

**Online Application Guide**  
**for non-EU full degree undergraduate courses at**  
**Trinity College Dublin, the University of Dublin**



Coláiste na Tríonóide, Baile Átha Cliath  
Trinity College Dublin

Ollscoil Átha Cliath | The University of Dublin

## Introduction

All undergraduate applications are processed and assessed by the Academic Registry. All final outcomes will be communicated to you through the MyTCD portal ([www.my.tcd.ie](http://www.my.tcd.ie)). Therefore, we strongly advise that you regularly log into the MyTCD portal and check if any further actions need to be taken by you at any stage of the application/admission process.



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

The application process for undergraduate studies at Trinity College Dublin (TCD) is different for EU and nonEU applicants. NonEU applicants apply to a course in Trinity via the courses section on the TCD website ([www.tcd.ie/courses](http://www.tcd.ie/courses)).



## Course List on TCD Website

At first, you will need to select a course from the list of undergraduate courses available at the below location

<https://www.tcd.ie/courses/undergraduate/az/>

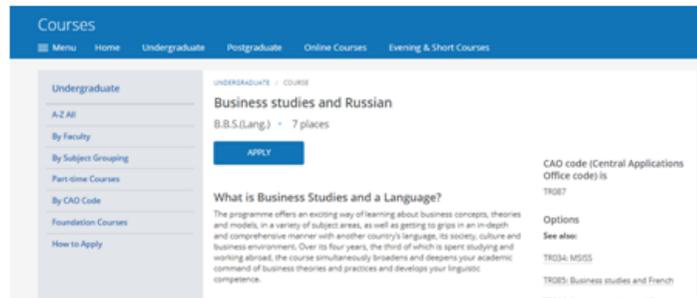
The screenshot shows the 'Courses' page on the TCD website. The navigation bar includes 'Menu', 'Home', 'Undergraduate', 'Postgraduate', 'Online Courses', and 'Evening & Short Courses'. The 'Undergraduate' section is active, showing a list of filters: 'A-Z All', 'By Faculty', 'By Subject Grouping', 'Part-time Courses', 'By CAO Code', 'Foundation Courses', and 'How to Apply'. A 'Download PDF' button for the 'Undergraduate Prospectus' (27.76MB) is visible. Below the navigation, the 'Undergraduate Courses (All)' section is displayed, with a list of courses including 'Acting', 'Ancient and medieval history and culture', 'Ancient history and archaeology (TSM)', 'Biochemistry: Biological and Biomedical Sciences', 'Biological and Biomedical Sciences', 'Biomedical engineering', 'Botany: Biological and Biomedical Sciences', 'Business studies and French', 'Business studies and German', 'Business studies and Polish', 'Business studies and Russian', and 'Business studies and Spanish'. The 'Business studies and Russian' course is highlighted with a red box.



# Coláiste na Tríonóide, Baile Átha Cliath Trinity College Dublin

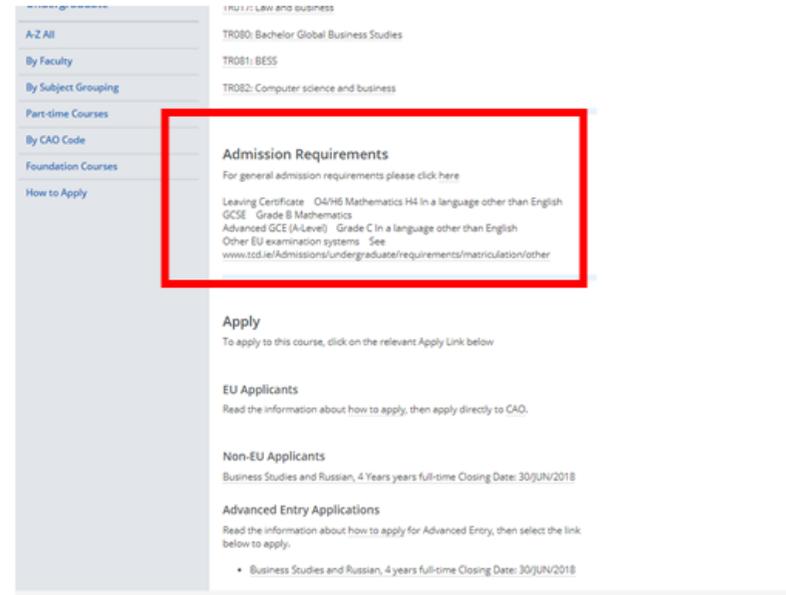
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In order to be considered for admission you are required to satisfy the admission requirements specific to your chosen course. Admission requirements are given in detail for each course as per the example screen below.



**SCROLL**

**DOWN**





If you meet the admissions requirements, you can apply to the course by clicking on the link under non-EU applicants.

The screenshot shows a web page with a left-hand navigation menu and a main content area. The navigation menu includes 'By CAO Code', 'Foundation Courses', and 'How to Apply'. The main content area is titled 'Admission Requirements' and contains several sections: 'Admission Requirements' with a link for general requirements, 'Apply' with instructions to click on relevant links, 'EU Applicants' with instructions to apply directly to CAO, and 'Non-EU Applicants' which is highlighted with a red box and contains a link for 'Business Studies and Russian, 4 Years years full-time Closing Date: 30/JUN/2018'. Below this is an 'Advanced Entry Applications' section with instructions and a list of courses.

