



Trinity College Dublin

The University of Dublin



Study Abroad

Application Guide

2019/2020

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The Checklist

- Familiarise yourself with information about studying abroad at Trinity
- Research your options on our website
- Review the [Study Abroad Guide](#)
- Read our student-written Study Abroad Blog
- Consider what areas of study/disciplines you want to study at Trinity
- Review the Module Directory
- Complete your application to Study Abroad at Trinity
- Apply by the relevant deadline (see below) for admission to Trinity.
- The online application must include:
 - A complete personal statement;
 - An official academic transcript; and
 - An academic letter of reference.
- Read the rest of the Application Guide carefully for tips and tricks on how to apply!
- Don't forget: You must apply through your home university for approval to study abroad!

	Autumn Term (Michaelmas Term) and Academic Year	Spring Term (Hilary Term)
Applications Open	1st November	1st August
Applications Close	15th April	15th October

Before Making Your Study Abroad Application

Please note: This Guide is designed for current undergraduate university students applying to study abroad at Trinity for a semester or year from non-EU countries. If you are an EU student, please refer to Erasmus and EU information here: <https://www.tcd.ie/study/study-abroad/inbound/apply/eu-exchange/>

1. Entry Requirements and the Study Abroad Guide

You must familiarise yourself with the [entry requirements](#) for Trinity. A **minimum GPA of 3.3** is required to be assessed. Please note that applicants will be required to upload additional documentation to support their application. Applications will not be assessed if the required documents are not submitted with the on-line application. Finally, please note that all communications regarding the status of your application will be communicated through the email you list in your application and through the [my.tcd.ie portal](#) – **Make sure to double-check that your name and email are spelled correctly on your application!** Applicants are required to check their my.tcd.ie account regularly. More information on eligibility requirements, tuition fees, and scholarships can be found in the [Study Abroad Guide](#)

2. Studying at Trinity

Trinity College Dublin offers students the opportunity to take classes (known as “modules” at Trinity) throughout the three faculties at the University. Please bear in mind that Trinity’s admissions processes may be very different than those of your home institution. For example, rather than applying to a university for general admission, Trinity assesses and admits students to specific areas of study. As a study abroad student, you will specify between 1 and 6 areas of study on your application and then receive admissions decisions for each of your areas of study in your final offer letter.

The Trinity Module Directory includes the most up to date list of modules (classes) available, but you will not be given the final list on offer or the timetabling information until your arrival. Therefore, it is especially important that you apply to all relevant areas of study that you may need to take classes in.

It is important to note that **registration for specific classes does not occur until you arrive at Trinity.**

For more information on selecting areas of study, see Step 4: Education and Qualifications in the Step by Step Section of this Guide.

3. Course Load

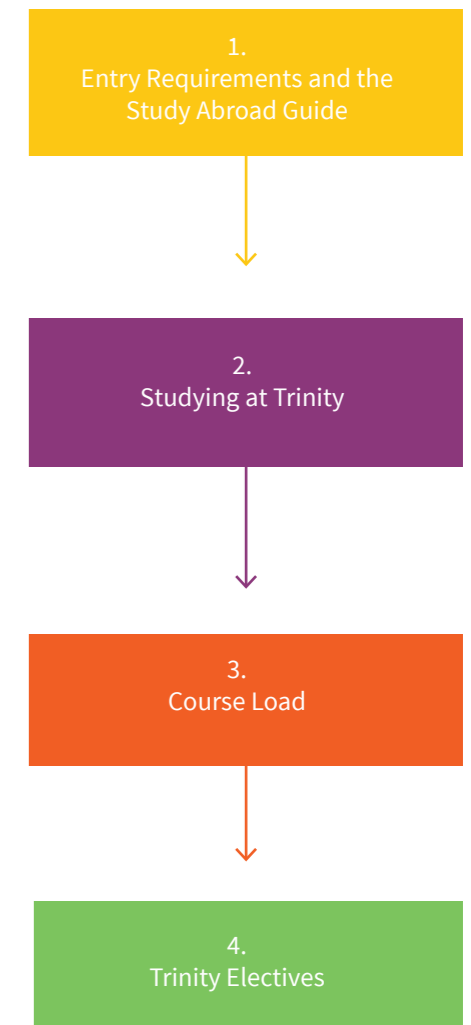
Trinity uses the European Credit Transfer and Accumulation System, known as ECTS, to represent the student workload required to achieve the desired outcomes of modules and programmes. The standard course load is **30 ECTS per term and 60 ECTS per Academic Year**. The number of classes you will take at Trinity therefore depends on their ECTS credit weighting, not on a specific number of classes. **Modules usually have a 5 or 10 ECTS weighting, so students usually take between 3 and 6 modules per term.** Trinity’s absolute minimum requirement for access to student services at Trinity and full-time status for immigration purposes is 20 ECTS per semester and 45 ECTS for a full year student.

