

Online Application Guide

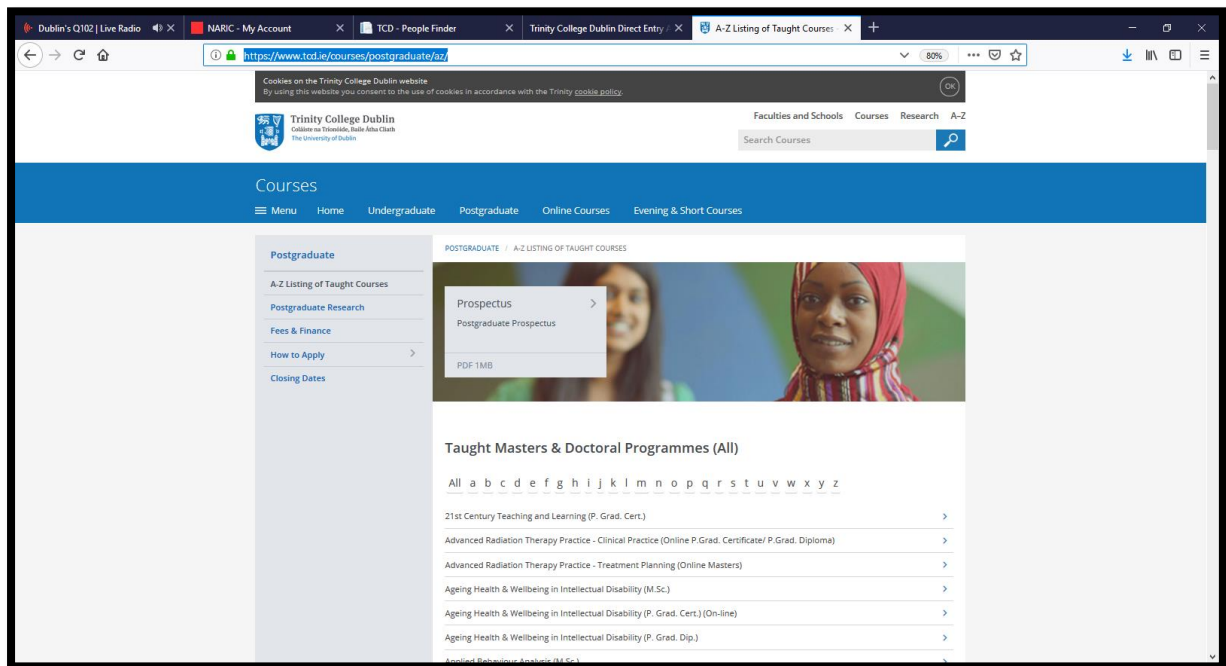
for postgraduate taught programmes at
the University of Dublin

INTRODUCTION

All postgraduate taught applications are submitted directly via SITS to the Primary and Secondary Assessors in their respective schools. Once assessed, recommendations are submitted via the assessor portal to the Academic Registry where they are actioned by the Applications & Admissions team.

It is recommended that all applicants regularly log into their portals at [my.tcd.ie](https://www.tcd.ie) to check if any further actions need to be taken at any stage of the admission process

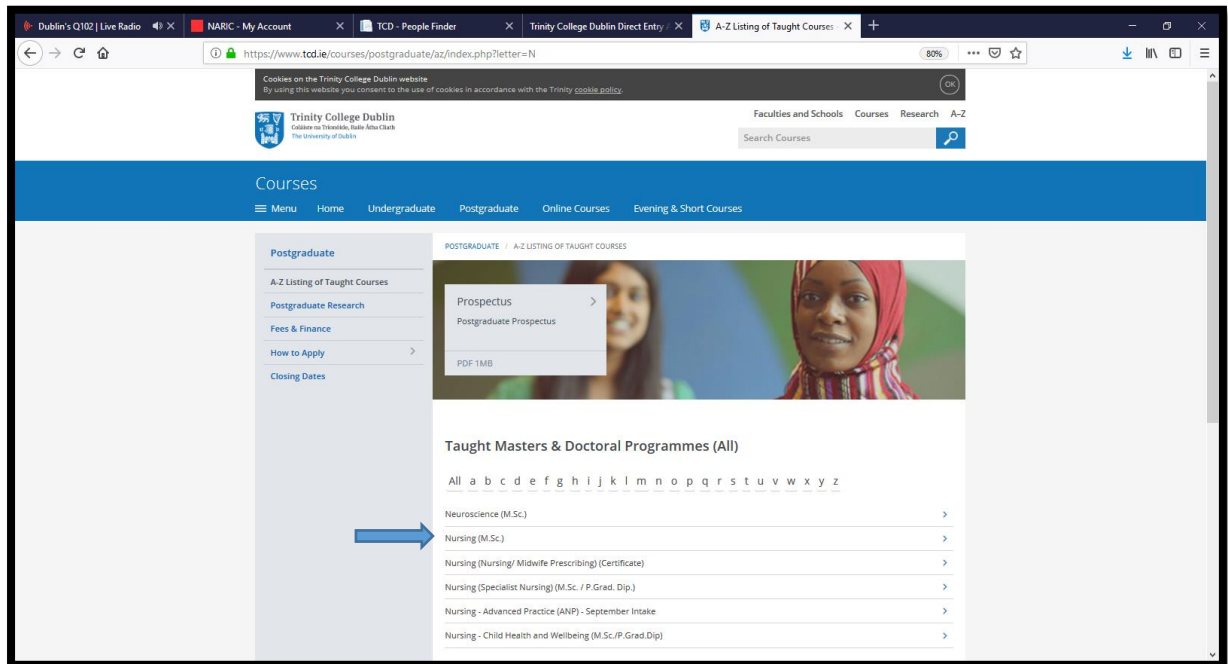
Applicants will select a programme at the link below where all information on all taught postgraduate programmes is available - <https://www.tcd.ie/courses/postgraduate/az/>



