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

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

This guide will explain each step of the registration process. Below you will see a diagram going through the steps you must complete.
• Visit www.my.tcd.ie.

• Log in using your college username and password, or your applicant username and password if you are a new entrant.

• When you log in you will see the below screen.
Once you have accepted an offer to study at Trinity, or as a continuing student you are expected to register for the next academic year, you will receive your Invitation to Register through the my.tcd.ie student portal. This message notifies you that your "Register" tab is now activated.

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

This guide and the registration video tutorial will provide you with assistance to complete each step. In the event that you require further assistance please use the ASK AR option to log your query with the Academic Registry.
This page shows the list of registration tasks for completion. Read carefully before starting as not completing each step will delay registration.

- 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, and you can proceed.
- You are not registered until all tasks have been successfully completed as indicated by a green tick.
Step One:

Personal Details

- Once you click on the “Personal Details” task the screen below will be displayed showing your application information or the information provided during registration in a previous academic year.

- If this information is incorrect log a request to update the information using the Ask AR button.

Trinity College Dublin - Online Registration

Name Student ID Course
Reggie Test 17310547 Economics and Social Science (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.

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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Number</td>
<td>17310547</td>
</tr>
<tr>
<td>Family Name</td>
<td>Test</td>
</tr>
<tr>
<td>Forename(s)</td>
<td>Reggie</td>
</tr>
<tr>
<td>Title</td>
<td>Ms</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>02/02/92</td>
</tr>
<tr>
<td>Gender</td>
<td>Female</td>
</tr>
<tr>
<td>Nationality</td>
<td>Irish</td>
</tr>
</tbody>
</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 Two:
Contact Details

- After clicking on the “Contact Details” task the screen below will display. You will need to verify both your permanent home address and your term address.

- By clicking the “Edit” button you will be able to make changes to the information. It is possible to copy the home address to the term address by clicking on the “copy home address to term address tab”.

- You must provide at least one contact number – this can be either Telephone or Mobile Number.

- Once you have verified your address click “Continue” to proceed to the next screen.

Trinity College Dublin - Online Registration

Name
Reggie Test

Student ID
17310547

Course
Economics and Social Science (UBBE-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.

Contact Details

Please check and complete your details

Permanent Home Address
1 Test Avenue
Test Road
Dublin 1

Term Contact Address
No Address On record. Use the ‘Create’ Button above.

If your Term Contact Address is the same as your Permanent Home Address please use the button below.

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.

www.tcd.ie/academicregistry/
Step Three:
Other Personal Details

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

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Trinity College Dublin - Online Registration

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reggie Test</td>
<td>17310547</td>
<td>Economics and Social Science (UBBE-BESS-1F)</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.

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Other Personal Details

Please check and complete your details

- Country of Domicile
- 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@tcd.ie 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 Four:
Emergency Contact

- After you have clicked on the “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 on "Create/Edit". On completion of verification, click on “Continue”.

Trinity College Dublin - Online Registration

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID</th>
<th>Course</th>
</tr>
</thead>
<tbody>
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<td>17310547</td>
<td>Economics and Social Science (UBBE-BESS-1F)</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 *
  - No address on record.
  - You must create a Primary Emergency Contact in order to continue by using the ‘Create’ button above.

- Secondary Emergency Contact
  - No Address On record.

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

If you have any difficulty completing this task, please log your question with the Academic Registry using Ask AR.
Step Five: Course Details

- Once you have clicked on the “Course” tab your academic details will be displayed. If all your details are correct, please 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 be displayed.

- 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, clicking on “Continue”.

Course Details Incorrect - Contact Academic Registry

Please check and complete your details

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

Are the above details correct?  

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

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 Six:
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 entrants 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.

If you would like further information please contact access@hea.ie
Please check and complete your details

Equal Access Survey data is collected from Higher Education Institutions (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 its 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

Other, including any chronic illness.
- 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?

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?  

[ ] 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?

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

• Please note any information entered is strictly confidential including information on disabilities. If you wish to receive assistance from the Disability Service, please select one of the options listed in the survey.

• Please fully complete the survey and click “Continue”.
Step Seven: 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 in the upcoming screens. Make sure information you provide is accurate to avoid any delays.

Please note: We may be in contact with you for additional information in order to finalise your SUSI/HEA eligibility.
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 now Correct this is How to Pay:

- 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](image-url)
• 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](image)

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](image)

www.tcd.ie/academicregistry/student-registration
2. How to Pay - EFT TransferMate

TransferMate is an easy to use intermediary for all payments. Where Transfermate has a local bank account you benefit:

- 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 Transfertmate you will need to select "EFT" and then the option below:

![EFT TransferMate (formerly PaytoStudy) information]

3. How to Pay - EFT Bank Transfer

If you are unable to pay in either of the methods previously mentioned you should select EFT payment you will be shown the following screen:

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

- By selecting “EFT” you will be shown details of how to transfer your funds.
- If you select Euro as your currency you will be shown details to make your own transfer using your personal bank, outside of the my.tcd.ie site.
- 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.
• Once you have paid you will be taken to the below screen.