When you click on the link the applicant is directed to [www.my.tcd.ie](http://www.my.tcd.ie) (the portal).



Setting up an account on [www.my.tcd.ie](http://www.my.tcd.ie)

The [www.my.tcd.ie](http://www.my.tcd.ie) portal home screen presents the applicant with two options. Unless you are a registered user on the [www.my.tcd.ie](http://www.my.tcd.ie) portal, you will need to create a new user account by clicking on the 'New User' button, available on the right hand side of the screen presented below.

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Welcome to my.tcd.ie

Logged In: [Clear & Reset](#) | [User Details](#) | [Application Form](#) | [Payment](#) |

**Your applications:**

Course Title	Course Code
1. Business Studies and Russian	DUBAH-BURU-1F09

**Portal Logon**  
Type a username and password to log in.

Email address (Username)

Password

[Forgotten Password](#)

OR

**Create a new user**  
Click below to create a new applicant account

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Creating a new account is simple and quick, you only need to enter your basic personal details (title, name, DOB and email ID) on a short form and create a login password to get access to the portal.



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Welcome to my.tcd

Logged In: [Clear & Reset](#) | [User Details](#) | [Application Form](#) | [Payment](#) |

**Your applications:**

Course Title	Course Code
1. Business Studies and Russian	DUBAH-BURU-1F09

**New User Details**

\* Title:  \* Date of Birth (DD/MM/YYYY):  

\* Forenames:

\* Surname:

**Login Details**

\* Email Address (Username):

\* Confirm e-mail Address:

\* Password:  (minimum of 7 characters) \* Confirm password:

**Trinity College Dublin Password Policy** - Please note that your new password must comply with the password policy as follows:

- Must be at least 7 characters in length.
- Must contain at least one lowercase character (a-z).
- Must contain at least one uppercase character (A-Z).
- Must contain a numeric character (0-9) or a special character such as ! # or % (DO NOT USE or or spaces).
- Password cannot be the same as any of your previous 24 passwords.
- Password can only be changed once in any 24 hour period.

**Please Note**

Version – 1.0



\* There is no separate username for your account on [www.my.tcd.ie](http://www.my.tcd.ie). Your email ID will act as your username, for logging into the portal.

### Logging into your Account

After you have set up your account on [www.my.tcd.ie](http://www.my.tcd.ie) you may log into your account from the link by entering your email address (username) and password on the screen shown below and click on login.



Please note that there is a provision to recover your account, in case you forget your password. You may click on the 'forgotten password' link (below the login button) which will direct you to a screen that requires entering your email ID, surname and DOB.

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Welcome to my.tcd.ie

Logged In: | [Clear & Restart](#) | [New query](#) | [Login](#) |

**Your applications:**

Course Title	Course Code
-	-

[Forgotten Password](#)

To gain access to the system you will need to provide us with your details.

**Enter Details**

Enter your details below.

Username	abcdefg@gmail.com
Surname	Panda
Date of birth (d/m/yyy e.g. 01/07/1973)	02/03/2000

Go

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If the information entered on this screen matches with what you provided initially, you will receive a password reset link to your registered email ID. By clicking on the link, you are directed to a page where you can reset your password.



## System Message

A system message relating to your current request is displayed below -

Account Information

SIW\_PQS\_001



An email has been sent to the email account associated with this user record. Please check this email account and retrieve a new password from the email. You will need this new password to access your web account.  
[Login Here](#) USE\_IPP\_MODE=Y+MESSAGE=55



## User Details

After providing the correct credentials and successfully logging onto [www.my.tcd.ie](http://www.my.tcd.ie), you will be presented with a screen that displays all your saved user details. Here you are also given options to amend your details and change your password, if you wish to. From this screen you may opt to go to a previously saved application or proceed with a new one.



## The Application Form

Once this initial account creation is completed you are directed to proceed with your application by filling out a form. The application form is divided into different tabs. The tabs are **Personal Details**, **Education & Qualifications**, **Experience**, **Additional Information**, **Personal Statement**, **References**, **Supporting Documents** and **Declaration**. You can navigate through the application form using the tabs (on the top) or the **Save & Proceed/Back** buttons on the bottom of the screen.

You should go through the Application Guidance notes before you fill out each page of the form. In each tab, mandatory fields are marked with an asterisk (\*). A traffic light system is in operation so tabs that have been completed have a green dot. A red dot means that a section has not been fully completed. Any mandatory questions that you do not answer will be highlighted to you.

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Course Title	Student Number	Mode of Study	Entry Year	Course Start Date	Point of Entry
Business Studies and Russian		Full-Time	2018/19	01/Sep/2018	Year 1

Personal Details  Education & Qualifications  Experience  Additional Information  Personal Statement  References  Supporting Documents  Declaration

Please note that your applications will be assessed in order of submission i.e. your first application will be your first preference.

