

Adult Continuing Education at UCC Programme Application Form



ADULT CONTINUING EDUCATION AT UCC

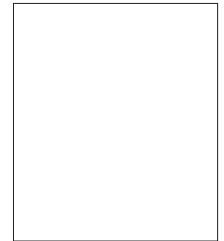
For Office Use:

Academic Year:	_____	Processing Fee:	<input type="checkbox"/>
Qual. Code:	_____	Fee Received:	€ _____
Offering Type Code:	_____	Date Acknowledged: ID	_____
IELTS:	<input type="checkbox"/> Return Date: _____	Card Issued:	_____
Birth Cert:	<input type="checkbox"/> Return Date: _____	Staff Initials	_____
Marriage Cert:	<input type="checkbox"/> Return Date: _____		
Educational Certs:	<input type="checkbox"/>		

Allocated Student No. (For office use only)

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Application Forms must be accompanied by a **PASSPORT SIZE PHOTOGRAPH** (5 x 3.5cm approx.) for Student ID Card. Please do not use staples.



Please complete in block capitals

1. PROGRAMME DETAILS

Enter title of Programme e.g. Certificate/Diploma etc. in (title of programme)

First Choice: _____

Second Choice: _____

Study Location: (please tick) UCC Outside Centre **Centre Name** (if outside UCC Campus) _____

2. PERSONAL DETAILS

Surname: (as on Birth Certificate) _____ **Title:** (e.g. Mrs, Mr, Ms etc.) _____

Married Name: (if applicable) _____

Please tick if you wish to register using married name: (if so, marriage certificate **MUST** be attached)

First Names in Full: (as on Birth Cert which **MUST** be attached) _____

Date of Birth: (dd mm yyyy) _____ **Age:** _____ **Gender:** (F or M) _____

Country of Birth: _____ **First Language:** _____

English Language Competency: TOEFL Score _____ ELTS Score _____ Date of Last TOEFL/IELTS Exam _____
(for students whose first language is **NOT** English)

Correspondence Address: _____

Primary Contact Number: _____ **Mobile No:** _____

Work Tel No: _____ **Email:** _____ **PPS No:** _____

Name of Person to Contact in Case of Emergency

Contact Name: _____ **Contact Number:** _____

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For record purposes, please complete the following:

Did you previously register for a programme in UCC (including ACE Programmes)?

Please supply Student Number:

(if available)

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3. EDUCATION

What is the highest level of education completed to date?

Post-Leaving Certificate Courses

Please complete where relevant

Title of Course/Award	NFQ Level	Name of Institution	Year Completed

Third Level Courses

Please complete where relevant

Name of Institution	Qualification	Class of Honours	Year Awarded

4. CURRENT OCCUPATIONAL STATUS

Please tick:

- Working Full-Time Working Part-Time Self Employed
- Social Welfare Recipient (including unemployed) Government Funded Scheme (e.g. CE Scheme, BTEI Scheme, Back-to-Work Scheme etc.)
- Homemaker Retired
- Other (please specify) _____

Employment Record

Commence with Current Employer

Name and Address of Employer	Date of Employment (from/to)	Position Held and Brief Description of Duties

5. ADDITIONAL INFORMATION

Outline previous relevant personal/professional experience as appropriate to this application:

6. DOCUMENTATION REQUIRED (PLEASE TICK AS APPROPRIATE)

Please check that you have accurately completed all questions. The following items should accompany this form:

1. Original or certified copy of Birth Certificate (NOT Baptismal Certificate) if not already a graduate of UCC/Centre for Adult Continuing Education. If you wish to register using your married name, a certified copy of marriage certificate must also be submitted.
2. Fee payment (half course fee) by cheque/postal order made payable to UCC. This is payable on application. You will receive a bank giro mid-way through the term for the second half of the fees. (Please see our website for closing dates)
3. ONE passport size photograph, signed on the back for student ID card purposes.
4. IELTS/TOEFL Certificates if required.
5. Educational Certificates if required.
6. Completed Application Acknowledgement/Receipt Envelope for return of Certificates.

Completed Application Forms should be returned to:

Adult Continuing Education,
'The Laurels', Western Road, University College Cork
T: 021 490 4700, E: ace@ucc.ie, www.ucc.ie/study/ace

Please Note: Incomplete Application Forms or those submitted without the required documentation cannot be processed.

How did you hear about this programme:

- Radio
- Newspaper
- Web
- Programme Guide
- Friend
- Other

7. DECLARATION

I hereby declare that all information provided on this form is true and accurate

Signature _____ Date _____