4. Trinity Electives

Trinity Electives are weighted at **5 ECTS**. Students are permitted to be admitted to **ONE elective per semester** (with maximum of two for a full year student) and this is subject to availability. To find out more about these exciting modules, please visit our [Trinity Electives website](#) which provides information on each of the modules through videos and detailed information sheets.

Note:

- It is not possible to take more than one Trinity Elective per semester as they all meet at the same timetable slot.
- Admission to Trinity Electives takes place on arrival and separate to the process of admissions to areas of study at Trinity during the admissions phase.



Step by Step Guide to Making your Application

10 steps to make your application process easier

Now that you have familiarised yourself with some important information on studying abroad at Trinity, here are some pointers to guide you through the application process.

Step 1: Begin Your Application

The following link will direct you to the first page of your application process: <https://www.tcd.ie/study/study-abroad/outbound/apply/>

Select the appropriate application link you choose to apply for: i.e. Full year study abroad or Term study abroad. You will also find important information such as eligibility requirements, application deadlines, scholarships etc. on this webpage.

Tips:

- Make sure to list your date of birth in the Day-Month-Year format.
- Double-check that your email address is listed correctly. If it is not, we will have no way to contact you about your application.
- Double-check your course title. NEU Visiting is the correct title for study abroad and exchange students from non-EU countries.

Step 3. Personal Information

You will now need to fill in all of your personal details.

Under the Applicant Status section, you will see a question titled 'Are you applying to a Semester Start-Up Programme?' This question refers to the Semester [Start-Up Programme](#) (SSP) which, is an optional pre-sessional orientation programme is. The Programme runs prior to the start of normal teaching, and tuition for the programme is in addition to regular tuition fees

If you choose to register for the SSP, all you need to do is mark 'Yes' next to the question. If you select Yes, you will automatically be enrolled in the Programme if you are admitted to Trinity.

Please only select Yes on the application if you are certain that **you can arrive early to complete the programme.**

Tips:

The address line is crucial for receiving your offer letter, which you will need for immigration on arrival, and the visa application process, if applicable.

It is important to ensure that you are listing your Applicant Status and Further Details sections correctly so you or your home university/programme are charged the correct fees.

Step 4: Education and Qualifications

Under Highest 3rd Level Qualification or equivalent, please list your current undergraduate university or college. (Third Level in Ireland refers to Universities, whereas Second Level refers to secondary school, known as high school in the US.)

Under "name of institution attended", please select Other (Outside Ireland), and under "If other", please write out the full name of your home institution, ensuring there are no typos. The qualification would normally be Ordinary bachelor's degree. You will also need to complete your main subject studied (if double-major, undeclared, etc., you can specify in the "If other" section).

The section titled "Additional Relevant Qualifications" is not usually applicable for study abroad students, but please do complete it if you hold any other degrees or qualifications that are relevant to your application.

Under "Educational Background", set out your Secondary School/High School information, as well as details of any other universities or colleges previously attended, if applicable.

Under "Academic Record", it is crucial that you list your correct and up to date Grade Point Average or equivalent.

The "English Language Proficiency" section contains links to requirements in case you need any further information.

The section on "Proposed Study in Trinity College Dublin" is a crucial component of the application. At Trinity, students are admitted to specific schools and departments (areas of study), rather than to the University as a whole. It is therefore very important that you carry out your own research using the [Module Directory](#) prior to submitting your application, to ensure that you are applying to your preferred areas of study. It is also important to note that you will be assessed for admission to each of the areas of study.

Tips:

The section on "Module Codes and Names" is used to give the Admissions Office a sense of the type of classes you are hoping to take in each area of study and is not binding. You are free to apply to between 1 and 6 disciplines at Trinity, but the most common number is between 2 and 4.

For example: If you are an English major and Biochemistry minor, specify both English and Biochemistry departments on your application for admission to Trinity, and if you want to take any additional classes in other areas, you must apply to those departments as well.

If you have a module or type of module that you need to take at Trinity for graduation or a major requirement. You should list it in the Required Module section and ask an advisor from your home university to email study.abroad@tcd.ie to explain why the module is required.



Terms in Trinity Term Time

Michaelmas Term (Autumn Semester)
August -December

Hilary Term (Spring Semester)
January - May

Step 2: Create a Login ID

Once you have chosen your preferred term of study, you will be directed to the "My TCD" page where you will be creating your login ID for your application. This page is called 'New user screen' and will require your general information such as full name, DOB etc. Once you click 'Proceed', you must note your student ID as this will act as your username for logging in to the portal. The ID will serve as both your Application ID as well as your Student ID number when you enrol at Trinity.

