



**Trinity College Dublin**

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

**Academic Registry**

**Trinity College Dublin**

# Registration Guide



# How to register on my.tcd.ie

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](http://www.my.tcd.ie).
- Log in using your college username and password, or your applicant username and password if you are a new entrant.

Portal Logon

Login

Username

Password

[Forgotten your password?](#)

## How to Login to my.tcd.ie

### New Entrants who have not yet completed online registration:

If you are a new student to TCD, or have taken a break in your studies, and have not yet registered online please login using the username and password recently communicated to you via email.

### Students who have completed their studies at Trinity College, or Students who are off books (no assessment) and cannot log into my.tcd.ie

Please click on the 'Forgot your password?' link and follow the on-screen instructions

### Staff members, Continuing Students, and New Entrants who have completed online registration:

Please use your College username and network login password to access my.tcd.ie.

### Staff members who are also students:

If you are a College staff member as well as a student (new entrant or continuing) please login using your staff username and network login password.

To login to Blackboard Learn, please go to [mymodule.tcd.ie](http://mymodule.tcd.ie)

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

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

[my.tcd.ie](http://my.tcd.ie)

Home Register My Results My Exams My Applications Orientation + Reggie Test (Logout)

## Home

Welcome to your home page, Reggie.

**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 Intray Messages

[View 3 messages in full screen mode](#)

Status	From	Received	Subject	Action
<input checked="" type="checkbox"/>	Academic Registry	11/Aug/2020 at 12:51	<a href="#">Online Registration Now Open (20308433/1)</a>	<a href="#">Read</a>
<input checked="" type="checkbox"/>	Academic Registry	14/Apr/2020 at 16:45	<a href="#">Online Registration Now Open (20308433/1)</a>	<a href="#">Read</a>
<input checked="" type="checkbox"/>	UG ADMISSION	09/Apr/2020 at 08:31	<a href="#">Firm Offer</a>	<a href="#">Read</a>

[Sent Intray Messages](#)

[All Intray Messages](#)

Need Some Assistance? Get help from the Academic Registry (AR)

If you need some assistance

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.

All Intray Messages					
Status	From	To	Date	Subject	Delete
Opened	Academic Registry	Me	11/Aug/2018 at 16:30	Online Registration Now Open	■

Showing messages 1-1 of 1 (Message status is @New/Unread, Task status 'Any')

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.

The screenshot shows the top navigation bar of the my.tcd.ie student portal. The 'Register' tab is highlighted with a red box. Below the navigation bar, the 'Home' page is displayed. A welcome message states: 'Welcome to your home page. 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.' Below this message, there is a section for 'New Intray Messages' which shows 'You have no new messages'. At the bottom of the page, there are links for 'Sent Intray Messages' and 'All Intray Messages'.

# Registration Home Page

This page shows the list of registration tasks for completion. Read carefully before starting as not completing each step will delay registration.

Personal Details	× Incomplete	<input type="button" value="Start"/>
Contact Details	× Incomplete	<input type="button" value="Start"/>
Other Personal Details	× Incomplete	<input type="button" value="Start"/>
Emergency Contact Details	× Incomplete	<input type="button" value="Start"/>
Course	× Incomplete	<input type="button" value="Start"/>
Equal Access Survey	× Incomplete	<input type="button" value="Start"/>
Financials	× Incomplete	<input type="button" value="Start"/>
Terms and Conditions of Registration	× Incomplete	<input type="button" value="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 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

Student Number	17310547
Family Name	Test
Forename(s)	Reggie
Title	Ms
Date of Birth	02/02/92
Gender	Female
Nationality	Irish

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	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.

## Contact Details

Please check and complete your details

<input type="button" value="Edit"/>	<b>Permanent Home Address</b>	<input type="button" value="Create"/>	<b>Term Contact Address</b>
Address*	1 Test Avenue Test Road Dublin 1	Address*	No Address On record. Use the 'Create' Button above.
Postcode/Zipcode			If your Term Contact Address is the same as your Permanent Home Address please use the button below.
Country*			
Telephone Number*			
Mobile Number (Incl. International Code)			<input type="button" value="Copy Home Address to Term"/>

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

# 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”.

### 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.

### 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](mailto: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

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.

### 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.

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

Ask AR

Exit

Continue

# 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?

yes  no

**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](mailto:access@hea.ie)**

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.

**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

Exit

Continue

- 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.

Welcome to the Financials section of online registration

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 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 completed successfully.

