

**Online Application Guide**  
**for nonEU full degree undergraduate courses at**  
**Trinity College Dublin, 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.



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 Trinity College Dublin website's 'Undergraduate Courses (All)' page. The page features a navigation menu on the left with options like 'Undergraduate', 'A-Z All', 'By Faculty', 'By Subject Grouping', 'Part-time Courses', 'By CAO Code', 'Foundation Courses', 'How to Apply', 'Admission', 'Postgraduate', 'Online Courses', and 'Evening and Short Courses'. The main content area displays a list of courses under the heading 'Undergraduate Courses (All)'. The courses listed include: Acting, Ancient and medieval history and culture, Ancient history and archaeology (TSM), B.Sc. Degree in Information Systems, Biochemistry, Biomedical engineering, Business studies and French, Business studies and German, Business studies and Polish, Business studies and Russian (highlighted with a red box), Business studies and Spanish, Business, economic and social studies (BESS) common entry degree programme leading to 10 degree options, and Catholic theological studies. A search bar is visible at the top right of the page.



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.

The screenshot displays the Trinity College Dublin website's 'Courses' page. The header includes the college's name in Irish and English, a search bar for TCD, and navigation links for TCD Home, Faculties & Schools, Courses, Research, Services, Contact, and A-Z. The main navigation bar features a 'Courses' dropdown menu and a search bar for the site. The breadcrumb trail indicates the user is on the 'Undergraduate' page, specifically for 'A-Z All'. The main content area is titled 'Business studies and Russian' and lists course details: Course Type (Undergraduate), CAO Course Code (TR087), No. of Places (7), Min Entry Points for 2012 (475 points), Duration (4 Years Year(s) Full Time), and Award (B.B.S.(Lang.)). It also lists specific entry requirements and course options, including links for MSISS, Business studies and French, Business studies and German, Business studies and Polish, Business studies and Spanish, Law and Business, BESS, and Computer science and business. A red box highlights the 'Admission Requirements' section, which includes a link to 'here' for more details. Below this is an 'Apply' button and a note to click on the relevant Apply Link below.



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

### Admission Requirements

For Admission requirements please click [here](#)

**Apply**

To apply to this course, click on the relevant Apply Link below

#### EU Applicants

Read the information about [how to apply](#), then apply directly to [CAO](#)

#### Mature Student - Supplementary Application Form

Read the information about [how to apply](#) as a mature student, then select the link below to complete the TCD Supplementary Application Form for mature students.

- [Business Studies and Russian, 4 Year\(s\) Full Time, Closing Date: 01/FEB/2014](#)

**Non-EU Applicants**

- > [Business Studies and Russian, 4 Years Year\(s\) Full Time, Closing Date: 30/JUN/2014](#)

#### Advanced Entry Applications

Read the information about [how to apply](#) for Advanced Entry, then select the link below to apply.

- > [Business Studies and Russian, Closing Date: 01/JUN/2014](#)

#### Course overview

The programme offers an exciting way of learning about mainstream business concepts, theories and models in a variety of

On clicking the link under the **Apply section**, 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.

The screenshot displays the my.tcd.ie portal interface. At the top left, the Trinity College Dublin logo and name are visible. The main header area includes the text 'my.tcd.ie' and 'e:Vision Enquiries and Applications'. A navigation bar contains the text 'Welcome to my.tcd.ie' and a series of links: '| Clear & Reset | User Details | Application Form | Payment |'. Below this, a 'Logged In:' section is present. The main content area is divided into two columns. The left column, titled 'Portal Log-in', contains instructions for logging in and a form with fields for 'Email address (Username)' and 'Password', along with a 'Login' button and a 'Forgotten Password' link. The right column, titled 'Create a new user', contains instructions to create a new account and a 'New User' button, which is highlighted with a red box. A large 'OR' is centered between the two columns. At the bottom right, the footer text reads 'Trinity College Dublin © 2012. All Rights Reserved.'