**Application Guidance**  
Please read the application guidance notes before completing this application.  
**Application Guidance Notes**  
Fields marked with an asterisk (\*) are mandatory and must be completed in order to submit your application.  
You can navigate through the application form using the above tabs or the proceed and previous buttons below.  
A red dot on the above tabs indicates incomplete information on the related page and a green dot indicates that the related page is complete.  
Pressing the proceed button will highlight if there are any mandatory questions that have not been answered.

**Permission to contact**  
\* I agree that TCD staff may contact me to assist me with my application.



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You can save your application and exit out of the portal at any time. On doing so, an email will be sent to you containing a link which allows you to access and proceed with your application again at any time.

## Please Note

Without completing the mandatory fields, you cannot **'SUBMIT'** the application form.

The screenshot displays the Trinity College Dublin application portal. At the top left is the college logo and name. Below it, a table shows application details:

Course Title	Student Number	Mode of Study	Entry Year	Course Start Date	Pe
Business Studies and Russian		Full-Time	2018/19	01/Sep/2018	Yea

Below the table are several tabs: Personal Details (selected), Education & Qualifications, Experience, Additional Information, Personal Statement, References, Supporting Documents, and Declaration. A red message reads: "Please note that your applications will be assessed in order of submission i.e. your first application will be your first preference."

An error message box is overlaid on the screen with the title "Please correct the following errors". The message lists the following mandatory fields that are blank: Gender, Home Address line 1, Home Address line 2, Home Address Country, Correspondence Address Country, Correspondence Address line 1, Correspondence Address line 2, Correspondence Address Country, Home Telephone Number, Mobile Number, Country of Birth, Country of permanent residence prior to entry, Nationality, Permission to contact, and EU Status. The box contains "continue" and "cancel" buttons.

Below the error box, there is a section for "Application Guidance" and "Permission to contact". The "Permission to contact" section includes a checkbox and the text: "\* I agree that TCD staff may..."

At the bottom left of the page, the text "Personal Details" is visible.



### **Tab-1: Personal Details**

Under this Tab, you are required to

- Check the highlighted box to allow TCD staff to assist you with the application process
- Complete the personal details section
- Provide contact details (including your home address)
- Provide your correspondence address (if it is different from your home address)
- Choose your applicant status
- Provide further details about yourself



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Course Title	Student Number	Mode of Study	Entry Year	Course Start Date	Point of Entry
Business Studies and Russian		Full-Time	2018/19	01/Sep/2018	Year 1

Personal Details
 Education & Qualifications
 Experience
 Additional Information
 Personal Statement
 References
 Supporting Documents
 Declaration

Please note that your applications will be assessed in order of submission i.e. your first application will be your first preference.

**Application Guidance**

Please read the application guidance notes before completing this application.  
[Application Guidance Notes](#)  
 Fields marked with an asterisk (\*) are mandatory and must be completed in order to submit your application.  
 You can navigate through the application form using the above tabs or the proceed and previous buttons below.  
 A red dot on the above tabs indicates incomplete information on the related page and a green dot indicates that the related page is complete.  
 Pressing the proceed button will highlight if there are any mandatory questions that have not been answered.

**Permission to contact**

\* I agree that TCD staff may contact me to assist me with my application. --- Please select an option ---

**Personal Details**

* Surname/Family name <input type="text" value="PANDA"/>	* Title <span style="border: 1px solid #ccc;">Ms</span>
* First name <input type="text" value="SUSHAIN"/> Second name <input type="text"/>	Third name <input type="text"/>
* Date of Birth (DD/MM/YYYY) <input type="text" value="02/Mar/2000"/>	* Gender <span style="border: 1px solid #ccc;">--- Please select an option ---</span>

**Contact details - Home address**

* Country <span style="border: 1px solid #ccc;">--- Please select an option ---</span>	
House Name <input type="text"/>	
* Address line 1 <input type="text"/>	
* Address line 2 <input type="text"/>	
Address line 3 <input type="text"/>	
Address line 4 <input type="text"/>	
Postcode/Zip Code <input type="text"/>	
* Home Telephone Number (incl. International code) <span style="border: 1px solid #ccc;">Prefix</span> <input type="text"/>	
* Mobile Number (incl. International code) <span style="border: 1px solid #ccc;">Prefix</span> <input type="text"/>	
* Email Address <input type="text" value="labodefqi@gmail.com"/>	

Please click here if your Correspondence Address is the same as your Home Address [X]



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**Contact details - Correspondence address**

\* Country

House Name

\* Address line 1

\* Address line 2

Address line 3

Address line 4

Postcode/Zip code

Correspondence Telephone Number (incl. International code) Prefix

Mobile Number (incl. International code) Prefix

**Applicant Status**

EU Status: Please select ONE of the following categories  
Please be advised that you may be required to provide additional supporting documentation (P60, P45, P21 etc) to confirm your status.) For further information please [click here](#)

- Are you ordinarily resident in the EU and have you received full-time post-primary education in the EU for three of the five years immediately preceding admission to Trinity College Dublin.
- Are you ordinarily resident in the EU and have you worked full-time in the EU for three of the five years immediately preceding admission to Trinity College.
- Do you hold a passport from an EU State and have you received all full-time post primary education in the EU.
- Do you have official refugee status or have you been granted humanitarian leave to remain in the state and have you been ordinarily resident in the EU for three of the five years immediately preceding admission to Trinity College Dublin.
- I do not fall under any of the categories outlined above.