Step 5: Experience

You can add any relevant experience in support of your application in this section. We suggest you provide details of any voluntary experience, internships and jobs you have undertaken. Please note that these elements of the application are optional, and you only need to include the items that are most relevant to your academic preparation for study at Trinity.

Step 6: Any Additional Details

This section asks you to outline how you will be supporting your education financially during your time in Trinity and where you first heard about the programme.

Step 7: Personal Statement

Under this section, you will see two text boxes. The “Academic Statement” is a required component of the application which gives you the

opportunity to explain why you hope to study at Trinity and what you hope to gain academically from your time abroad.

The “Additional Information” section is optional for you to complete. Here, you can highlight any other information that could make your application stronger.

Step 8: References

In this section, you must provide the contact details for a Professor or Academic member of staff who has agreed to provide a letter of recommendation on your behalf. References must be on official headed paper with the referee’s signature. Unofficial references will not be accepted.

If you enter your referee’s email address and you are not uploading the reference as you complete the application (this is less common as referees often prefer to send the letter directly to the university or programme to maintain confidentiality), a

notification will be sent to the referee as soon as you submit the application. They will then be prompted to upload their letter of reference. It is important to note that you will not be able to see in the online system whether your reference has been submitted, so you must check in with your referee to ensure that they have submitted the letter and that your application is complete.

Until your referee submits the reference, your application will be incomplete and will not be assessed.

Tips:

- Make sure your referee is aware that you have put them down as references so that they can respond in due time and a decision on your application can be made in a timely manner.
- Please note that the Admissions Office at Trinity will not contact your referee directly.

Step 9: Supporting Documents

In this section, you will be required to upload an official transcript from your home university.

It is important to 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.

If you have an official copy of your letter of reference, you can upload it here in the “Other” section.

Tips:

- Your official transcript from your home university must be uploaded under the “Original or Certified Transcript” section. It must be an official transcript.
- The Transcript must be uploaded as a single document. Any multi-page documents must be scanned and saved as a single document prior to uploading.
- Medical certificates are not required for study abroad students only. Health insurance information is not required for your application for admission to Trinity, but you will receive information from the Study Abroad team after your admission regarding health insurance options, as you are required by Irish Naturalisation and Immigration Services to have health insurance coverage in Ireland for the immigration process (both for visa-required and non-visa required students.)
- Passport photos are not required.
- Curriculum Vitae (resumes) are not required for study abroad students.
- Copies of Degree certificates are not required for study abroad students.

