R26 - Application to Register for DCU Accredited Modules

Introduction

Please complete this form if you wish to:

- Enroll on DCU accredited undergraduate or postgraduate modules
- Enroll for specifically identified modules to meet the requirements of the Teaching Council (subject to approval by Programme Chairperson)

Please Note:

Postgraduate Research Students who are part of a structured inter-institutional programme underpinned by a specific institutional collaborative agreement must register by using the R26H form. Further information for international research students can be found on the website of the Graduate Studies Office

Visitors and/or contractors should complete the Visitor /Contractor I.D. Request Form available from the main DCU Reception.

Application is made by:

- Completing the attached form, having first identified the required modules and sought the permission from the relevant Faculty for enrolment
- Obtaining the signature of the programme Chairperson
- Providing proof of identity – a current passport is required
- Paying the appropriate fee to the Finance Office

Data Protection Notice

Personal information that you submit to Registry in connection with any service provision will be treated in accordance with the DCU Data Protection Policy which can be viewed at the following website address:

http://www4.dcu.ie/sites/default/files/iss/pdfs/DCU_Data_Protection_Policy.pdf

The University shall only process such information in line with the purpose for which you provide it and to the extent necessary to provide you with the information or service you require.

The personal data may be disclosed to staff and agents of the University in order to support services to you. In addition, personal data may be disclosed to government departments, statutory bodies and funding agencies where this is required under legislation or for the provision of services.

In order to ensure our records are correct we urge you to answer all relevant questions accurately. If your personal details should change please let us know so that we can update our records.

DCU   **PLEASE TICK APPROPRIATE CATEGORY:**

1 Research students enrolling for module(s)   ☐

2 Student/Individual enrolling for module(s)   ☐

APPLICANT DETAILS

PLEASE COMPLETE IN BLOCK CAPITALS

First Name: _____   **Surname:** _____

Address in Ireland: _____

_____

Telephone Number: _____   **Nationality:** _____

Email Address: _____   **Date of Birth:** _____

Mobile Number: _____   **Country of Birth:** _____

Home Address if different from above:

_____

_____

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Next of kin Details (to be contacted in case of emergency):

First Name: _____   **Surname:** _____

Address: _____

_____

Telephone Number: _____

STUDENT DECLARATION:

I certify that the information given in this application is correct and I hereby undertake, if admitted as a student member of Dublin City University, to observe and comply with all the regulations of the University.

Signature of Applicant: _____   **Date:** _____

To be completed by Registry Office:

Identification Checked and Copy retained: **Yes:** ☐

Student Number: _____   Date Registered: _____

For Single Module Programme(s) please provide the following information:

Module Code: ☐ ☐ ☐ ☐

Module Semester: ☐ ☐ ☐ ☐

Module Title(s) : _____

_____

_____

Applicant Declaration:

I have obtained details of the timetable for the above module(s) and confirm that there is no timetable clash that will prohibit me from attending the full requirements of the modules.

Signed: _____ **Date:** _____

Applicants MUST have this form signed by the programme Chairperson or Associate Dean for Teaching and Learning:

Applicant Signature _____ Date: _____

Programme Chair: _____ Print Name: _____

Name of Faculty or Research Centre: _____ Contact No: _____

FEE INFORMATION

Applicants for Single Module Programme should contact the Finance Office in person or by telephone on 01 7005153 for fee details and to complete payment.

To be completed by Finance Office:

Finance Stamp:

Fee Paid by Applicant: Yes: ☐   **No:** ☐

Signature: _____

Updated August 2014