**Further Details**

\* Country of Birth  \* Nationality

\* Country of permanent residence prior to entry

European Health Insurance Card Number  For further information please [click here](#)

Personal Public Service (PPS) Number  For further information on PPS please [click here](#)

Are you a current CAO applicant?

Have you been admitted to Trinity College, Dublin before

Do you require a Visa to study   
If you are not sure if you require a visa to study in Ireland please [click here](#)

Do you have a disability/specific learning difficulty

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## Please Note

Under the applicant status, all nonEU applicants must select Option No.4 or No. 5, as appropriate.



**Tab-2: Education & Qualifications**

Under this Tab, you are required to

- Fill out information about your Second Level Education (School).
- Fill out the level of study, grades/marks achieved and date of examination for each subject of your Second Level Examinations.

Course Title	Student Number	Mode of Study	Entry Year	Course Start Date	Point of Entry
Business Studies and Russian		Full-Time	2018/19	01/Sep/2018	Year 1

Personal Details
  **Education & Qualifications**
 Experience
  Additional Information
  Personal Statement
  References
  Supporting Documents
  Declaration

**Application Guidance**

Fields marked with an asterisk (\*) are mandatory and must be completed in order to submit your application. You can navigate through the application form using the above tabs or the proceed and previous buttons below. A red dot on the above tabs indicates incomplete information on the related page and a green dot indicates that the related page is complete. Pressing the proceed button will highlight if there are any mandatory questions that have not been answered.

**Second Level Education**

Please provide the details of School(s) you have attended. Please note that the most recent one should be entered first.

\* Name of School: National Secondary School

From: 16/Mar/2012 To: 02/Jun/2018

\* Address line 1: 8998 National Road Address line 2: Manhattan

City: New York County/State:

\* Country: UNITED STATES OF AMERICA Post / Zip Code:

**Second Level Examinations**

Please enter the results for your final or current year subjects. If you have not taken any second level exams choose N/A from the qualification drop down list – enter N/A under subject, level and grade/mark drop down menus and choose today's date. If your results are pending please choose N/A from the grade/mark drop down menu or enter N/A and give an approximate date of exam. You can enter more than one type of qualification by clicking the + sign on the bottom right corner of this table.

* Qualification	* Subject	* Level	* Grade/Mark	* Date of exam	Add
US High School Diploma	AGRICULTURAL ECONOMICS	HIGHER or ADVANCED	A	12/May/2018	
	MATHEMATICS	HIGHER or ADVANCED			
	ENGLISH	HIGHER or ADVANCED			
	FRENCH	HIGHER or ADVANCED			
	BIOLOGY	HIGHER or ADVANCED			
	GEOGRAPHY	HIGHER or ADVANCED			



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- Highest 3rd Level Qualification or equivalent (Degree, Masters etc. – if applicable)
- Provide Additional Relevant Qualifications
- Any other Relevant Qualifications



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Highest 3rd Level Qualification or equivalent (Degree, Masters etc)	
Please enter the full details of your highest qualification that you are either currently studying for or have obtained.	
Period of attendance From	09/Sep/2013
Period of attendance To	29/Aug/2014
Name of institution attended	Other <input type="text"/> If other please specify New York University - Stern School of Business
Qualification	Masters Degree <input type="text"/> If other please specify <input type="text"/>
Course title	Business Information Systems
Result/Level/Class of award	3.3 <input type="text"/> If other please specify <input type="text"/>
Name of awarding body	Other <input type="text"/> If other please specify New York University
Main subject studied	IT SYSTEMS <input type="text"/> If other please specify <input type="text"/>
Have you completed the program	Yes <input type="text"/> If no, Date on which Final results will be available 01/Oct/2014
Full Time/Part Time	Full Time <input type="text"/> Date of Graduation 20/Oct/2014
Additional Relevant Qualifications	
Please enter the full details of any additional relevant qualification that you have obtained.	
Period of attendance From	16/Jul/2007
Period of attendance To	10/Jun/2011
Name of institution attended	Other <input type="text"/> If other please specify Jaypee University of Information Technology
Qualification	Honors Bachelor Degree <input type="text"/> If other please specify <input type="text"/>
Course title	Electronics & Communication Engineering
Qualification (english translation)	Bachelor of Technology
Result/Level/Class of award	II.1 <input type="text"/> If other please specify <input type="text"/>
Name of awarding body	Other <input type="text"/> If other please specify Jaypee University
Main subject studied	ELECTRONIC ENGINEERING <input type="text"/> If other please specify <input type="text"/>
Have you completed the program	Yes <input type="text"/> If no, Date on which Final results will be available <input type="text"/>
Full Time/Part Time	Full Time <input type="text"/> Date of Graduation 03/Oct/2011
<input type="button" value="+"/>	
Any other relevant Education	
Please enter the details of any other courses you have undertaken that may be relevant to your application	
Title of the course you have undertaken <input type="text"/>	