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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my.tcd.ie

e:Vision Enquiries and Applications

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

**New User Details**

\* Title: Mr  
\* Date of Birth (DD/MM/YYYY): 31/Oct/1989

\* Forenames: Sushain  
\* Surname: Panda

**Login Details**

\* Email address (Username): abcdefghi@gmail.com  
\* Confirm e-mail Address: abcdefghi@gmail.com  
\* 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.

Proceed Cancel

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**Please Note**

\* 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 left side of 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.

The screenshot shows the my.tcd.ie website interface. At the top, there are logos for Trinity College Dublin and the University of Dublin, along with the text 'my.tcd.ie'. A navigation bar includes 'e:Vision Enquiries and Applications' and 'Welcome to my.tcd.ie'. Below this, a 'Logged In:' section contains links for 'Clear & Reset', 'User Details', 'Application Form', and 'Payment'. A table titled 'Your applications:' lists a course: '1. Business Studies and Russian' with course code 'DUBAH-BURU-1F09'. A red heading 'Forgot your Password? Please read the important password reset information below' is followed by instructions for new entrants, continuing students, and staff members. Another red heading 'New Entrants who have not yet registered, or students who were off books (with no assessment) in 2012/13 - Please enter your details below' is followed by a registration form. The form has fields for 'Username' (abcdefghi@gmail.com), 'Surname' (Panda), and 'Date of birth' (31/10/1989), with a 'Go >>' button.

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

**Forgot your Password? Please read the important password reset information below**

New Entrants who have not yet completed online registration, or students who were off books (no assessment), or students who have completed their course(s) of study at Trinity College  
If you are a new student to TCD, or have taken a break in your studies, and have not yet registered online please answer the security questions below and your password for my.tcd.ie will be reset. Students who have completed their course(s) of study should also answer the security questions below and follow the on-screen instructions.

Continuing Students or New Entrants who have completed online registration:  
Please use your College username and network login password to access [my.tcd.ie](http://my.tcd.ie)

If your password is not accepted then this indicates you have possibly forgotten it, your account is locked out, or your password has expired. Students who have registered for the Password Recovery Service or TCD Password Manager should visit [my.password.tcd.ie](http://my.password.tcd.ie) and use the options there to resolve the issue. If you have not registered for either of these services, or if you require further assistance, then please call into the IS Services Helpdesk in person in Áras an Phiarsaigh. The Helpdesk location and opening hours are listed at [isservices.tcd.ie/help/helpdesk\\_contact.php](http://isservices.tcd.ie/help/helpdesk_contact.php)

Staff Members:  
Please use your College username and network login password to access [my.tcd.ie](http://my.tcd.ie)

If your password is not accepted at the Login page then this indicates you have possibly forgotten it, your account is locked out, or your password has expired. If you have previously registered for TCD Password Manager then please browse to <https://password.tcd.ie> and use the options there to resolve your issue. If you have not registered for Password Manager, or if you require further assistance then please call into the IS Services Helpdesk in person in Áras an Phiarsaigh. The Helpdesk location and opening hours are listed at [isservices.tcd.ie/help/helpdesk\\_contact.php](http://isservices.tcd.ie/help/helpdesk_contact.php)

**New Entrants who have not yet registered, or students who were off books (with no assessment) in 2012/13 - Please enter your details below**

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

Enter Username	
Enter your username below	
Username	abcdefghi@gmail.com
Surname	Panda
Date of birth dd/mm/yyyy e.g. 01/07/1973	31/10/1989
<input type="button" value="Go &gt;&gt;"/>	

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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.

The screenshot shows the my.tcd.ie website interface. At the top left, there is a logo for Trinity College Dublin and the text 'TRINITY COLLEGE DUBLIN THE UNIVERSITY OF DUBLIN'. The main header area contains 'my.tcd.ie' and 'e:Vision Enquiries and Applications'. A blue navigation bar at the top right says 'Welcome to my.tcd.ie'. Below this, a 'System Message' section indicates that a message relating to the current request is displayed below. A prominent red banner contains the text 'Account Information' on the left and 'SIW\_PQS\_001' on the right. Below the banner, a message with a red 'X' icon states: '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.' A 'Login Here' link is provided below the message. The footer of the page reads 'Trinity College Dublin © 2012. All Rights Reserved.'



