with the National Vetting Bureau and placement providers where you are registered on a course that requires garda vetting to be carried out.
6. A sub-set of your personal data will be shared with College Services*, (*A full list of the College interfaced systems is available here) 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.
7. Full details of processing of your personal data is set out in the Privacy Notice of the Trinity College Dublin, the University of Dublin.
8. 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 238/1 of S.I. No. 142/2007 - Social Welfare (Consolidated Claims, Payments and Control) Regulations 2007.
9. 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 & Alumni to carry out the statutory functions of the University under section 13 of the Universities Act 1997. Personal data shared with Trinity Development & Alumni will be processed in accordance with their [privacy policy](#).
10. 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 details of which are further set out in Privacy Notice of the University. Personal data will be processed by Trinity College Dublin, the University of Dublin, in accordance with the Data Protection Act 2018.

Academic year 2023/24 - Hybrid Teaching and Learning in light of COVID-19

11. I understand that, in so far as is possible and in line with Government public health advice, the University will aim to deliver face to face teaching.
12. The health and safety of students and staff is the University's priority. Where it is not possible to facilitate face to face learning, due to social distancing requirements and public health advice, a hybrid approach will be taken to providing teaching and learning. This will be facilitated through online lectures, tutorials, assessments etc.
13. I understand that the University reserves the right to amend assessment methods and the timetable for assessments for any reason and at any stage during the academic year. All teaching and assessments are subject to public health advice and guidance as and when issued. The University reserves the right to amend academic delivery methods, the academic timetable and graduation ceremonies for public health reasons and at any stage during the academic year.
14. I understand that my personal data may be processed by way of recordings (via online lectures, seminars or tutorials) and these recordings will be processed by the University pursuant to the University Privacy Notice for online teaching and Learning.
15. Students must submit a personal photograph of themselves for their College I.D card. The College reserves the right to ask students to submit further photographic identification for verification purposes. Any instances of students falsifying photographs or College I.D cards will be determined in accordance with Part III CONDUCT AND COLLEGE REGULATIONS of the General Regulations set out in the College Calendar. Students are responsible for ensuring the validity of their personal photograph and their personal details set out in the College I.D. The College accepts no liability for use of falsified College I.D cards.
16. The health and safety of our students and staff is our priority. Accordingly, all teaching and assessments will be subject to public health advice and guidance as and when issued.
17. I understand that my personal data may be processed by way of recordings (via online lectures, seminars or tutorials) and these recordings will be processed by the University pursuant to the University Privacy Notice for online teaching and Learning.
18. Students must submit a personal photograph of themselves for their College LD card. The College reserves the right to ask students to submit further photographic identification for verification purposes. Any instances of students falsifying photographs or College ID cards will be determined in accordance with Part III CONDUCT AND COLLEGE REGULATIONS of the General Regulations set out in the College Calendar. Students are responsible for ensuring the validity of their personal photograph and their personal details set out in the College I.D. The College accepts no liability for use of falsified College ID cards.

College Regulations:

19. I certify that all fees and charges due to Trinity College Dublin, the University of Dublin have been paid by me or will be paid by me personally or on my behalf by an approved authority. We may collect your financial information for the purposes of monetary transactions with students. If the approved authority does not make full payment of all fees and charges on your behalf, the remaining balance due will be transferred to you, the student, for payment.
20. I have been provided with the College Regulations [<https://www.tcd.ie/calendar/>] for students (covering academic progress, discipline, residence, commons, and other subjects) and I apply for registration in accordance with the provisions set out in the College Regulations.
21. Prize winners' names will be published under the student's registered name.
22. 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.
23.
*(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.**
24. 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 their individual Trinity 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.
25. I have been provided here with Trinity College Dublin's Disability Code of Practice for Students.
26. I understand that Trinity College Dublin may amend the terms & conditions of registration at any time by providing reasonable notice including without limitation by posting revised terms on its website <https://www.tcd.ie/academicregistry/student-registration/assets/world/TermsConditionsEN.pdf> which amended terms and conditions shall be binding upon you.

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 >>>](#)

Confirmation of registration

- If you have successfully completed all registration tasks you should see a confirmation that all steps have been completed.
- Your Proof of Registration letter will generate automatically when you register, and you may re-generate it at any time by clicking on the button on this screen. The letter is generated as a PDF document and is sent to you in a new in-tray message in my.tcd.ie.
- To find out how to get your Trinity ID student card visit: <https://www.tcd.ie/academicregistry/service-desk/id-cards/>

Personal Details	 Complete	Amend
Contact Details	 Complete	Amend
Other Personal Details	 Complete	Amend
Emergency Contact Details	 Complete	Amend
Course	 Complete	Amend
Equal Access Survey	 Complete	Amend
Financial Details	 Complete	Amend
Terms and Conditions	 Complete	Amend

Proof of registration letter

- Once you have completed online registration you will receive a confirmation message in your in-tray in the my.tcd.ie portal. You can print your Proof of Registration from here.



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

my.tcd.ie

Home

Register

My Programme

My Results

My Exams

My Applications



Register

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](#)

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](#)

If you require any assistance please log your question with the Academic Registry using [Ask AR](#)

Trinity Username and Password

- Students may receive in-tray messages upon completing online registration such as a Confirmation of Registration message and a welcome from the Careers Advisory Service.
- New entrants will also receive an in-tray message containing their Trinity username and password. You can use this to log in to various college services like your college email.



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

my.tcd.ie

[Home](#) [Register](#) [My Programme](#) [My Results](#) [My Exams](#) [My Applications](#) [+](#)

Home

Please click the 'Confirm Selections' button to confirm your module selections



Welcome to your home page

To access your results once they have been published to the portal by your school, please use View My Results on your my.tcd.ie portal. This report can be accessed through the My Student Record tab.

In the event of receiving and formally accepting a course offer, additional functionality will be displayed in your portal account.

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

New Messages

Status	From	Subject	Received	Action
	IT Services	Your Trinity Computer Account - Username and Password	14/Aug/2023 at 17:50	Read
	Academic Registry	Confirmation of Registration	14/Aug/2023 at 17:45	Read

[Sent Intrad Messages](#)

[All Intrad Messages](#)

Contact Us

- Email: academic.registry@tcd.ie
- Phone: +353-1-896-4500

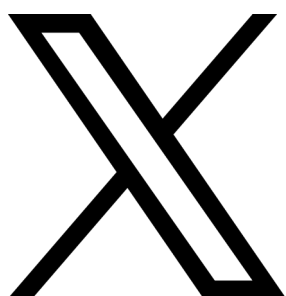
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