- SAT/ACT/AP Results



- English Language Proficiency requirements are detailed at <http://www.tcd.ie/study/eu/undergraduate/admission-requirements/english-language/index.php> )

<b>Additional Relevant Qualifications</b>	
Please enter the full details of any additional relevant qualification that you have obtained.	
Period of attendance From	Period of attendance To
Name of institution attended	If other please specify
Qualification	If other please specify
Course title	
Qualification (english translation)	
Result/Level/Class of award	If other please specify
Name of awarding body	If other please specify
Main subject studied	If other please specify
Have you completed the program	If no, Date on which Final results will be available
Full Time/Part Time	Date of Graduation
+	
<b>Any other relevant Education</b>	
Please enter the details of any other courses you have undertaken that may be relevant to your application	
Title of the course you have undertaken	
Location	Year taken
Duration of course (months)	Certificate Awarded
Subjects	
Level	Result
+	
<b>SAT / ACT / AP Results</b>	
Please enter your SAT scores and subjects where appropriate.	
SAT Score	(For specific SAT requirements please <a href="#">click here</a> )
SAT Subject Tests (you may enter up to 6 subjects and scores)	
ACT Score	
AP (you may enter up to 6 subjects and scores)	
<b>English Language Proficiency</b>	
* Is English your first language?	(For further information please click the appropriate link <a href="#">Undergraduate requirements</a> or <a href="#">Postgraduate requirements</a> )
Previous Save and Close Save and Proceed	
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### **Tab-3: Experience**

Under this Tab, you are asked to

- Complete the details about your Employment History/ Work Experience
- Complete the details about your Volunteer Experience





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Course Title	Student Number	Mode of Study	Entry Year	Course Start Date	Point of Entry
Business Studies and Russian		Full-Time	2018/19	01/Sep/2018	Year 1

Personal Details  Education & Qualifications  **Experience**  Additional Information  Personal Statement  References  Supporting Documents  Declaration

**Application Guidance**  
Fields marked with an asterisk (\*) are mandatory and must be completed in order to submit your application. You can navigate through the application form using the above tabs or the proceed and previous buttons below. A red dot on the above tabs indicates incomplete information on the related page and a green dot indicates that the related page is complete. Pressing the proceed button will highlight if there are any mandatory questions that have not been answered.

**Employment History / Work Experience**

Give details in chronological order of relevant work experience or employment.

Date from	09/Mar/2013	Date to	07/Mar/2014
Name and Address of Company/Organisation	711		
Position held	Shop Assistant		

In the space below outline your responsibilities, the skills you used/or experience you gained while working in this position.

I assisted customers with purchases and stocked shelves.  
I counted the till every evening and help prepare the shop for closing.

Date from	09/Mar/2013	Date to	09/Mar/2013
Name and Address of Company/Organisation	Insomnia		
Position held	Barista		

In the space below outline your responsibilities, the skills you used/or experience you gained while working in this position.

I assisted with the Brewing of the coffee  
I took customers orders and payments



In the space below outline your responsibilities, the skills you used/or experience you gained while working in this position.

I assisted with the Brewing of the coffee  
I took customers orders and payments

**Voluntary Work**

Give details in chronological order of any voluntary (unpaid) work you have carried out.

Date from 04/Mar/2016 Date to 03/Mar/2017

Name and Address of Organisation Student Council

Job Title Chairperson

In the space below outline your involvement and how you benefited from your experience.

I planned and organised weekly council meetings.  
Designed the agenda for these meetings and ensure the everything ran smoothly.  
I met with members of the staff to ensure that our policies were effective.

Previous Save and Close Save and Proceed

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**Please Note**

\*None of the sections on this page are mandatory, however if you have any work experience or volunteer experience, it would be worth mentioning under this section to enable the assessors develop a fuller picture of your personality and preferences.

\*\*In case you have additional work/volunteer experience, you may choose to add more, by clicking the '+' box located on the right-hand side of the screen. This will allow you to provide more information about your experience.



#### Tab-4: Additional Information

Under this Tab, you are required to fill out

- Where you heard about the course?
- How do you intend to fund your education?

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Course Title	Student Number	Mode of Study	Entry Year	Course Start Date	Point of Entry
Business Studies and Russian		Full-Time	2018/19	01/Sep/2018	Year 1

Personal Details Education & Qualifications Experience **Additional Information** Personal Statement References Supporting Documents Declaration

**Application Guidance**  
Fields marked with an asterisk (\*) are mandatory and must be completed in order to submit your application. You can navigate through the application form using the above tabs or the proceed and previous buttons below. A red dot on the above tabs indicates incomplete information on the related page and a green dot indicates that the related page is complete. Pressing the proceed button will highlight if there are any mandatory questions that have not been answered.