## 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.

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e:Vision Enquiries and Applications

Welcome to my.tcd.ie

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

**Your applications:**

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

[User Details](#)

Your Personal Details

**User Details**

Email address (User Name)	NIPUN_HANDA@HOTMAIL.COM
Title	MR
Forename 1	NIPUN
Forename 2	
Forename 3	
Surname	HANDA
Date of Birth	31/Oct/1989

[Amend User Details](#) [Change Password](#) [Previous Applications](#) [Proceed with application](#)

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## 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.

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

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.



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.

select ONE of the following categories that you may be required to provide

**Please correct the following errors**

Some mandatory fields are blank: Nationality

5.  I do not fall under any of the categories outlined above.

ok

**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



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

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. Yes

**Personal Details**  
\* Surname/Family name  \* Title   
\* First name  Second name  Third name   
\* Date of Birth (DD/MM/YYYY)  \* Gender

**Contact details - Home address**  
\* Country   
House Name   
\* Address line 1   
\* Address line 2   
Address line 3   
Address line 4   
Postcode/Zip Code   
\* Home Telephone Number   
\* Mobile Number   
\* Email Address   
Please click here if your Correspondence Address is the same as your Home Address



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

**Contact details - Correspondence address**

\* Country: INDIA

House Name: [ ]

\* Address line 1: E 895 FIRST FLOOR

\* Address line 2: CR PARK

Address line 3: [ ]

Address line 4: [ ]

Postcode/Zip code: 110019

Correspondence Telephone Number: 011-40550663

Mobile Number: 8800138585

**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: INDIA

\* Nationality: Indian

\* Country of permanent residence prior to entry: INDIA

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? No

Have you been admitted to Trinity College, Dublin before? No

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

Do you have a disability/specific learning difficulty? No

Save and Close Save and Proceed

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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.

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

<b>* Name of School</b>	<input type="text" value="Mothers International School"/>		
From	<input type="text" value="01/Apr/2003"/>	To	<input type="text" value="31/Mar/2007"/>
<b>* Address line 1</b>	<input type="text" value="Sri Aurobindo Marg"/>	Address line 2	<input type="text"/>
City	<input type="text" value="New Delhi"/>	County/State	<input type="text" value="Delhi"/>
<b>* Country</b>	<input type="text" value="INDIA"/>	Post / Zip Code	<input type="text" value="1100"/>

+

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	
Higher Secondary Certificate / Standard 12	<input type="text" value="MATHEMATICS"/>	<input type="text" value="STANDARD"/>	<input type="text" value="A+"/>	<input type="text" value="01/Mar/2007"/>	+
	<input type="text" value="PHYSICS"/>	<input type="text" value="STANDARD"/>	<input type="text" value="A+"/>	<input type="text" value="06/Mar/2007"/>	+
	<input type="text" value="CHEMISTRY"/>	<input type="text" value="STANDARD"/>	<input type="text" value="A"/>	<input type="text" value="12/Mar/2007"/>	+
	<input type="text" value="ECONOMICS"/>	<input type="text" value="STANDARD"/>	<input type="text" value="A+"/>	<input type="text" value="20/Mar/2007"/>	+
	<input type="text" value="ENGLISH"/>	<input type="text" value="STANDARD"/>	<input type="text" value="A"/>	<input type="text" value="26/Mar/2007"/>	+
	<input type="text" value="PHYSICAL EDUCATION"/>	<input type="text" value="STANDARD"/>	<input type="text" value="A+"/>	<input type="text" value="29/Mar/2007"/>	+ -

+ -





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

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 <input type="text" value="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 <input type="text" value="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 <input type="text" value="01/Oct/2014"/>
Full Time/Part Time	Full Time <input type="text"/> Date of Graduation <input type="text" value="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 <input type="text" value="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 <input type="text" value="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 <input type="text" value="03/Oct/2011"/>
+	
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> )

Result/Level/Class of award	II.1	If other please specify	
Name of awarding body	Other	If other please specify	Jaypee University
Main subject studied	ELECTRONIC ENGINEERING	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	03/Oct/2011

**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	Not Applicable		
Location		Year taken	Please Select
Duration of course (months)		Certificate Awarded	
Subjects			
Level		Result	

**SAT / ACT / AP Results**

Please enter your SAT scores and subjects where appropriate.