The screenshot displays a web browser window with multiple tabs. The active tab is titled "A-Z Listing of Taught Courses" and shows the URL <https://www.tcd.ie/courses/postgraduate/az/>. The page features the Trinity College Dublin logo and navigation menus. A blue arrow points to the browser's address bar. The main content area is titled "Courses" and includes a sidebar with "Postgraduate" options: "A-Z Listing of Taught Courses", "Postgraduate Research", "Fees & Finance", "How to Apply", and "Closing Dates". The main content area displays "POSTGRADUATE / A-Z LISTING OF TAUGHT COURSES" and a "Prospectus" download button. Below this, there is a section for "Taught Masters & Doctoral Programmes (All)" with an alphabetical index and a list of courses including "21st Century Teaching and Learning (P. Grad. Cert.)", "Advanced Radiation Therapy Practice - Clinical Practice (Online P. Grad. Certificate/ P. Grad. Diploma)", "Advanced Radiation Therapy Practice - Treatment Planning (Online Masters)", "Ageing Health & Wellbeing in Intellectual Disability (M.Sc.)", "Ageing Health & Wellbeing in Intellectual Disability (P. Grad. Cert.) (On-line)", and "Ageing Health & Wellbeing in Intellectual Disability (P. Grad. Dip.)".

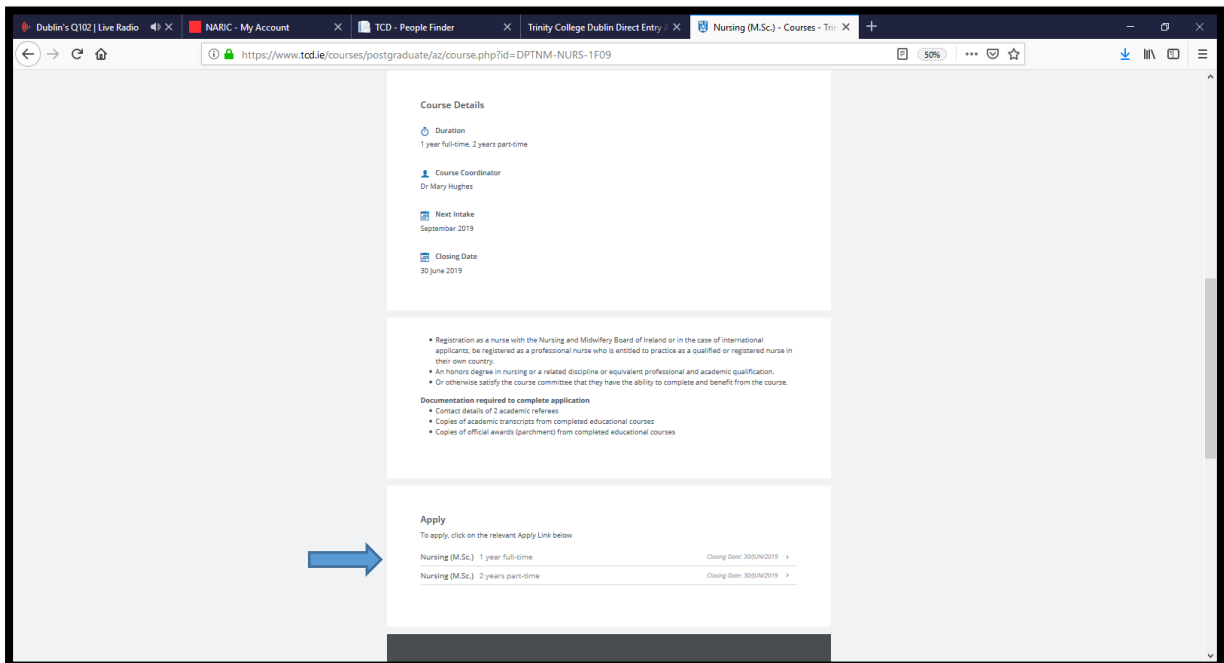
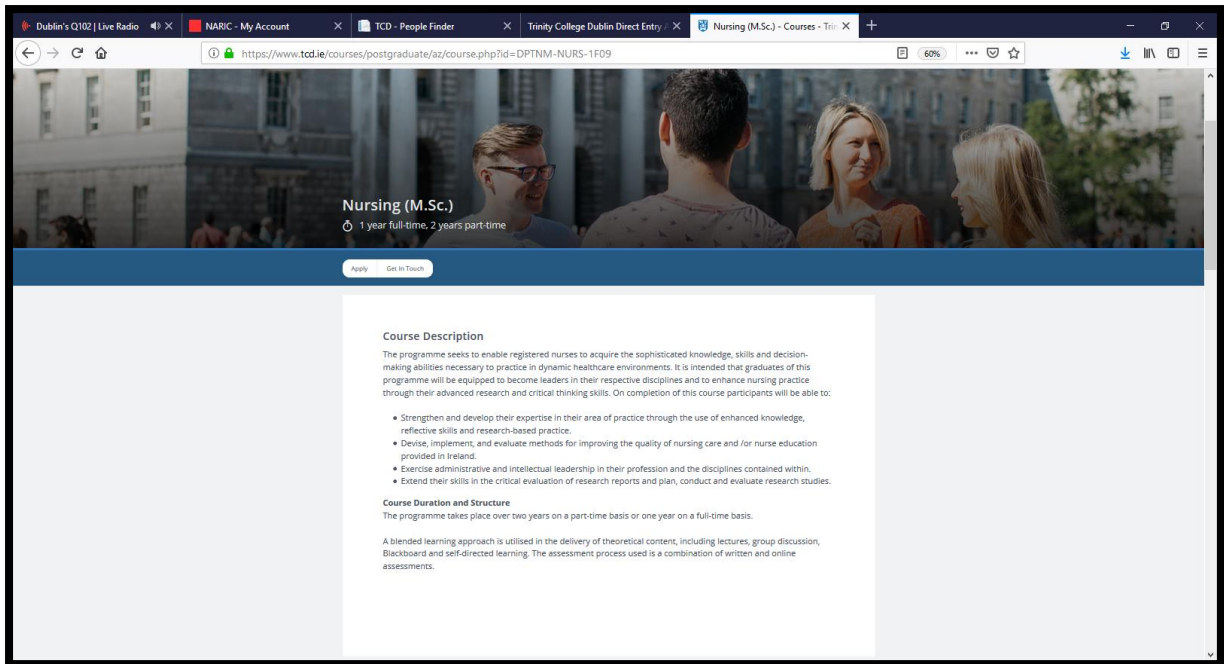
The specific programme of choice should be selected as below – in this case the M.Sc. Nursing within the School of Nursing & Midwifery

