**Direct Entry**

**Application Form**

*If you have ever been registered on a course in LYIT quote your student /ID Number and the latest calendar year you attended LYIT:*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ID NUMBER:** |   |   |   |   |   |   |   |   |   |  | **YEAR** |   |   |   |   |

**Section One: Personal Details**

|  |  |
| --- | --- |
| **Surname:** |       |
| **First Name(s):** |       |
|  |  |
| **Address:** |       |
|  |       |
|  |       |
| **Eircode:** |       |
|  |  |
| **Email Address:** |       |
| **Mobile Phone Number:** |       |
|  |  |
| **Country of Birth:** |       |  | **Nationality:** |       |
|  |  |  |  |  |
| **Gender:** | **Male** | [ ]  | **Female** | [ ]  |
|  | **Undeclared** | [ ]  |  |  |
|  |  |
| **Date of Birth: (ddmmyy)** |   |   |   |   |   |   |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PPS Number** |   |   |   |   |   |   |   |   |   |

|  |  |
| --- | --- |
| **Medical or Learning Disability** |       |

**Section Two: Course Choice** *(maximum of 2 courses)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Preference****No.** | **Course Title** ***(Full course title as per LYIT Website/Prospectus)*** | **Course Code** | **Course Year** | **ACCS Applicants****(tick here)**  |
| **1.** |       |       |       | [ ]  |
| **2.** |       |       |       | [ ]  |

**Section Three: Previous Third Level Education (Higher Education)**

*Please list your qualifications in order of completion (most recent first).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Higher Education Institution Attended** | **Years of Study****(From – To)****(MM/YY)** | Full Award Title | **Award Type****(e.g. Ord Degree – Level 7; Hons Degree –Level 8; Masters – Level 9)** | **Overall Result** **(if known)** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

*Attach transcripts of results for qualifications*

**Section Four: Relevant Work Experience**

**Employer One (if applicable)**

|  |  |
| --- | --- |
| **Name of Employer:***(state Self if Self Employed)* |       |
| **Address:** |       |
|  |       |
| **Phone Number:** |       |
| **Position Held:** |       |
| **Dates of Employment (mmyy):** | **From** |       | **To** |       |
| **Full/Part Time** | **Full Time** | [ ]  | **Part Time** | [ ]  |
| **Brief Description of Duties:** |       |

**Employer Two (if applicable)**

|  |  |
| --- | --- |
| **Name of Employer:***(state Self if Self Employed)* |       |
| **Address:** |       |
|  |       |
| **Phone Number:** |       |
| **Position Held:** |       |
| **Dates of Employment (mmyy):** | **From** |       | **To** |       |
| **Full/Part Time** | **Full Time** | [ ]  | **Part Time** | [ ]  |
| **Brief Description of Duties:** |       |

**Section Five: Fee Payment by Employer/Other *(if applicable)***

If your fees are being paid by your employer or another organisation, please insert details below.

|  |  |
| --- | --- |
| **Employer/Organisation:** |       |

 *Attach a statement from the relevant organisation stating they are paying your fees.*

**Section Six: Confidentiality & Data Protection Statement**

The information you provide on this form will be used to administer your application for a programme and, should you be successful, will form the basis of your student record.   Some data submitted, including PPSN, may be used for the purpose of statutory and other returns required by the Department of Education or Higher Education Authority and may also be released to the Department of Social Protection in connection with their Anti-Fraud checks.  Additional information or documents may be requested to process the application and verify information submitted.

By ticking the box opposite you agree that: [ ]

1. LYIT may process your personal information;
2. All information entered on this form is true, accurate and complete.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return the completed application form together with supporting documentation to:**

Admissions Office,

Letterkenny Institute of Technology,

Port Road,

Letterkenny,

Co Donegal

or submit by email to admissions@lyit.ie

**Application Form Guidelines**

Please read carefully before completing this application form.

1. This application form needs to be completed by applicants applying for Direct Entry to:
2. Add-on courses (follow-on Degree, Ordinary and Honours). *Please note that if you are a current LYIT student you do not need to complete this application form, contact the Admissions office for details.*
3. Part-time Undergraduate Courses leading to a “Full” Major award e.g. Ordinary Degree, Honours Degree or Higher Certificate.
4. External admission to the second and subsequent year of any course.
5. Admission as an ACCS/Part-time Student (see point 2 below).

*NB If you wish to apply for first year as a full-time student you must apply via* [*www.cao.ie*](http://www.cao.ie) *while students applying for Postgraduate Programmes should use the Postgraduate Application Form. Applicants for Minor/Special Purpose Certificates/Diplomas should apply using the Lifelong Learning Application Form.*

1. Accumulation of Credits and Certification of Subjects (ACCS): The ACCS scheme allows you to study a portion of a full-time course on a part-time basis. All ACCS applicants must, in addition to this form, complete a supplementary form to indicate the modules being applied for, which is available from the Admissions Office.
2. If you have a disability, a significant ongoing illness and/or specific learning difficulty you are encouraged to indicate this on the appropriate section of the application form. This will allow us to plan and consider, in consultation with you, any reasonable accommodations that we can make. (Please note that disclosure of a disability and/or specific learning difficulty will not adversely affect your application in any way.)
3. The closing date for receipt of applications for courses is available on the relevant course webpage. Late applicants will only be processed at the absolute discretion of LYIT.
4. Supporting Documentation: Please enclose certified copies of any Higher Education qualifications or transcripts of results with your application. Do not send original documents as any documentation submitted will not be returned.

6. Applicants presenting qualifications other than the usual NFQ Level 6, 7 & 8 awards, must attach the following with their application:

a) A copy of the syllabus on which their award is based

b) A certified copy of the examination transcript, showing the award title and the grades/marks achieved. Where the above information is not in Irish or English, notarised translations must be provided.

1. Suitably qualified applicants may be called to interview for certain courses
2. Offers: First offers for courses listed at 1(a), 1(b) and 1(c) will normally be issued in July. There may be subsequent offers in August/September.
3. Fees: For information relating to fees see the Fees section of our website, [www.lyit.ie](http://www.lyit.ie)
4. For further information on applying to LYIT please visit our website at [www.lyit.ie](http://www.lyit.ie) or alternatively, you may contact the Admissions Office at (074) 918 6125 / 918 6127 / 918 6129 registration@lyit.ie