**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.**

If you are a new undergraduate who has applied through the CAO [Central Applications Office] including Irish, United Kingdom of Great Britain & Northern Ireland students, please read the following:

- All students must complete the HEA Free Fees Initiative (FFI) questionnaire to proceed and ensure your bill is correctly calculated.
- The bill which is currently visible in your portal is an initial calculation and may be amended based on your eligibility 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 (e.g. students who have recently completed the Leaving Certificate) 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 applied to SUSI and have been awarded an amount different to that displayed above, please submit soft copies of your award letter to [academic.registry@tcd.ie](mailto:academic.registry@tcd.ie) 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 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

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								
#	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

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

**PAY NOW**

- 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:	20308433
ORDER ID:	1253808
RECEIPT NUMBER:	RCT862671
RECEIPT DATE:	17 August 2020
PAYMENT AMOUNT:	€ 18,193.75

Payment Successful

Thank you Reggie, 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.

Ms R Test	Student Finance Academic Registry Trinity College Dublin College Green Dublin 2 Ireland
17 August 2020	

Academic Year	Details	Payment Method	Value
2020/21	Online Payment - Tuition	Credit/Debit Card	€ 18,193.75
<b>TOTAL RECEIPT:</b>			<b>€ 18,193.75</b>

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. 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 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

Click Next to return.

## 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**

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.

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

- 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.

**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
<b>Payment Reference</b> Note: this is your TCD student ID number	<b>20304616 EFT payment</b>
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.

Press Back to return.

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](mailto:academic.registry@tcd.ie) **FAO Student Finance**. See link below:

[https://www.tcd.ie/academicregistry/assets/PDF/Departmental\\_Research\\_Form.pdf](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](mailto: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](mailto: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](mailto: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.



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

Reggie Test

Student ID	20308433
Student Name	Reggie Test
Academic Year	2020/21
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 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: Sections B + C Combined**

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

**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.

Description	Academic Year	Due Date	Amount (€)
Student Levies and Charges	2020/21	September 2020	193.75
Tuition	2020/21	September 2020	36,000.00

**Payment terms**

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

**Pay in one instalment**  
€ 36,193.75 by September

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

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

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% 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.

**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.

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% 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.

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

[Proceed](#) [Exit](#)

# 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:

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	2020/21	01/Sep/2020	193.75
Tuition	2020/21	01/Sep/2020	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

**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:

Confirmation
You have completed Financials! Press Exit to return to online registration.
<input type="button" value="Exit"/>
<b>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.</b>

**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.

Trinity College Dublin   Online Registration		
Name	Student ID	Course
Reggie Test	20308433	Medicine (UBMD-MEDI-3F)

### 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 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 2020/21

##### Data Protection:

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. 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.

11. I understand that the intention of the University is 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 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 with the [College regulations](#) 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 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 the following confirmation:

Personal Details	✓ Complete	<a href="#">Start</a>
Contact Details	✓ Complete	<a href="#">Start</a>
Other Personal Details	✓ Complete	<a href="#">Start</a>
Emergency Contact Details	✓ Complete	<a href="#">Start</a>
Course	✓ Complete	<a href="#">Start</a>
Equal Access Survey	✓ Complete	<a href="#">Start</a>
Financials	✓ Complete	<a href="#">Start</a>
Terms and Conditions of Registration	✓ Complete	<a href="#">Start</a>

- 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/>

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

my.tcd.ie

Home

Register

My Results

My Exams

My Applications

Orientation

+

Reggie Test (Logout)

## Register

Thank you for completing the on-line course registration process at the University of Dublin, Trinity College Dublin.

Registration Status: ✔ Registered

### New Students

Following completion of online registration new students will be issued with further communications to your intray (inbox) in the my.tcd.ie portal in respect of:

- a Trinity username and initial password. 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.
- further instructions on how to obtain your Trinity student ID card.

### 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 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](#) You have not yet sent your Proof of Registration to your [inray](#).

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

# 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.”

Intray Messages for Reggie Test Message 2 of 2

**From** Academic Registry  
**Received** 27/Aug/2020  
**Due Date**  
**Subject** Confirmation of Registration

Thank you for completing the on-line course registration process at Trinity College Dublin, the University of Dublin.  
Registration Status: ✔ Registered

Please note that you can access your Confirmation and Proof of Registration through the Register tab on my.tcd.ie at any time. Selected documentation will be sent to your in-tray.

**New Students**

Following completion of online registration new students will be issued with further communications to your intray (inbox) in the my.tcd.ie portal in respect of:

- a Trinity username and initial password. 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.
- further instructions on how to obtain your Trinity student ID card.

**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 your Trinity 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.

[Delete](#)

[Intray](#) [Previous](#)