



## Frequently Asked Questions – Postgraduate Applications

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### The application

- You can make an application for a place on a TCD course via the School of Nursing and Midwifery webpage  
<https://nursing-midwifery.tcd.ie/postgraduate/index.php>  
There is an application charge of €55 for all courses. This should be paid upon completion of your application using the online payment function.
- Once you have submitted your application form you cannot edit it. If there are any changes you would like to make to your form please submit a request to Academic Registry **FAO Applications & Admissions** at [academic.registry@tcd.ie](mailto:academic.registry@tcd.ie)
- If you have been a student of Trinity College Dublin in the past and already have a TCD student number, this will remain as your student number.

### References

- Applicants are advised to contact their referees prior to including them in your application.
- Referees will receive an automated email from Academic Registry inviting them to complete and upload a reference to support your application. This invitation is triggered when you submit your application.
- Applicants are advised to keep in touch with their referees and contact Academic Registry if they have not received an invitation to submit a reference for you.
- One academic and one clinical reference is required in order to be eligible for a place on the course.



- All references must be on headed paper (either the TCD headed paper using the template provided in the invitation or the referees organisation's headed paper) and dated within the last 12 months.
- If your referees are unsure of how to write a reference for you please contact the School of Nursing and Midwifery at [pgt.nursing.midw@tcd.ie](mailto:pgt.nursing.midw@tcd.ie) who will provide reference examples.

### English language requirements

- All applicants to the School of Nursing and Midwifery whose first language is not English or who have not been educated through the medium of English must present one of the following qualifications in the English language:
  - o IELTS: Grade 6.5 overall with a minimum of grade of 6 in each category
  - o TOEFL: 88 internet-based, 570 paper-based, 230 computer-based. The test taken here should be TOEFL IBT
  - o University of Cambridge:  
Proficiency Certificate, Grade C or better (CEFR Level C1 or C2)  
Advanced Certificate, Grade C or better (CEFR Level C1 or C2)
  - o Pearson Test of English (Academic) - PTE Academic: a minimum score of 63 to be eligible (with no section score below 59)
  - o An award certificate with a minimum II.1 overall score from Trinity's Centre for English Language Learning and Teaching's Pre-sessional Pathway Programme
- Please note that test scores are only valid for two years.
- If your first language is not English and you completed your undergraduate degree through English you may request an exemption from completing the IELTS. This exemption is at the discretion of the Course Coordinator of the course you are applying for. Please contact the Course Coordinator of the course you are applying for to make this request.

### Conditional / Unconditional offers of a place on a course

- When you receive a conditional offer of a place on a course (Conditional Offer) you will also receive a list of outstanding documents which you must upload to your application.
- Where a 'parchment' is required please upload a copy of the certificate you received at graduation.

#### Scoil an Altranais agus an Chnáimhseachais

Dámh na nEolaíochtaí Sláinte,  
Coláiste na Tríonóide, Baile Átha Cliath,  
Ollscoil Átha Cliath,  
24 Sráid D'Olier,  
Baile Átha Cliath 2, Éire.

#### School of Nursing and Midwifery

Faculty of Health Sciences,  
Trinity College Dublin,  
The University of Dublin,  
24 D'Olier Street,  
Dublin 2, Ireland.

+353 1 896 2692

[nursing.midwifery@tcd.ie](mailto:nursing.midwifery@tcd.ie)  
[www.nursing.midwifery.tcd.ie](http://www.nursing.midwifery.tcd.ie)



- Where a transcript is required please upload a full complete transcript which details your results for all years of the course you completed.
- All undergraduate qualifications are crosschecked against the NARIC.co.uk system to confirm their equivalence and if they meet the grade required to qualify for the course. If your undergraduate qualification does not appear on the NARIC.co.uk system you will be contacted via email. If this occurs and you have mitigating circumstances (you undertook your studies in the traditional hospital setting) or other evidence to support your application (years of service) a request to wave this requirement may be made to the Dean of Graduate Studies. To make this request, please contact the Course Coordinator of the course you are applying to.
- You must accept your Conditional Offer within 21 calendar days. You may request additional time to accept your place, this is considered on a case by case basis by the Dean of Graduate Studies. To request addition time please contact the Course Coordinator of the course you are applying to.
- **In order to accept your place you may be asked to pay a deposit. The deposit will be deducted from your total fees/charges. If a third party subsequently pays your full fees/charges your deposit will be refunded to you.**
- You are required to submit all application documentation and meet the course requirements by 31 July 2019.
- When you have uploaded the additional requested documents they will be reviewed by the course team, and if you have met the requirements you will be given an Unconditional offer of a place on a course.
- You must accept your Unconditional Offer and pay the registration fee within 21 calendar days. You may request additional time to accept your place, this is considered on a case by case basis by the Dean of Graduate Studies. To request addition time please contact the Course Coordinator of the course you are applying to.
- Once you have accepted a place on the course you should receive an invitation to register to the email address you included on your application form in August 2019.