Select the programme -



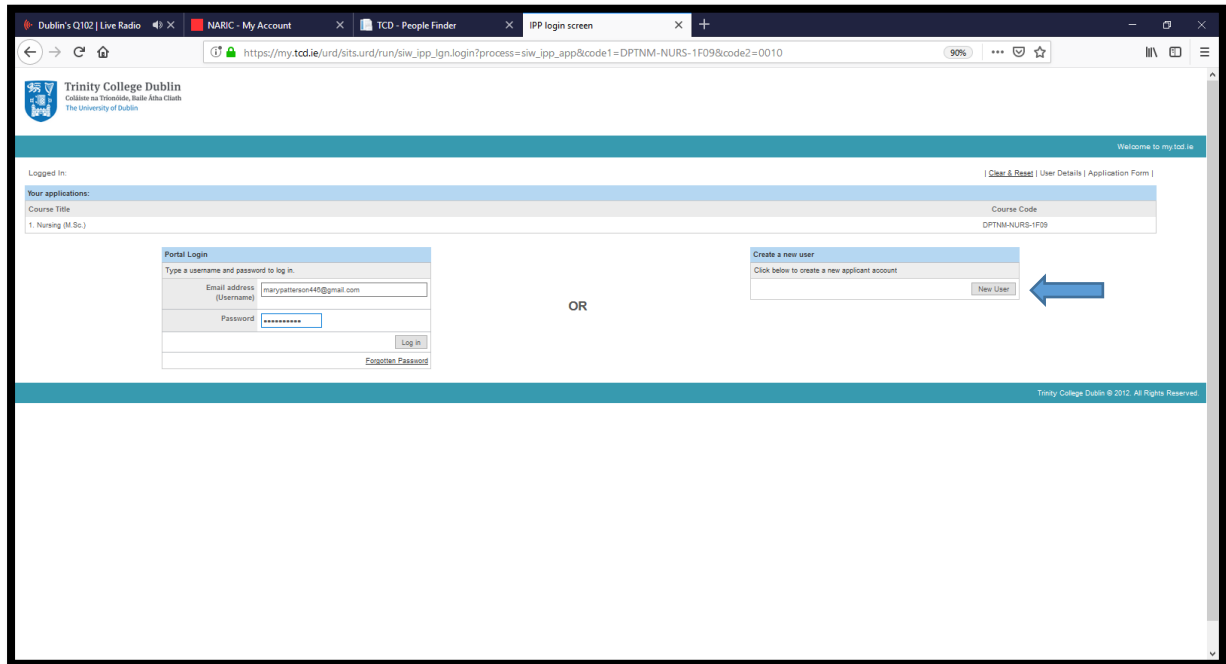
The webpage for the M.Sc. Nursing is displayed

Select the 'apply' link below -



Setting up an account on my.tcd.ie

The my.tcd.ie portal home screen presents the applicant with two options. Unless the applicant is already an account holder with SITS, the 'New User' button should be selected



Creating a New Account

To create a new account, the following details are required – Title, Date of Birth, Names, Email details. Select 'Proceed'

The screenshot shows a web browser window with the URL https://my.tcd.ie/urd/sits.urd/run/SIW_IPP_LGN. The page is titled "New user screen" and is part of the Trinity College Dublin portal. The form is divided into several sections:

- Your applications:** Shows "1. Nursing (M.Sc.)" with a course code of "DPTNM-NURS-IF09".
- New User Details:** Includes fields for Title (Ms), Date of Birth (22/Sep/1961), Forenames (Mary), and Surname (Patterson).
- Login Details:** Includes fields for Email Address (Username) (marypatterson446@gmail.com), Confirm e-mail Address (marypatterson446@gmail.com), Password (masked), and Confirm password (masked).

Blue arrows point to the Title, Date of Birth, Forenames, Surname, Email Address, Confirm e-mail Address, Password, and Confirm password fields. A "Proceed" button is located at the bottom right of the form. A "Trinity College Dublin Password Policy" section is also visible, listing requirements such as minimum length, character types, and expiration.

Please Note

* There is no separate username for your account on www.my.tcd.ie. Your email ID will act as your username for logging into the portal.

User Details

The screen below facilitates any changes the applicant may wish to make at this stage of the application process

The screenshot displays a web browser window with the following elements:

- Browser Tabs:** Dublin's Q102 | Live Radio, NARIC - My Account, YCD - People Finder, IPP user details confirmation page.
- Address Bar:** https://my.tcd.ie/urd/sits.urd/run/SIW_IPP_USR.start_url?FA1435F87E354A87ceVhKZ6a8hm5bmGygz9I4_20EjKq6-Z3eqPM_O_SZ/nzDCNRWPartp
- Page Header:** Trinity College Dublin, Coláiste na Tríonóide, Baile Átha Cliath, The University of Dublin. Welcome to my.tcd.ie
- User Information:** Logged in: Mary Patterson. Links: Clear & Reset, Logout, User Details, Application Form.
- Your applications:**

Course Title	Course Code
Nursing (M.Sc.)	DPMN-NURS-1F09
- User Details:**

Email address (User Name)		MARY.PATTERSON44@GMAIL.COM
Title		MS
Forename 1		MARY
Forename 2		
Forename 3		
Surname		PATTERSON
Date of Birth		22-Sep-1981
- Buttons:** Amend User Details, Change Password, Previous Applications, Proceed with application.
- Footer:** Trinity College Dublin © 2012. All Rights Reserved.