SAT Score	1797	(For specific SAT requirements please <a href="#">click here</a> )
SAT Subject Tests (you may enter up to 6 subjects and scores)	English, Mathematics and Science	
ACT Score		
AP (you may enter up to 6 subjects and scores)		

**English Language Proficiency**

\* Is English your first language? Yes

(For further information please click the appropriate link [Undergraduate requirements](#) or [Postgraduate requirements](#) )

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	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.

**Employment History / Work Experience**

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

Date from	Date to	Name and Address of Company/Organisation	Position held
04/Jul/2011	22/Aug/2014	Accenture Plc	Systems Analyst
In the space below outline your responsibilities, the skills you used/or experience you gained while working in this position.			
Analysed Websites on - Data Quality (verifying proper implementation of traffic tags), Site Quality (Link Integrity, Duplicate content, page loading time, etc.) and Compliance (PII, 508 and WCAG). Conducted Training Sessions to set up a new offshore Delivery Team (of 10 people) at Hyderabad,			
01/Jun/2010	30/Jul/2010	Larsen & Toubro Ltd	Intern
In the space below outline your responsibilities, the skills you used/or experience you gained while working in this position.			
Intern at the Control & Automation Unit of Larsen & Toubro (L&T), Mumbai, India assisting in the project for Control systems for Generator Test Bench with Mitsubishi Electrical Company, Japan.			



Date from	01/Jun/2009	Date to	31/Jul/2009
Name and Address of Company/Organisation	Defence Research & Development Organisation, Government of India		
Position held	Intern		
In the space below outline your responsibilities, the skills you used/or experience you gained while working in this position.			
<p>Intern at Laser Technology Laboratory, Defence Research &amp; Development Organisation, Govt. Of India working on the Design of an Optimized 8-sensor Data Acquisition system.</p>			
<b>+</b> <b>-</b>			
<b>Voluntary Work</b>			
Give details in chronological order of any voluntary (unpaid) work you have carried out.			
Date from	03/Dec/2012	Date to	22/Feb/2013
Name and Address of Organisation	Stree for Women Empowerment, B-65 Kalkaji Market, New Delhi		
Job Title	Marketing Advisor		
In the space below outline your involvement and how you benefited from your experience.			
<p>Volunteered to assist as a Marketing Advisor for a local retail Store - 'STREE', to help improve their online targeting, setup a Social Media Presence and increase their conversion rate. This is a non profit organisation that contributes its profit towards women empowerment activities in New Delhi.</p>			
<b>+</b>			
<input type="button" value="Previous"/> <input type="button" value="Save and Close"/> <input type="button" value="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?

TRINITY COLLEGE DUBLIN THE UNIVERSITY OF DUBLIN  
COLÁISTE NA TRÍONÓIDE, BAILE ÁTHA CLIATH

my.tcd.ie

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	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.

**Where did you hear about this course/programme**

\* Where did you first hear about this course/programme? TCD Website

**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

Previous Save and Close **Save and Proceed**



### 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.

TRINITY COLLEGE DUBLIN THE UNIVERSITY OF DUBLIN my.tcd.ie

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	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.