**Where did you hear about this course/programme**  
\* Where did you first hear about this course/programme? --- Please select an option ---

**Funding / Financial Support**  
How do you intend to fund your studies? (please tick all that apply) Self funding  Parent / Guardian  Employer funding  Scholarship funding  Other funding

Previous Save and Close **Save and Proceed**

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**Tab-5: Personal Statement**

Under this Tab, you must fill out

- The Academic Statement (max 500 words)
- Any additional information in support of your application (max 500 words)



Course Title	Student Number	Mode of Study	Entry Year	Course Start Date	Point of Entry
Business Studies and Russian		Full-time	2014/15	01/Sep/2014	Year 1

Personal Details    Education & Qualifications    Experience    Additional Information    **Personal Statement**    References    Supporting Documents    Declaration

**Application Guidance**  
Fields marked with an asterisk (\*) are mandatory and must be completed in order to submit your application.  
You can navigate through the application form using the above tabs or the proceed and previous buttons below.  
A red dot on the above tabs indicates incomplete information on the related page and a green dot indicates that the related page is complete.  
Pressing the proceed button will highlight if there are any mandatory questions that have not been answered.

**\* Academic Statement**  
In no more than 500 words please explain why you have chosen to study at Trinity College Dublin, what you hope to gain academically from the courses you chose, and what you can contribute to Trinity during your stay here.

I am keen to study XXXXX course at Trinity College Dublin as it relates very well to my past experience/interests and academic qualifications. I .....

Word Count: 25

**Additional Information**  
Please include any additional information in support of your application. (maximum of 500 words)

In addition, to the above statement I would also like to mention certain other aspects about my personality, experience and achievements which would act as additional information to support my application to Trinity College Dublin. I .....

Word Count: 37



### **Tab-6: References**

Under this Tab, you are required to fill out the name and contact details for two referees, who will be able to elaborate on your academic achievements /work experience/personality.



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- Personal Details
- Education & Qualifications
- Experience
- Additional Information
- Personal Statement
- References**
- Supporting Documents
- Declaration

## Application Guidance

Fields marked with an asterisk (\*) are mandatory and must be completed in order to submit your application. You can navigate through the application form using the above tabs or the proceed and previous buttons below. A red dot on the above tabs indicates incomplete information on the related page and a green dot indicates that the related page is complete. Pressing the proceed button will highlight if there are any mandatory questions that have not been answered.

### Reference 1

You are required to submit references to support your application. Your referees should ideally be someone able to comment on any experience or qualification you have included in this application.

* Name	John Doe	Post/Occupation	English Teacher
Company/Organisation name	Reed High School	In what capacity do you know this referee?	Student
Address line 1		Country	ZAMBIA
Address line 2		Postcode/Zip Code	1584
Address line 3		Telephone number	
Address line 4	United States	Mobile number	
* Email address	johndoe@gmail.com		
* Confirm Email address	johndoe@gmail.com		

### Reference 2

* Name	Dylan Smith	Post/Occupation	Principal
Company/Organisation name	Reed High School	In what capacity do you know this referee?	student
Address line 1		Country	BELARUS
Address line 2		Postcode/Zip Code	1557
Address line 3		Telephone number	
Address line 4	United States	Mobile number	
* Email address	12345@gmail.com		
* Confirm Email address	12345@gmail.com		

Previous Save and Close **Save and Proceed**

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## Guidelines for Submitting References

The Academic Registry requests letters of recommendation from School Counselors and academic teachers so that we may better understand applicants in the context of the classroom and in their school community at large. The letters of recommendation should offer information that either expands upon something the Assessors learn from the student's application or informs of something entirely new. Key points to be considered by those writing on behalf of an applicant include the following:

- How the student challenged himself/herself in a specific circumstance or set of circumstances
- How the student displayed true passion for an academic subject or activity
- How the student achieved something unprecedented in either the recommender's career or the history of the high school
- Your academic reference should also include predicted results where students are taking A Levels/ International Baccalaureate/ Standard 12 - exams.

Recommendations may also include any anecdote that epitomizes the student's abilities, character, and persona. Overall, letters of recommendation should provide a more detailed sense of the student in and out of the classroom. If students wish to submit additional letters of recommendation from teachers, coaches, employers, or anyone else who can bring something new to the application, they may include those as well.

List of accepted referees.

- a. Academic Teacher
- b. School Counsellor
- c. Supervisor (if previously employed)
- d. Others

### Please Note

\* At a minimum, you are required to provide the names and email address of both your referees.

\*\* You may choose to complete the other fields in respect of the nominated referees presented on the screen.



### Tab -7: Supporting Documents

Under this Tab, you are required to attach all supporting documents to your application. The mandatory document to be attached under this section is an Identity paper, i.e. a copy of your passport. However, it is advisable to attach other relevant documents as well such as – your CV, copies of degree certification, SAT/AP/ACT scores and any other document that you believe would add credibility and/or help authenticate the information you have provided on the application form.