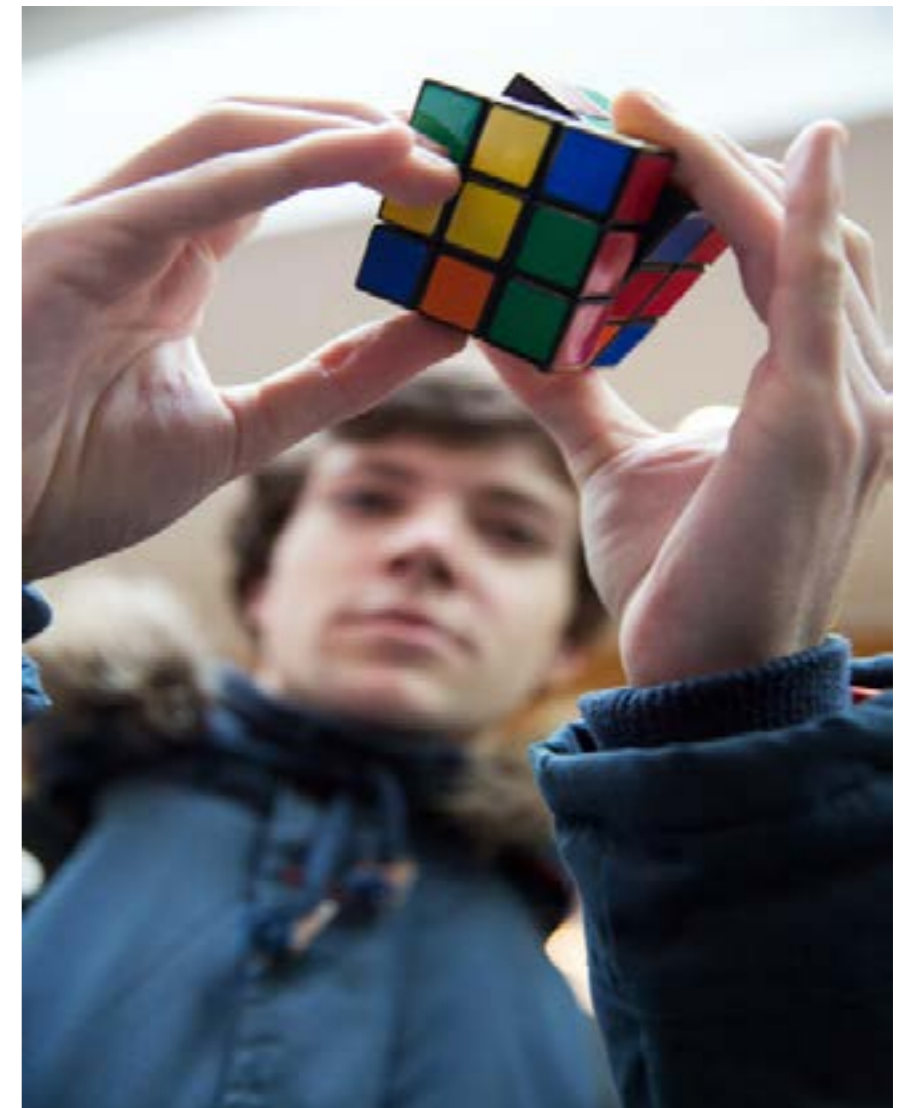
Step 10: Declaration and Confirmation

Step 10: Declaration and Confirmation

In the final step of your application process, you have the option to identify the name of two nominees if you want a third party to be authorised to discuss your application with admissions on your behalf (e.g. provider programme, university contact, parent/guardian, etc.) This section is important due to strict Irish and EU Data Protection regulations, and persons not listed in this section are not permitted to receive information about your application.

Once you have submitted your application, you will be directed to the confirmation page which means you have completed the online application process. Please note that the deposit due is 0 Euro as there is no application fee for study abroad students.

On the confirmation page, make sure to check that your status is correct (e.g. NEU Visiting).



Next Steps

Once your application, reference and official transcripts have been submitted, your application is complete. Your application will then be assessed by Trinity's Admissions Office. The admissions process can take time, so please do not expect an immediate response.

Staff in the Admissions Office will reach out to you with decisions and information as they are available. You will receive an unconditional or full offer of admission once all area of study decisions are available, but in the meantime you may receive a “conditional” or “partial” offer. Please note this does not require any follow up from you, but merely means that the Admissions Office has received some of the decisions from your specified areas of study, but not yet all.

Once the deadline passes, you will begin to receive communications from the Study Abroad team to help you prepare for your experience abroad at Trinity. This information includes how to register for accommodation, visas and immigration information, guidance to help you to prepare for arrival and orientation, and more.



Frequently Asked Questions

1. Where can I find information on Study Abroad Tuition Fees?

Please visit [Fee's website](#). Select “Undergraduate Fees” and the correct Academic Year, and scroll down to the section titled “Visiting/Erasmus Students”. Note: make sure to view the column on the far left for the correct Non-EU fee for each section. Tuition is charged depending on whether you are admitted and taking classes in the Faculty of Arts, Humanities and Social Sciences only, or the Faculty of Engineering, Maths and Science and Faculty of Health Sciences only, or all three. The separate Semester Start Up Programme Fee is also specified.

2. What is my Fee status?

As every applicant is applying from a Non-EU country, your fee status will be classified as Non-EU (NEU).

If you are EU student your application will be managed separately. Please refer to Erasmus and EU [information](#)

3. What does “Highest level” of Education mean?

The applicant will need to provide the latest results that they have from their home University. Please note that the high school transcripts are not sufficient for your application. These transcripts should display your 1st and 2nd Year at University and your most recent set of examinations.

4. How do I change my reference nominee details after I have submitted the application?

Referee details cannot be changed once the application is submitted. The referee or the new referee must send the reference directly to admissions if they cannot submit through the online system. The Admissions office at Trinity does not follow up on references, so make sure your reference is complete or your application will be reviewed.

5. Can I change or edit details in my application once it is submitted?

No, changes cannot be made to the application once submitted. Additional documentation such as transcripts, reference etc. can however still be added at this stage. Health insurance information and a passport photo are not required.

6. What is my username/password to log in to my student portal?

If you have created your own application, the username and password that you have created will be your login in for the student portal. If a study abroad provider has applied on your behalf, they will have the login details for your account and the password will need to be reset once received from the provider. You will receive a student number and TCD email once registered at Trinity.

Get in Touch

Reach out to the International Partnerships and Study Abroad team at study.abroad@tcd.ie with any questions or to learn more about studying abroad at Trinity College Dublin.
<https://www.tcd.ie/globalrelations/about/>

For application queries, please contact our colleague in the Academic Registry:

Sean O'Brien,
Admissions Officer
Academic Registry

OBRIES61@TCD.IE