**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	Mr. Shaleen Seth	Post/Occupation	Manager - Accenture Interactive
Company/Organisation name	Accenture Plc	In what capacity do you know this referee?	Direct supervisor
Address line 1		Country	INDIA
Address line 2		Postcode/Zip Code	110048
Address line 3		Telephone number	
Address line 4		Mobile number	+91-9810101010
* Email address	shaleen@accenture.com		
* Confirm Email address	shaleen@accenture.com		

**Reference 2**

* Name	Dr. Vipin Balyan	Post/Occupation	Professor - Electronics Department
Company/Organisation name	Jaypee University of Information Technology	In what capacity do you know this referee?	Academic Professor
Address line 1		Country	INDIA
Address line 2		Postcode/Zip Code	110023
Address line 3		Telephone number	
Address line 4		Mobile number	+91-9810101010
* Email address	vipin@jaypeeuniversity.com		
* Confirm Email address	vipin@jaypeeuniversity.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 portal only.**

TRINITY COLLEGE DUBLIN COLÁISTE NA TRÍONÓIDE, BAILE ÁTHA CLIATH THE UNIVERSITY OF DUBLIN my.tcd.ie

Course Title: Business Studies and Russian Student Number: Mode of Study: Full-time Entry Year: 2014/15

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 Min Academi... ements.xlsx Upload

Curriculum Vitae upload  
Choose File Curriculum Vitae.pdf Upload

Copies of Degree certificate(s)  
Choose File Summary of ...es- UG.xlsx Upload

SAT, AP or ACT scores  
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**



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.
- 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 'my.tcd.ie' application portal. The user is logged in as a student with the following details: Course Title: Business Studies and Russian; Student Number: [redacted]; Mode of Study: Full-time; Entry Year: 2014/15; Course Start Date: 01/Sep/2014; Point of Entry: Year 1. The 'Supporting Documents' tab is active. The page lists several document upload sections, each with a 'Choose File' button and an 'Upload' button. An error message is displayed in a red box: 'Error: Document file extension is invalid. Must be TXT, DOC, GIF, JPEG, JPG, DOCX, RTF, PDF'. The 'Save and Proceed' button is highlighted at the bottom of the page.



### 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.

my.tcd.ie

Welcome!

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

**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
<b>Nominee 1</b>	Colonel RR Handa	Father	+91-9910000000	rhanda@gmail.com
<b>Nominee 2</b>	Mrs. Jyoti Handa	Mother	+91-9810000000	jhanda@gmail.com

**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.**

The screenshot shows the 'my.tcd.ie' application portal. At the top, there is a header with the Trinity College Dublin logo and the text 'my.tcd.ie'. Below the header, a navigation bar contains several tabs: Personal Details, Education & Qualifications, Experience, Additional Information, Personal Statement, References, Supporting Documents, and Declaration. The 'Personal Statement' tab is currently selected. Below the tabs, there is a section titled 'Application Guidance' with instructions on how to navigate the form. The main content area is titled 'Payment Method' and contains the following text: 'The application fee due is €35. 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.' Below this text, there are two radio button options: 'Recommended payment method: Online Payment (credit card or laser card)' and 'EFT Payment (electronic funds transfer, bank transfer, inter-account transfer)'. Below the radio buttons, there is a dropdown menu with the text 'Please select your payment method' and 'Online Payment' selected. At the bottom of the form, there are three buttons: 'Previous', 'Save and Close', and 'Proceed to Payment'. The 'Proceed to Payment' button is highlighted with a red box.

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

**Payment Method**

The application fee due is €35. 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 card or laser 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

### Trinity College Dublin e-Payment Fees System

[Menu](#) [Home](#)  
[Log me off](#)

#### Payment Details

Card Type:


Card Number:

Security Code:  [\(About security code\)](#)

Expiry Date:

Cardholder Name:

Securely Processed by



#### Payment Details

For page support email [Student Fees Office](#)



## 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.

TRINITY COLLEGE DUBLIN THE UNIVERSITY OF DUBLIN  
COLÁISTE NA TRÍONÓIDE, BAILE ÁTHA CLIATH

my.tcd.ie

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

**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 (€)	35.00
Account Number	92771039
Sort Code	900017
IBAN	IE03 BOFI 9000 1792 7710 39
BIC Code	BOFIE2D
Swift Code	BOFIE2D
Payment Reference	14300334 App Fee Payment
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



### **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.