**Please note – All supporting documents must be submitted through the [my.tcd.ie](https://my.tcd.ie) portal only.**

The identified essential documents are:

- 1) Proof of identity (copy of passport) - \*Mandatory\*
- 2) Curriculum Vitae – if applicable
- 3) Certified true copy of final second level qualifications
- 4) Certified true copy of SAT/AP/ACT scores for American (applicable for US and Canadian applicants)
- 5) Certified true copy of IELTS, Cambridge Advanced/Proficiency, and TOEFL scores, for applicants whose first language is not English.
- 6) Please note that where the statement of examination results is in a language other than English, applicants should submit a certified true translation of the statement along with a certified true copy of their results with the application.
- 7) Up-to-date official high school transcript sent from High School. Interim transcripts will suffice for assessment purposes, however original transcripts must be provided and verified prior to registration at TCD.
- 8) Your academic reference should also include predicted results where students are taking A Levels/ International Baccalaureate/ Standard 12 – exams.



# Coláiste na Tríonóide, Baile Átha Cliath Trinity College Dublin

Ollscoil Átha Cliath | The University of Dublin



Trinity College Dublin  
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The University of Dublin

Welcome to my.tcd.ie

Course Title	Student Number	Mode of Study	Entry Year	Course Start Date	Point of Entry
Business Studies and Russian		Full-Time	2018/19	01/Sep/2018	Year 1

- Personal Details
- Education & Qualifications
- Experience
- Additional Information
- Personal Statement
- References
- Supporting Documents
- Declaration

## Documents

You are required to upload documentation in support of your application. Please use the browse and upload buttons to upload each document.

Please ensure that documents containing multiple pages are uploaded as a single document. Any multi-page documents must be scanned and saved as a single document prior to uploading. Please note that you will not be able to submit your application if any mandatory documents are outstanding. Any non mandatory documents not available to you at this point can be uploaded following the submission of your application.

### \* Copy of Passport - identity page(s)

Choose File No file chosen Upload

### Curriculum Vitae upload

Choose File No file chosen Upload

### Copies of Degree certificate(s)

Choose File No file chosen Upload

### SAT, AP or ACT scores

Choose File No file chosen Upload

### \* Original or Certified transcript(s) - Please attach your most up to date transcript.

Choose File No file chosen Upload

### Other (Please name your document to match the content)

Choose File No file chosen Upload

Previous Save and Close Save and Proceed



# Coláiste na Tríonóide, Baile Átha Cliath Trinity College Dublin

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- A certified true copy is a photocopy of an original document that has been signed and stamped by a school principal or another official.
- You may only attach documents as per the TCD specified file formats (.txt, .doc, .gif, .jpeg, .jpg, .docx, .rtf, .pdf).

The screenshot shows the Trinity College Dublin application portal. At the top left is the college logo and name. Below it, a header bar contains the text "Welcome to my tcd". A table displays application details: Course Title (Business Studies and Russian), Student Number, Mode of Study (Full-Time), Entry Year (2018/19), Course Start Date (01/Sep/2018), and Point of Entry (Year 1). Below the table are several tabs: Personal Details, Education & Qualifications, Experience, Additional Information, Personal Statement, References, Supporting Documents (selected), and Declaration. The "Supporting Documents" section is active, showing instructions: "You are required to upload documentation in support of your application. Please use the browse and upload buttons to upload each document. Please ensure that documents containing multiple pages are uploaded as a single document. Any multi-page documents must be scanned and saved as a single document prior to uploading. Please note that you will not be able to submit your application if any mandatory documents are outstanding. Any non mandatory documents not available to you at this point can be uploaded following the submission of your application." Below this are four upload sections: "Copy of Passport - identity page(s)", "Curriculum Vitae upload", "Copies of Degree certificate(s)", and "SAT, AP or ACT scores". Each section has a "Choose File" button and an "Upload" button. An error dialog box is overlaid on the "Copy of Passport" section, displaying the message: "Error: Document file extension is invalid. Must be TXT, DOC, GIF, JPEG, JPG, DOCX, RTF, PDF". The dialog has an "ok" button.



### Tab -8: Declaration

Under this Tab, you are expected to read the statement about TCD’s policy on the Privacy & Protection of Data. Before you proceed to the next screen you are required to check the highlighted box confirming that the information provided by you may be used for compiling general statistical reports.

Under this Tab, you are also given the option to nominate upto two people, who may be allowed to contact the University and discuss your application on your behalf.

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The University of Dublin

Welcome to my.tcd.ie

Course Title	Student Number	Mode of Study	Entry Year	Course Start Date	Point of Entry
Business Studies and Russian		Full-Time	2018/19	01/Sep/2018	Year 1

Application Guidance

Fields marked with an \* must be completed in order for you to submit your application. You can navigate through the application form using the above tabs or the proceed and previous buttons below. A red dot in the above tabs indicates errors on the related page and a green dot indicates no errors on the related page. Pressing the proceed button will highlight if there are any mandatory questions that haven't been answered.

Nominated Access

Under the Data Protection Act 1988 and 2003, Trinity College, Dublin is not permitted to discuss your application with a third party unless it has your consent. Should you wish a third party (such as a parent/guardian, etc.) to contact the College on your behalf please indicate their name(s) below.

Nominee	Name	Relationship	Telephone number	Email address
Nominee 1				
Nominee 2				

Privacy and Protection of Data

The data collected on this form are being obtained by the University of Dublin, Trinity College Dublin, for the purposes of application to a course of study at the University of Dublin, Trinity College Dublin and the related administrative and record-keeping purposes. Personal data will not be processed, other than as permitted by law. Those providing personal data have the right to access those data and the right to rectify them. Personal data will be processed by the University of Dublin, Trinity College Dublin, in accordance with the Data Protection Acts 1988 and 2003.

