Academic Registry – Student Bank details for EFT payments
23 November 2015

Student Finance Team
Academic Registry Student Finance Team

Student Bank details:

• How to provide Bank details for payments and refunds to by EFT - electronic funds transfer.

Contents:

1. Login;
2. Home page;
3. My Finance;
4. Banking country;
5. Input details;
6. Confirmation.
1. Login.

Login to the my.tcd.ie portal.
2. Home page.
You will arrive on the home page.
Click on ‘my finance’.
Click on ‘Capture bank details’.
4. Bank Country

Select the country for the bank details you are providing from the drop down menu.

Then click next.

E.G.: Ireland for AIB, United Kingdom for Barclays.
5.(i) Input details.

You will be brought to the bank details input page.

- **All three fields must be completed;**
- **No spaces allowed.**
5. (ii) Input details.

1. Enter the full account holder name, [First Name] [Surname].

2. Enter the BIC / Swift code, e.g. AIBKIE2D

3. Enter the IBAN number.

Click ‘next’
5.(iii) Input details.

Enter the Bank name and address.

Click on ‘save’.

N.B. this must be the Banks address, not your own address.
6. Confirmation.
The circled message will confirm if the details have been stored successfully.
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Academic Registry
+353 1 896 4500 [Academic Registry Support]
+353 1 896 4501 [Academic Registry Staff Support]
MyTCD.ie [To Log Student/Staff Queries]
www.tcd.ie/academicregistry

Student Finance information
https://www.tcd.ie/academicregistry/fees-payments/