The Application Form

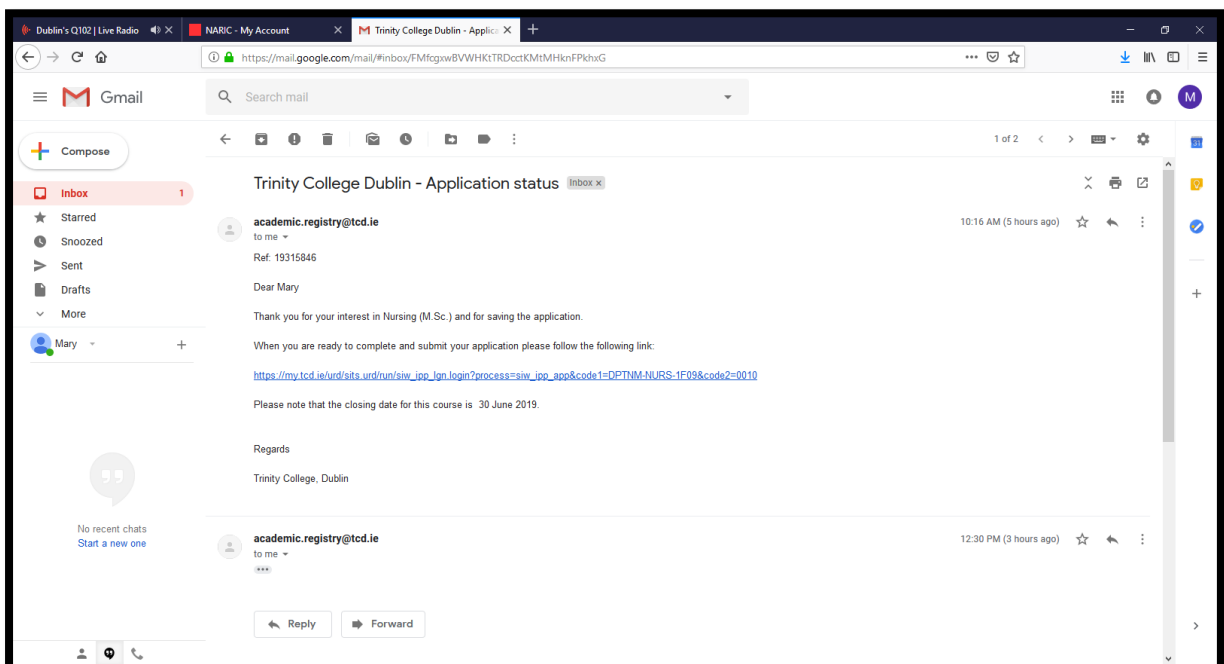
The application form contains eight tabs. These are –

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

As part of the application process, there is the facility to navigate through the form using the tabs at the top. The 'Save and Close' and the 'Save and Proceed' buttons are also displayed at the bottom of the screen

It is advisable that the applicant familiarise themselves with the Application Guidance notes before each page is completed. In each tab, there are mandatory fields marked with an asterisk (*) and a traffic light system is operated that will show completed tabs which display a green dot. A red dot confirms that a section is not fully completed. In cases where mandatory questions are not answered, the applicant cannot proceed to the next tab

The application can be saved at any part of the application process and where it is saved, the applicant will receive an email confirming this – see below



Tab 1 - Personal Details

At this tab, you are required to complete the following –

- 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

To proceed to the next tab, select 'save and proceed'

There is also the option to 'save and close'

Trinity College Dublin
 Welcome to my.tcd.ie

Course Title: Nursing (M.Sc.) | Student Number: | Mode of Study: Full-Time | Entry Year: 2019/20 | Course Start Date: 01/Sep/2019 | Point of Entry: Year 1

Application Guidance

Application Guidance Notes

Permission to contact

Personal Details

Contact details - Home address

Contact details - Correspondence address

Applicant Status

Further Details

Save and Close | Save and Proceed

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Tab 2 - Education & Qualifications

At this tab, you are required to complete the following –

- Highest 3rd level qualification or equivalent (degree, masters etc.)
- English Language Proficiency
- Nursing
ALL OTHER SECTIONS ARE NON MANDATRY
- To proceed to the next tab, select ‘save and proceed’
- There is also the option to ‘save and close’

Trinity College Dublin
College na Tríonóid, Baile Átha Cliath
The University of Dublin

Welcome to my test

Course Title: Nursing (M.Sc.) | Student Number: | Mode of Study: Full-Time | Entry Year: 2019/20 | Course Start Date: 01/Sep/2019 | Point of Entry: Year 1

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

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: 01/Oct/2000 | * Period of attendance To: 01/Oct/2004

* Name of institution attended: University College Dublin (NUJ) | If other please specify: |

* Qualification: Honors Bachelor Degree | If other please specify: |

* Course title: B.Sc. |

Qualification (English translation): |

* Result/Level/Class of award: II.1 | If other please specify: |

* Name of awarding body: Other | If other please specify: University College Dublin |

* Main subject studied: ENGLISH | If other please specify: |

* Have you completed the program: Yes | If no, Date on which Final results will be available: |

* Full Time/Part Time: Full Time | Date of Graduation: |

Additional Relevant Qualifications
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): |

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: |

English Language Proficiency
* Is English your first language? Yes | (For further information please click the appropriate link [Undergraduate requirements](#) or [Postgraduate requirements](#))

Prizes and other distinctions obtained

Name of prize: |

Reason for award: |

Date of award: | Value of scholarship: |

Professional Qualifications

Date	Name of Awarding Body	Subject	Qualification	Add
01/Oct/2000	University College Dublin	English	B.Sc.	<input type="checkbox"/>

Nursing

* An Bord Altranais PIN No. | (This will be checked with ABA to ensure that it is current)
If you are not registered with An Bord Altranais please arrange to do so before sending in your application. Applications that do not include a current PIN cannot be considered.