Declaration

I certify that the information given in this course application is complete and accurate to the best of my knowledge and understand that any misrepresentation may render my application void.

I understand that this application is an expression of interest in the under/postgraduate course for which I have applied. It does not constitute a contract between I, the applicant, and the University of Dublin, Trinity College Dublin.

I understand that this application and any required supporting documentation become the confidential property of University of Dublin, Trinity College Dublin and will not be released to another party except in the case of jointly taught programs delivered by the University of Dublin, Trinity College Dublin and (an)other education institution(s), or where required to do by law.

I understand that the information supplied as part of the application process may be used for compiling general statistical reports and will not identify any individual applicant.

Previous Save and Close Save and Proceed

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## Application Payment Fees

On completion of the application form, all applicants need to pay the application fee (35 Euro) either through online payment or EFT. Applicants are encouraged to pay via the online payment option.

**Please Note - Only after you make the payment, your application will be fully submitted to undergo a review.**



Course Title	Student Number	Mode of Study	Entry Year	Course Start Date	Point of Entry
Business Studies and Russian		Full-Time	2018/19	01/Sep/2018	Year 1

- Personal Details
- Education & Qualifications
- Experience
- Additional Information
- Personal Statement
- References
- Supporting Documents
- Declaration

### Application Guidance

Fields marked with an asterisk (\*) are mandatory and must be completed in order to submit your application. You can navigate through the application form using the above tabs or the proceed and previous buttons below. A red dot on the above tabs indicates incomplete information on the related page and a green dot indicates that the related page is complete. Pressing the proceed button will highlight if there are any mandatory questions that have not been answered.

### Payment Method

The application fee due is €55. The submission of your application to Trinity College will be made after the application fee payment process has been completed. Please select your payment method below.

- Recommended payment method: Online Payment (credit/debit card)
- EFT Payment (electronic funds transfer, bank transfer, inter-account transfer)  
*Please allow up to 1 week for payment to be received and your application to be submitted.*

Please select your payment method

Online Payment ▼

Previous

Save and Close

Proceed to Payment



**Option 1: Online Payment**

### Payment Details

Card Number  

Expiry  Security Code  

Cardholder Name

 **PAY NOW**

 256-bit SSL encrypted

Securely processed by 



## Option2: Offline EFT Payment

If you chose to pay through this option, please remember that the application will not be fully submitted until the payment is recieved by Trinity College Dublin. This may take up to five working days.



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The University of Dublin

Welcome to my.tcd

Course Title	Student Number	Mode of Study	Entry Year	Course Start Date	Point of Entry
Business Studies and Russian		Full-Time	2018/19	01/Sep/2018	Year 1

### Deposit Information

Below is the deposit amount you may be required to pay if you accept an offer of a place on this course.

Deposit Due €	2,000.00
---------------	----------

### Payment Information

You have chosen to pay your application fee through an offline EFT payment.

Application Fee Due (€)	55.00
Account Number	92771039
Sort Code	900017
IBAN	IE03 BOFI 9000 1792 7710 39
BIC Code	BOFIE2D
Swift Code	BOFIE2D
<b>Payment Reference</b>	<b>18316109 App Fee Payment</b>

Account Name	Trinity College 7
Bank Name	Bank of Ireland
Bank Address	College Green, Dublin 2, Ireland

In order to facilitate the update of your payment on your student account the 'Payment Reference' above must be used with the transaction.

Please click on the Exit button to complete the application process. If you pay an application fee by EFT, the application will not be fully submitted until payment is received by TCD. This may take up to a week

Exit

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### **After submitting your application**

Once you have successfully submitted an online application you will be sent an acknowledgement to the email address you provided while setting up your user account on [www.my.tcd.ie](http://www.my.tcd.ie) applicant portal. The my.tcd.ie portal will allow you to both send and receive communications in regard to your application to Trinity College Dublin. You will be able to track the progress of your application; update your personal information, view decisions made on your application(s) and accept any offer you may receive.

### **Enquiries**

Queries relating to the online application process and specific admissions requirements should be directed to the Academic Registry using the ASK TCD button (within my.tcd.ie portal) or by sending an email to [academic.registry@tcd.ie](mailto:academic.registry@tcd.ie).

For all other general nonEU admission enquiries, or to contact someone responsible for your country or region, please contact the Global Relations Team at [international@tcd.ie](mailto:international@tcd.ie).

### **Key pointers to remember**

- \* In order to assess applications, all mandatory supporting documents and references must be submitted with the application form.
- \*\*Keep checking your account on [www.my.tcd.ie](http://www.my.tcd.ie) regularly. The Academic Registry may send out communications directed to you through the portal once your application has gone through the initial review process.
- \*\*Please note, the information entered inside the screenshots provided in the document is for the purposes of helping you understand the process. Kindly do not copy/immitate this information and as it will not benefit you in any way.