



Return to: The Admissions Dept.  
**Liffey College**  
1/4 Swift's Alley, Francis Street,  
Dublin 8,  
Republic of Ireland.

Tel: 00353 1 444 4447  
Email: [info@liffeycollege.ie](mailto:info@liffeycollege.ie)  
Website: [www.liffeycollege.ie](http://www.liffeycollege.ie)



## APPLICATION FORM

Please ensure that the application is FULLY complete using CAPITAL letters ensuring legibility. Tick as appropriate, and comment where necessary. Should you wish to provide additional details, please use separate sheets. Enclose the necessary documents in support of your application as per the check-list on the last page.

### Personal Details

Mr     Mrs    **First Name:** ..... **Middle Name:** .....  
 Miss    Ms    **Last Name:** .....

**Nationality:** .....    **Date of Birth:** .....    **Passport No.:** .....

Where are you currently based?    Ireland    Overseas, if so Country: .....

### Address in your country

**Address:** .....  
.....  
.....  
**Country:** .....  
**Tel:** .....  
**Mobile:** .....  
**Email:** .....

### For Students already in IRELAND only:

**Address:** .....  
.....  
.....  
**Tel:** .....  
**Mobile:** .....  
**Email:** .....

### Next of Kin Details:

**First Name:** .....    **Mobile:** .....

**Address:** .....

**Country:** .....    **Email:**.....    **Relationship:** .....

In Case of Emergencies, do you wish us to contact your Next of Kin?     Yes     No

Do you have any medical conditions that may affect your studies in Liffey College?    Yes     No

If you answered 'Yes', please provide details: .....

Do you require any special assistance? .....

Do you have a Criminal Record in any Country?    Yes    No

If you answered 'Yes', please provide details: .....

**IMMIGRATION & TRAVEL HISTORY:**

Have you ever applied for an Irish Visa before?  YES  NO

If YES, please give details of where, when, what type of visa, and whether it was approved or not.

.....

Have you ever applied for a visa for any other country?  YES  NO

If YES, please give details of where, when, what type of visa, and whether it was approved or not.

.....

.....

Do you have a criminal record in any country?  YES  NO

If YES, please give details:

.....

**COURSES OF YOUR CHOICE (in order of preference):**

- 1. ....
- 2. ....
- 3. ....

Level: .....

Preferred Start Date: .....

Duration of Course:  1 Year  2 Year

Alternate Date: .....

**ACADEMIC QUALIFICATIONS (Please provide us with copies of all certificates)**

| Start/Finish Dates | Qualification/Title of Award | Grade/Classification | Major Subjects | College/University |
|--------------------|------------------------------|----------------------|----------------|--------------------|
|                    |                              |                      |                |                    |

**EDUCATIONAL HISTORY IN IRELAND (if applicable):**

| Start/Finish Dates | Qualification/Title of Award | Grade/Classification | Major Subjects | College/University |
|--------------------|------------------------------|----------------------|----------------|--------------------|
|                    |                              |                      |                |                    |

**NOTE: If there is any gap since your last period of education, please provide details:**

.....  
 .....

**EMPLOYMENT HISTORY (please provide copies of relevant documents):**

| Employer Name | Dates | Position | Relevance to Course applied for |
|---------------|-------|----------|---------------------------------|
|               |       |          |                                 |

**LEVEL OF ENGLISH**

If English is not your first language, please attach a copy of any of the following certificates you may have (please tick).    TOFEL    IELTS    CAMBRIDGE    Other .....

**EVIDENCE OF FUNDS (required to obtain a visa)**

Financial details **MUST** be attached.

Sponsor's Name: .....

Relationship to applicant: .....

Address: .....

Telephone: ..... Email: .....

**GENERAL INFORMATION**

**How did you hear about us (please tick)**

- |   |                                 |                                |                                |
|---|---------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> Website/Internet | <input type="checkbox"/> Friend | <input type="checkbox"/> Agent | <input type="checkbox"/> Other |
| Please provide address: .....             | Name:.....                      | Name: .....                    | Details: .....                 |
| .....                                     | Country: .....                  | Country: .....                 | .....                          |

**IMPORTANT TERMS AND CONDITIONS** (please tick ALL boxes):

**DECLARATION:**

- The information that I have given and is contained in this form is true and correct.
- I will observe the conditions of my student visa at all times.
- I will attend the course in which I have enrolled (at least 15 hours per week over 25 weeks over a 7 month period).
- I will sit my course tests and final examination/s whenever they are scheduled, otherwise I may be expelled or other sanctions may be taken against me as deemed necessary by the college.
- I will not enter employment in the State unless I qualify for the concession to engage in any casual employment.
- If I qualify for this concession I will not work more than 20 hours per week during my course term time.
- Should I need to leave the state for any period of time, I will apply to the Department of Foreign Affairs at 13-14 Burgh Quay, Dublin 2 for a Re-Entry Visa before I leave the State (*if applicable*).
- I will leave Ireland upon completion of my studies.
- All documentation that I have submitted with my application is authentic and does not contain any false information.
- Where any document is not in English I have included a notarised translation.
- I understand that Liffey College reserves the right to refuse or cancel a student's application anytime without giving any reason.
- I understand that Liffey College may be obliged to inform INIS/GNIB or any other authorities about my attendance record at any stage. I understand that students are expected to satisfy 85% class attendance as required by the GNIB. Any absences resulting in more than two consecutive weeks will face disciplinary action (*if applicable*).
- 1. The COURSE FEES paid is STRICTLY NOT REFUNDABLE except the following conditions:
  - Full-Time Students*
    - The full time fee paid is strictly non-refundable except in the circumstance that international student is refused either an entry visa or a student visa in Ireland.
    - If the course for which the student has paid is cancelled by Liffey College with no other alternatives available.
    - Please Note: That if a course fee is refunded, €300 (registration fee) of the total course fee paid will be deducted.
  - Part-Time Students* *E&OE*
    - If the course for which the student has paid is cancelled by Liffey College with no other alternatives available. (Part time fees refund include total fees paid in terms of course fee and registration fee)
- 2. Where a course is cancelled by Liffey College:
  - Students will be shifted to similar courses (if available at Liffey College) at equivalent level within the same discipline.

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**CHECKLIST FOR APPLICANTS:**

- Did you fill the application form completely?
- Did you attach copies of your Educational Certs.?
- Did you attach a copy of your English Cert.?
- Did you attach any employment letters?
- Did you attach any evidence of proof of funds?
- Did you attach a copy of your passport?
- Did you attach two photographs?
- Did you read and tick all terms and conditions boxes?

**FOR LIFFEY COLLEGE USE ONLY:**

|   |   |  |
|---|---|--|
| Course:   | Student's Status:<br><input type="checkbox"/> In Ireland<br><input type="checkbox"/> Overseas | Application Form:<br><input type="checkbox"/> Completed<br><input type="checkbox"/> Incomplete |
| Start Date:   | Approved by (Name & Date): .....  |  |
| Liffey College<br>Student Identification No.:   | Other Remarks:  |  |
| Payments:<br><input type="checkbox"/> Course Fee<br><input type="checkbox"/> Registration & Examinations Fee<br><input type="checkbox"/> Health/Medical Insurance Fee<br><input type="checkbox"/> Accommodation<br><input type="checkbox"/> Flights | Additional Payments Received:   |  |