* Please indicate which parts of the register you are enrolled on:
General Midwifery Psychiatry Tutor Intellectual Disability Paediatrics Public Health

Please state the area in which you are currently employed: |

Are you working part-time? Yes | If yes, how many hours per month? |

Place of current employment: |

Please indicate which strand you wish to take: |

Navigation: Previous | Save and Close | Save and Proceed

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Tab 3 – Experience

At this tab, you are required to complete the following –

- Employment History/Work Experience
- THE OTHER SECTION IS NON MANDATORY
- To proceed to the next tab, select ‘save and proceed’
- There is also the option to ‘save and close’

The screenshot shows the Trinity College Dublin application form, Tab 3: Experience. The browser tabs include 'Dublin's Q102 | Live Radio', 'NARIC - My Account', 'TCD - People Finder', 'Trinity College Dublin Direct Entry', and 'TCD - Ask Online'. The URL is 'https://my.tcd.ie/urd/sits.urd/run/siw_ipp.cgi.start?'. The form header shows 'Trinity College Dublin' and 'Welcome to my.tcd.ie'. The navigation tabs are: Personal Details, Education & Qualifications, Experience (selected), Additional Information, Personal Statement, References, Supporting Documents, and Declaration. The 'Application Guidance' section states that fields with an asterisk are mandatory. The 'Employment History/Work Experience' section includes a table with columns for Date from, Date to, Name and Address of Company/Organization, and Position held. The first entry shows 'St Vincent's Private Hospital' from '01-Jan-2008' to '01-Feb-2019' with the position 'Nursing'. Below the table is a text area for responsibilities and skills. The 'Voluntary Work' section has a similar table and text area. At the bottom, there are buttons for 'Previous', 'Save and Close', and 'Save and Proceed'.

Tab 4 - Additional Information

At this tab, you are required to complete the following –

- How did you hear about this course/programme?
- Funding/Financial Support
- To proceed to the next tab, select 'save and proceed'
- There is also the option to 'save and close'

The screenshot shows the Trinity College Dublin application form, Tab 4 - Additional Information. The browser window displays the URL https://my.tcd.ie/urd/sits.urd/run/siw_pp.cgi:start?. The form is titled "Trinity College Dublin" and includes a header with the college's name and logo. The main content area is divided into several sections:

- 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? (Friend)
- 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
 - Have you been awarded a scholarship for this course of study. If so, please give details: [Text input field]
 - If you have applied for, or intend to apply for a scholarship to study at Trinity College Dublin give details: [Text input field]
 - Have you applied for other funding and are awaiting the outcome of the application: [No]

At the bottom of the form, there are buttons for "Previous", "Save and Close", and "Save and Proceed". The footer of the page reads "Trinity College Dublin © 2012. All Rights Reserved".

Tab 5 - Personal Statement

THIS TAB IS NON MANDATORY

- To proceed to the next tab, select 'save and proceed'
- There is also the option to 'save and close'

The screenshot shows a web browser window with the Trinity College Dublin application form. The browser tabs include 'Dublin's Q102 | Live Radio', 'NARIC - My Account', 'TCD - People Finder', 'Trinity College Dublin Direct Entry', and 'TCD - Ask Online'. The address bar shows the URL 'https://my.tcd.ie/urd/sits.urd/run/sw_pp.cgi:start?'. The page header includes the Trinity College Dublin logo and the text 'College of Business, Dublin City University'. A navigation bar at the top right says 'Welcome to my toolbar'. Below this is a table with columns: 'Course Title', 'Student Number', 'Mode of Study', 'Entry Year', 'Course Start Date', and 'Point of Entry'. The table contains one row: 'Nursing (M.Sc.)', 'Student Number', 'Full-Time', '2019/20', '01/Sep/2019', and 'Year 1'. Below the table is a navigation bar with tabs: 'Personal Details', 'Education & Qualifications', 'Experience', 'Additional Information', 'Personal Statement', 'References', 'Supporting Documents', and 'Declaration'. The 'Personal Statement' tab is selected. Below the navigation bar is a section titled 'Application Guidance' with instructions: '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.' Below this is a section titled 'Additional Information' with the instruction: 'Please include any additional information in support of your application. (maximum of 500 words)'. There is a large text area with '***' and a 'Word Count: 1' indicator. At the bottom of the form are three buttons: 'Previous', 'Save and Close', and 'Save and Proceed'. The footer of the page says 'Trinity College Dublin © 2012. All Rights Reserved.' A blue arrow points to the 'Personal Statement' tab in the navigation bar.

Tab 6 – References

At this tab, you are required to complete the following –

- Academic Reference 1
- Academic Reference 2
- To proceed to the next tab, select 'save and proceed'
- There is also the option to 'save and close'

The screenshot shows a web browser window with the URL https://my.tcd.ie/urds/sits.urd/run/siw_ipp.cgi.start?. The browser tabs include 'Dublin's Q102 | Live Radio', 'NARIC - My Account', 'TCD - People Finder', 'Trinity College Dublin Direct Entry', and 'TCD - Ask Online'. The page title is 'Welcome to my.tcd.ie'. The form is titled 'References' and is part of an application for 'Nursing (M.Sc.)'. The form is divided into two sections: 'Academic Reference 1' and 'Academic Reference 2'. Each section contains the following fields:

- Name (Mandatory, marked with an asterisk): Mrs xxx
- Company/Organisation name
- Address line 1
- Address line 2
- Address line 3
- Address line 4
- Email address (Mandatory, marked with an asterisk): mrsxxx@gmail.com
- Confirm Email address: mrsxxx@gmail.com
- Post/Occupation
- In what capacity do you know this referee?
- Country (Please select an option)
- Postcode/Zip Code
- Telephone number
- Mobile number

At the bottom of the form, there are three buttons: 'Previous', 'Save and Close', and 'Save and Proceed'. The footer of the page reads 'Trinity College Dublin © 2012. All Rights Reserved'.