• 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 as this will be updated once payment has been fully processed. Once updated you must complete this step and proceed to the final task.
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 FAO Student Finance. See link below: 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 FAO Student Finance. See link below: https://www.tcd.ie/academicregistry/assets/PDF/Sponsorship%20Form.pdf

**TCD Foundation/Non-Foundation Scholar Funding:**
You should submit the prescribed form to academic.registry@tcd.ie FAO Student Finance. See link: https://www.tcd.ie/academicregistry/assets/PDF/TCD%20Scholar%20Registration%20Form.pdf

**U.S. Federal Aid/Canadian Loans/Sallie Mae Loans:**
You should contact academic.registry@tcd.ie FAO Student Finance to have your bill amended before you proceed with registration.
Financials – The Invoice

Please note invoices/bills can only be issued directly to students and approved Trinity sponsors. We cannot issue bills to any other third party.

Changes to your bill for 2020/21:

For 2020/21 only students are permitted to pay in 3 instalments:

- 50% of tuition & student contribution + 100% student levies upon registration
- 25% of tuition & student contribution by 31 January 2021
- 25% of tuition & student contribution by 28 February 2021

This is detailed on the bottom of the bill.

Instalments:

Please ensure you select accurately "Yes" or "No" to ‘pay in instalments. Once selected this cannot be amended.

A template of your bill can be seen on the following page.
Below is a list of fees for the academic year 2020/21 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: Debtors B + C Combined

<table>
<thead>
<tr>
<th>Debit Type</th>
<th>Amount (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>36,193.75</td>
</tr>
<tr>
<td>Third Party (Sponsor)</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Section B: What you the student currently owe

All of your current debt is displayed here. In the event your debt is subsequently sponsored by a third party, the liability will be moved and displayed in Section C below.

<table>
<thead>
<tr>
<th>Description</th>
<th>Academic Year</th>
<th>Due Date</th>
<th>Amount (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Levies and Charges</td>
<td>2020/21</td>
<td>September 2020</td>
<td>192.75</td>
</tr>
<tr>
<td>Tuition</td>
<td>2020/21</td>
<td>September 2020</td>
<td>36,000.00</td>
</tr>
</tbody>
</table>

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

### Section C: What is currently expected to be paid by a third party (Sponsor) on your behalf

In the event a third party (Sponsor) does not pay amounts due, liability will revert to the student.

<table>
<thead>
<tr>
<th>Sponsor Name</th>
<th>Description</th>
<th>Academic Year</th>
<th>Reference</th>
<th>Amount (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

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 60% of your tuition/student contribution fees and all of your SLC charge due before registration. The remaining 40% fees, 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.
Completing your Financials task!

Completing payment requires you to open new tabs, you must remember to return to the registration pages and complete the confirmation of payment pages. Making payment does not constitute completing registration!

Make sure to click the "Proceed" button as shown below:

<table>
<thead>
<tr>
<th>Payment Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
</tr>
<tr>
<td>Student Levies and Charges</td>
</tr>
<tr>
<td>Tuition</td>
</tr>
</tbody>
</table>

Total Fees (£)          18,153.75
Payments made (£)       18,153.75
Balance brought forward (£) 0.00
Total payment required to register (£) 0.00

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.

And also the "Exit" button, as below:

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.

You are now ready to move to the final stage of registration!
Step Eight:
Terms & Conditions

Terms and Conditions of Registration

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

www.tcd.ie/academicregistry/student-registration
Academic year 2020/2021 - Hybrid Teaching and Learning in light of COVID-19

11. I understand that the intention of the University is that, so far as is possible, and in line with Government public health advice, the University will aim to deliver face to face teaching as far as is possible. 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.

12. I understand that due to the current Covid-19 pandemic the College has implemented a hybrid approach to teaching and learning and will utilise approved and supported software solutions for the purposes of online teaching, learning, assessments and orientation.

13. I understand that the University reserves the right to amend academic delivery methods, assessment methods and the academic timetable (for teaching or assessments) for any reason and at any stage during the academic year.

14. I understand that in light of public health guidance graduation ceremonies may need to be held virtually.

15. I understand and agree that I will be required to follow government and Trinity College Dublin guidelines and advice related to reducing the spread of COVID-19. I understand that this advice is likely to change regularly so all students of the College are advised to check the following website regularly for public health updates: Coronavirus Key Updates. I understand that students will be required to adhere to social distancing requirements in accordance with public health guidance and may be required to wear face coverings (or other personal protective equipment) as required.

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 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.

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 the College regulations for students (covering academic progress, discipline, residence, common 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 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.
Confirmation of Registration

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

- Personal Details ✓ Complete
- Contact Details ✓ Complete
- Other Personal Details ✓ Complete
- Emergency Contact Details ✓ Complete
- Course ✓ Complete
- Equal Access Survey ✓ Complete
- Financials ✓ Complete
- Terms and Conditions of Registration ✓ Complete

- 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 intray 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/](https://www.tcd.ie/academicregistry/service-desk/id-cards/)
Registration Letter

Once you have completed online registration you will receive an InTray message in the my.tcd.ie portal confirming your registration. You can print / re-print your Proof of Registration from here.
Trinity Username and Password

- Students may receive intray 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 Intray message in the my.tcd.ie portal containing their Trinity username and password and instructions on how to obtain their Trinity student ID Card.”