## Garda Vetting

- All students undertaking course with a clinical component must be Garda Vetted by Trinity College Dublin.

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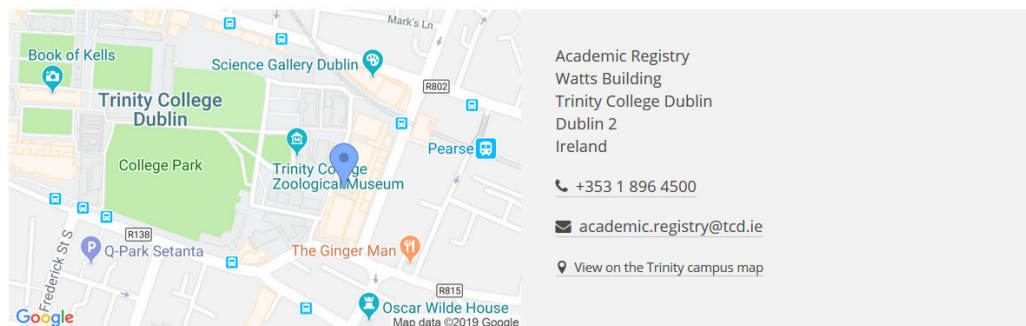
nursing.midwifery@tcd.ie  
www.nursing.midwifery.tcd.ie



## Coláiste na Tríonóide, Baile Átha Cliath Trinity College Dublin

Ollscoil Átha Cliath | The University of Dublin

- Applicants will be emailed the Garda Vetting form upon receipt of a conditional offer by the School of Nursing and Midwifery. The form will be emailed to the email address included in the application.
- Applicants are advised to gather their required documentation while they are preparing to submit their application.
- The Garda Vetting forms and **original** documentation must be submitted in person or via post to the Academic Registry. Copies of your original documentation will then be taken by Academic Registry and you will receive your original documentation back for future use.
- Documentation you will need:
  - o Identification – Driving licence or passport
  - o Proof of address dated within the last 3-4 months
  - o If you have changed your name you are required to upload a marriage certificate. Your name must be the same on all documentation included in your Garda Vetting application
  - o Police clearance certificate from all countries you have lived in.
    - USA: If you have lived in one state a State clearance form is required. A Sherriff or County clearance form will not be accepted. If you have lived in more than one state an FBI clearance form is required.
    - India: If you have lived in more than one state a National clearance form is required.



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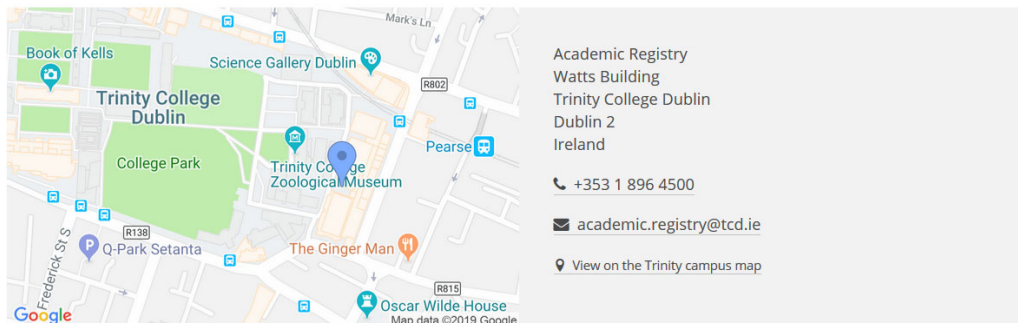
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## EU / Non-EU fees

- The calculation of fees is based on residency within the EU and not citizenship.
- In order to qualify for EU fees, you must be a resident in the EU for 36 months in the 5 years preceding admission.
- Please contact **Admissions at** the Academic Registry if you are unsure of your fee status.



## HSE Sponsorship

- If you are successful in your application and are offered a place in Trinity and your HSE/hospital intends on paying your fees/charges they must submit the following form at least 4 weeks prior to your course commencement:  
<https://www.tcd.ie/academicregistry/assets/PDF/Sponsorship%20Form.pdf>
- Instructions on how to submit are detailed on the form itself.
- **How will the HSE/hospital know what my fees are in order to complete this form?**  
You, the student are issued with a bill each year. You can provide this to your HSE/hospital to allow them to complete the above form.
- You may have already paid your deposit in order to accept your place – if this is the case and the HSE/hospital are covering your full fees your deposit will be refunded to you.

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