7 - Supporting Documents

At this tab, you are required to complete the following –

- Permission to Verify Documents
- Permission to Verify Document - Uploading Documents – THESE ARE MANDATORY
 - Original or Certified Transcript
 - Parchment
- To proceed to the next tab, select ‘save and proceed’
- There is also the option to ‘save and close’

The screenshot shows the 'Supporting Documents' tab in the Trinity College Dublin Direct Entry application portal. The page is titled 'Documents' and contains several sections for uploading documents. Each section has a 'Browse' button and an 'Upload' button. The sections are:

- Permission to verify documents**: Includes a 'Browse' button and an 'Upload' button. A blue arrow points to the 'Browse' button.
- Curriculum Vitae upload**: Includes a 'Browse' button and an 'Upload' button. A blue arrow points to the 'Browse' button.
- Copies of Degree certificate(s)**: Includes a 'Browse' button and an 'Upload' button. A blue arrow points to the 'Browse' button.
- EU status documentation e.g. Department of Justice letters, refugee status letters.**: Includes a 'Browse' button and an 'Upload' button. A blue arrow points to the 'Browse' button.
- Original or Certified transcript(s) - Please attach your most up to date transcript.**: Includes a 'Browse' button and an 'Upload' button. A blue arrow points to the 'Browse' button.
- Parchment**: Includes a 'Browse' button and an 'Upload' button. A blue arrow points to the 'Browse' button.
- Other (Please name your document to match the context)**: Includes a 'Browse' button and an 'Upload' button. A blue arrow points to the 'Browse' button.

At the bottom of the page, there are three buttons: 'Previous', 'Save and Close', and 'Save and Proceed'. The footer of the page reads 'Trinity College Dublin © 2012. All Rights Reserved.'

Tab 8 – Declaration

- Declaration – tick box
- To proceed to the next tab, select ‘save and proceed’
- There is also the option to ‘save and close’

The screenshot shows a web browser window with the URL https://my.tcd.ie/urd/sits.urd/run/sw_pp_cg1start?. The page is titled "Trinity College Dublin" and "College of Health, Care & Tech". The user is logged in as "Nursing (M.Sc.)". The form is divided into several tabs: Personal Details, Education & Qualifications, Experience, Additional Information, Personal Statement, References, Supporting Documents, and Declaration. The Declaration tab is active and contains the following text:

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.

Privacy Statement
This is a statement of the practices of Trinity College Dublin, The University of Dublin (the "University") of College Green, Dublin 2, Ireland in connection with the capture and the use of personal data and the steps taken by the University to protect your personal data and respect your right to privacy.
The University fully respects your right to privacy and actively seeks to preserve the privacy rights of those who share information with the University. Any personal information which you volunteer to the University will be treated with the highest standards of security and confidentiality, in accordance with Irish and European Data Protection legislation. The University shall process your personal data in accordance with the General Data Protection Regulation (EU) 2016/679 and the Data Protection Act 2018.
The privacy notice explains the following:
• How we collect and use personal data
• The purpose and legal basis for collecting personal data
• How we store and secure personal data
• How we obtain your data
• How and why we use your data
• Details of third parties with whom we share personal data
• What are your rights
For further information please see <https://www.tcd.ie/courses/application-privacy-statement.php>

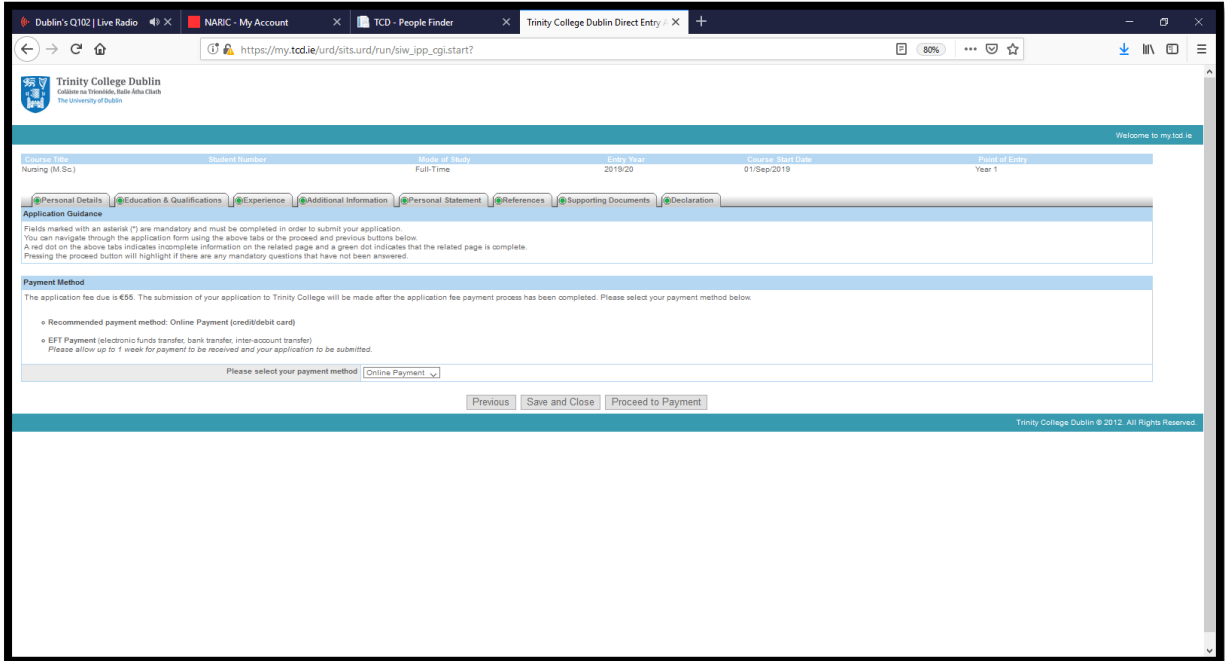
Declaration
I certify that the information given in this course is complete and accurate to the best of my knowledge and understand that any misrepresentation may render my application void.
I understand that the University of Dublin, Trinity College Dublin may at any point in time seek to inspect and or / verify original documentation evidencing previous qualifications, nationality, or any other information provided as part of the application process.
I understand that the University of Dublin, Trinity College Dublin does not accept any responsibility for any loss or hardship arising from failure to supply correct and complete information at the appropriate time.
I understand that the University of Dublin, Trinity College Dublin reserves the right to cancel a program of study in any given year on the basis of insufficient numbers registering for the program or where the relevant discipline does not have the resources necessary to deliver the program.
I understand that this application is an expression of interest in the undergraduate 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 (or) other education institution(s), or where required to do by law.
I understand that where another person's credit card is used to pay the application fee I must have the express permission of the cardholder to do so.
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.

