

## Non-Eu APPLICATION FORM

## Full-time Courses

Please use **BLOCK CAPITALS** and read the guidelines prior to completing this form.

### PERSONAL DETAILS

**Surname:** \_\_\_\_\_ **Title (Mr/Ms/Mrs etc):** \_\_\_\_\_  
(as per Birth Certificate)

**First Name(s):** \_\_\_\_\_ **Gender:** Male  Female   
(as per Birth Certificate)

**Date of Birth:**        /        /        **Passport No.:** \_\_\_\_\_

**Country of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_  
(Non-Eu: see note 4)

**Correspondence Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Personal Email:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

### COURSE FOR WHICH YOU ARE APPLYING

	Course Code	Course Title
First Choice		
Second Choice		

**Year\* of Entry:**

Year 2  Year 3  Year 4  Masters  PhD

\* For Year 1, apply through the Central Applications Office by 1<sup>st</sup> May at [www.cao.ie](http://www.cao.ie)

## EDUCATIONAL RECORD

(Please attach documentation)

### SECONDARY EDUCATION

**Name of School:** \_\_\_\_\_

**Address of School:** \_\_\_\_\_

**Dates attended:**                      **From:** \_\_\_/\_\_\_/\_\_\_                      **To:** \_\_\_/\_\_\_/\_\_\_

**Last examination taken:** \_\_\_\_\_

Subject (s)	Level (Higher / Ordinary)	Grade	Subject (s)	Level (Higher / Ordinary)	Grade
1.			5.		
2.			6.		
3.			7.		
4.			8.		

### THIRD LEVEL EDUCATION

Year (from – to)	Institution (name & address)	Course	Award (Certificate, Diploma, Degree)	Level (Pass, Hons)

### ENGLISH LANGUAGE QUALIFICATION

If English is NOT your first language, this section must be completed. Please specify which English language qualification you have, or intend to take, and give the relevant grade/score for all components.

Please attach documentation.

Qualification	Grades / Scores	Date of Qualification
<b>IELTS</b>		
<b>TOEFL paper-based</b>		
<b>TOEFL computer-based</b>		
<b>Other</b> (pls specify)		

**WORK / EMPLOYMENT EXPERIENCE** (attach additional paper if necessary)

Please indicate the posts you have held, starting with your present post, and the nature of the experience acquired which you consider may be appropriate in assessing the merits of your application for this course:

Dates (from – to)	Employer Name & full address	Position Held	Responsibilities / Duties

**Fee status:**

If you are offered a place at CIT please indicate your status below:

I will be applying for a study visa. I will be paying non-Eu fees

I already live in Ireland  Type of visa held: \_\_\_\_\_

I have Refugee status  (if you have a valid GNIB Stamp 4 card, please attach a photocopy).

I have lived in Ireland / an Eu country from \_\_\_/\_\_\_/\_\_\_ to: \_\_\_/\_\_\_/\_\_\_ No. of years:

I verify that the information given above is true:

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***THIS FORM, FULLY COMPLETED, SHOULD BE RETURNED ON OR BEFORE 1<sup>ST</sup> MAY TO:  
The Admissions Office, Cork Institute of Technology, Bishopstown, Cork, Ireland***

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***For Office Use Only:***

**For Departmental Use Only**

Offer Place <input type="checkbox"/>	Offer subject to Results <input type="checkbox"/>	Transcript Received <input type="checkbox"/>	Reserve List <input type="checkbox"/>	Regret <input type="checkbox"/>

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Head of Department)

**For Admissions Office Use Only**

Transcript copies <input type="checkbox"/>	English qualifications <input type="checkbox"/>	Passport copy <input type="checkbox"/>
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## Guidelines for the completion of the Application Form

### Please submit the following documentation with your Application:

1. Certified copies of transcripts of examination results from each Secondary School or High School and also from each third level college or University that you have attended. Certified English translations must be provided if the transcripts are not in English. Please do not send original documents, as any documentation submitted will not be returned. If you are offered a place at CIT, you will be requested to bring the original documents.
2. If your first language is not English, attach evidence of proficiency in English (eg TOEFL - paper based: 550, Computer based: 213), or IELTS (Level 6.0).
3. A copy of your passport page showing your photograph and personal details.

All documentation should be submitted in A4 format.

### Notes:

1. Please enter your full legal name (as stated on your birth certificate or passport). The name you enter here will appear on any parchment to which you are entitled.
2. Some programmes may require you to attend a suitability test / audition / interview or to submit a portfolio. Applicants are responsible for ensuring they are aware of the entry requirements for the programme(s) for which they are applying. See website [www.cit.ie](http://www.cit.ie) for details.
3. References are not required initially but may be requested at a later date.
4. Non-Eu students:
  - a. Once an offer has been made, non-Eu students are required to acquire a Study Visa from the Department of Justice, Equality and Law Reform for the course for which they have applied. For conditions attached to acquiring this, please refer to the following website: Those holding Refugee status are required to provide Stamp 4 certification
  - b. Your registration will be subject to payment of any fees due **before** joining the course.

Data Protection Act: information held by the Institute will be used only for the purposes registered under the Data Protection Act 1988, that is, the provision of education and training services. A copy of your details held by the Institute on computer is available on request. A fee may be payable for this.

**Queries regarding non-Eu application may be sent to the International Office, telephone: +353 21 4335452 / 4335453, or email [international@cit.ie](mailto:international@cit.ie). Alternatively, contact the Admissions Office at [admissions@cit.ie](mailto:admissions@cit.ie)**