At the bottom of the form, there are three buttons: "Previous", "Save and Close", and "Save and Proceed".

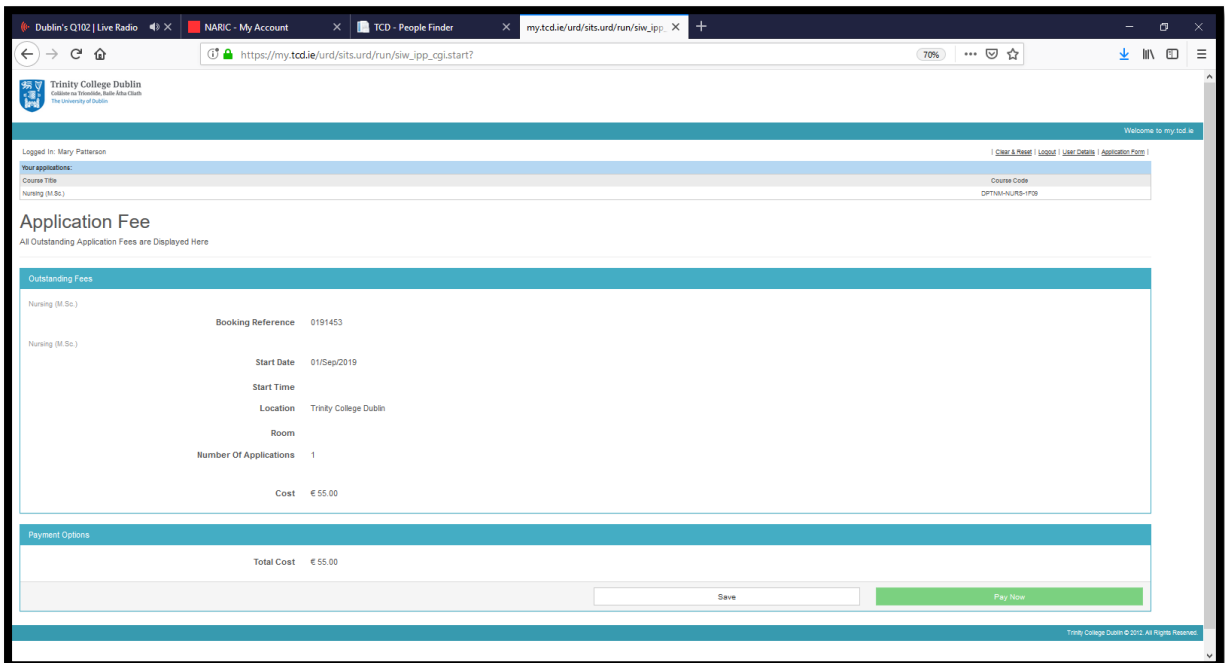
Application Fee Payment

Upon completion of the application form, all applicants must pay the application fee (Euro 50) either by online payment or EFT

Applicants are encouraged to pay via the online payment option

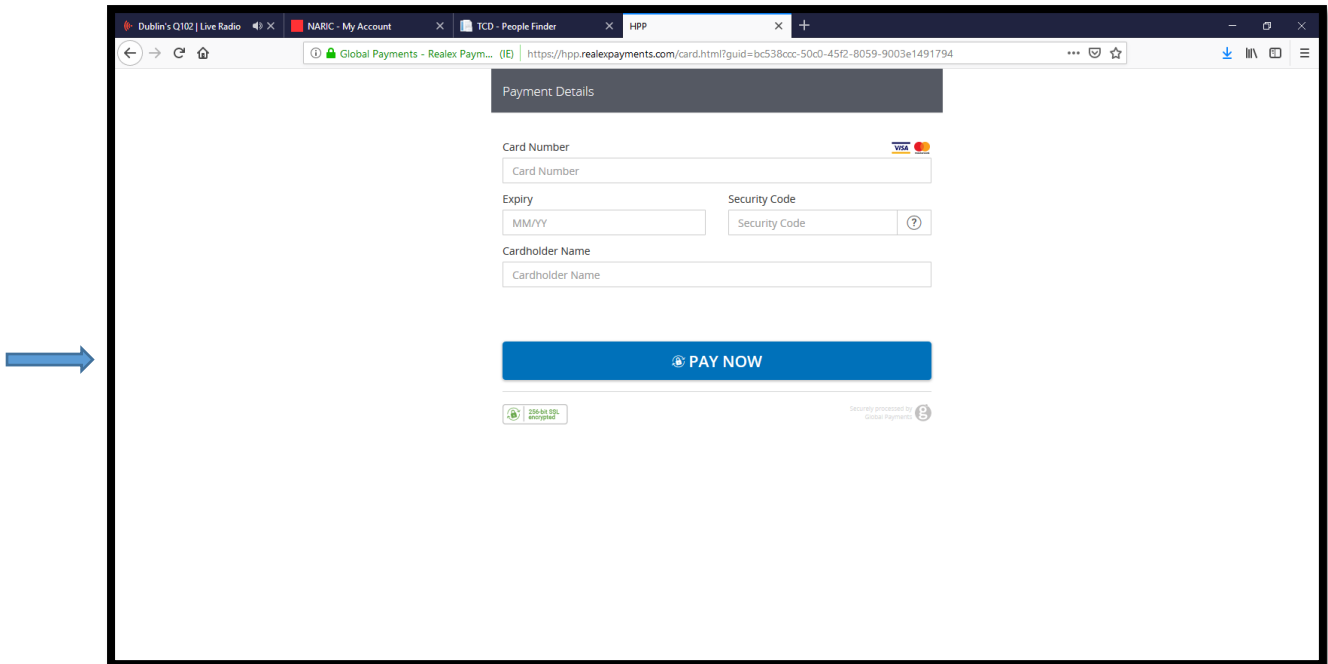


The screenshot shows the Trinity College Dublin application form. The browser tabs include "Dublin's Q102 | Live Radio", "NARIC - My Account", "TCD - People Finder", and "Trinity College Dublin Direct Entry". The URL is "https://my.tcd.ie/urd/sits.urd/run/siw_ipp.cgi.start?". The page displays the user's profile information: Course Title (Nursing (M.Sc.)), Student Number, Mode of Study (Full-Time), Entry Year (2019/20), Course Start Date (01/Sep/2019), and Point of Entry (Year 1). Below this, there are tabs for "Personal Details", "Education & Qualifications", "Experience", "Additional Information", "Personal Statement", "References", "Supporting Documents", and "Declaration". The "Application Guidance" section provides instructions on how to navigate the form. The "Payment Method" section states that the application fee is €55 and offers two options: "Recommended payment method: Online Payment (credit/debit card)" and "EFT Payment (electronic funds transfer, bank transfer, inter-account transfer)". A dropdown menu is set to "Online Payment". At the bottom, there are buttons for "Previous", "Save and Close", and "Proceed to Payment".



The screenshot shows the Trinity College Dublin application form, specifically the "Application Fee" section. The browser tabs include "Dublin's Q102 | Live Radio", "NARIC - My Account", "TCD - People Finder", and "my.tcd.ie/urd/sits.urd/run/siw_ipp.cgi.start?". The page displays the user's profile information: Logged In: Mary Patterson, Course Title (Nursing (M.Sc.)), and Course Code (DPTNAN-NURS-1F09). The "Application Fee" section states "All Outstanding Application Fees are Displayed Here". Below this, there is a table of "Outstanding Fees" for Nursing (M.Sc.) with a Booking Reference of 0191453. The table includes the following details: Start Date (01/Sep/2019), Start Time, Location (Trinity College Dublin), Room, Number Of Applications (1), and Cost (€ 55.00). Below the table, there is a "Payment Options" section showing a "Total Cost" of € 55.00. At the bottom, there are buttons for "Save" and "Pay Now".

Option 1 – Online Payment



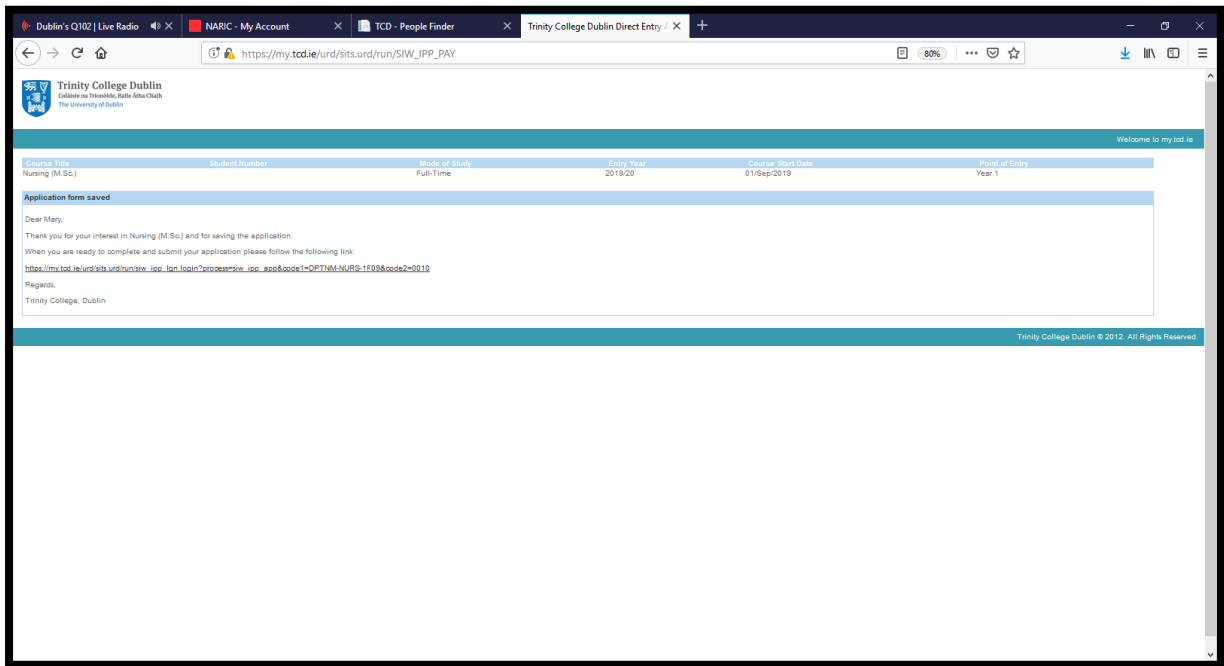
The image shows a browser window with several tabs: "Dublin's Q102 | Live Radio", "NARIC - My Account", "TCD - People Finder", and "HPP". The active tab is "HPP" with the URL <https://hpp.realpayments.com/card.html?guid=bc538ccc-50cd-45f2-8059-9003e1491794>. The page content is titled "Payment Details" and includes the following fields:

- Card Number:** A text input field with a Visa/MasterCard logo to its right.
- Expiry:** A text input field with the placeholder "MM/YY".
- Security Code:** A text input field with a question mark icon to its right.
- Cardholder Name:** A text input field with the placeholder "Cardholder Name".

Below the input fields is a prominent blue button labeled "PAY NOW". At the bottom left of the form area, there is a small icon for "256-bit SSL encrypted". At the bottom right, there is a small icon for "Secure processing by Global Payments".

A blue arrow points from the left edge of the image towards the "PAY NOW" button.

Once the application has been successfully submitted, an acknowledgement email will be to the email address used when commencing the application



The my.tcd.ie portal will also allow you to send and receive communication on your application, in addition to the following –

- Tracking the progress of your application
- Updating your personal information
- Viewing decisions on your application
- Accepting an offer if one is made

Enquiries

Queries relating to the online application process and specific admission requirements should be directed to the Academic Registry using the 'ask tcd' button within the my.tcd.ie portal or by emailing academic.registry@tcd.ie

Please note the following –

- All mandatory fields must be completed
- All mandatory supporting documents must be uploaded as part of the application process
- It is important that the applicant continually check their portal at my.tcd.ie as all communications are directed through the applicant portal