



University College Dublin EU Fee Assessment Form

First name*		Last name*	
UCD Student Number/ CAO number*		Date of Birth*	
Country of Birth*		Nationality*	
Current address*			
Programme title/ Code			
Telephone no*		Email address*	

1. Applicants must have a Full Offer from University College Dublin prior to the assessment to determine the fee status.
2. If you do not have a Full Offer from the University, then please review the website in order to make a self-assessment.
3. Applicants must provide photocopies of original documentation (as specified overleaf) to support their application and email these to student.records@ucd.ie or post to Student Records, Administrative Services, Tierney Building, Belfield, Dublin 4. **(Please note: applicants may be requested to provide certified hard copies of their applications at a later stage)**
4. Complete applications will be processed within 10 working days of receipt of the application and document. We will notify you of the outcome by email. This email should be retained for your records and may need to be presented to Registry at the time of registration.
5. All supporting documentation must be in English. Incomplete applications cannot be processed; applicants will be contacted with a request for any additional documentation required. Incomplete applications will lead to a delay in the fee assessment process of an applicant.

* These fields are required

Criteria for Determining Fee Status of Applicant 2017/18. Please answer all sections:

Question 1: Nationality Criteria	Yes	No	
Do you hold an EU/EEA/Swiss State Passport or Nationality Identity Card?			Please enclose copy of Passport/National Identity Card
Do you hold a Non-EU Passport and have you resided in an EU member state for 3 of the last 5 years for the purpose of full-time employment?			If Yes – please enclose copy of passport and valid work permit or GNIB card to cover 3 of the last 5 years.
<p>Proof of residence is required in all categories; please see the required documentation listed under question 2.</p> <ul style="list-style-type: none"> Any period of residence as a non-European student who entered Ireland for the purpose of study as a holder of a conditional visa (e.g. Stamp 2 or 3) is not included in the assessment of years of residence. (If under 23 years of age, students will be assessed using Parents' records). 			
Question 2: Residency Requirement	Yes	No	
<p><u>Applicant: Under 23 Years of Age</u> If the applicant is under 23 years of age on the start date of the course then the principal residence for the purpose of taxation of the parents/legal guardians will be examined.</p> <p>Has the applicant been in full-time school / employment in an EU/EEA/Swiss member state for 3 of the last 5 years prior to entry into a 3rd level College?</p> <p style="text-align: center;">And</p> <p>Have the applicant's parents/legal guardians been in full-time employment in an EU/EEA/Swiss member state for 3 of the last 5 years prior to entry into a 3rd level College? (Proof of residence is required in all categories)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Applicant: Please provide a copy of a Valid work permit/GNIB Card, immigration Stamps to cover all years and a letter from the relevant institution stating the dates of attendance or a P21 tax form (or the local EU equivalent) <p style="text-align: center;">And</p> <ul style="list-style-type: none"> Parent: Please provide copy of a Passport and, If applicable, a Valid work permit/GNIB Card to cover all years And 3 x P21 forms (a P21 is a statement of total income, tax credit & tax paid for a particular year) or the local EU equivalent 3 of the last 5 years of social welfare benefits indicating duration of claims made 3 of the last 5 years of self-employed evidence (F11)
<p><u>Applicant: Over 23 Years of Age</u> If the applicant is over 23 years of age on the start date of the course then for the purpose of taxation the principal residence of the applicant is examined.</p> <p>Has the applicant been in full-time school / employment in an EU/EEA/Swiss member state for 3 of the last 5 years prior to entry into a 3rd level College?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Applicant: Please provide a copy of a valid Work Permit/GNIB Card to cover all years</p> <p>And</p> <ul style="list-style-type: none"> 3 x P21 forms (a P21 is a statement of total income, tax credit & tax paid for a particular year) or the local EU equivalent. 3 of the last 5 years of social welfare benefits 3 of the last 5 years of self-employed evidence F11

<p>Married Applicant: Over 23 Years of Age If the applicant is married then for the purpose of taxation the principal residence of the spouse can be examined. (Both applicant and spouse must have been resident for the required period).</p> <p>Has the spouse been resident for 3 of the last 5 years prior to entry into a 3rd level college?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Applicant: Please provide a copy of Passport and, if applicable, a valid Work Permit/GNIB Card Stamp to cover all years</p> <p>And</p> <p>Spouse: Please provide a copy of Passport and, if applicable, valid Work Permit/GNIB Card to cover all years</p> <p>And</p> <ul style="list-style-type: none"> • 3 x P21 forms (a P21 is a statement of total income, tax credit & tax paid for a particular year). • 3 of the last 5 years of social welfare benefits • 3 of the last 5 years of self-employed evidence (F11) • Provide a copy of the Marriage Certificate in cases where the spouse's name is different.
Question 3: Special exemption for undergraduate registration	Yes	No	
<p><u>Previous Studies Test</u></p> <p>Do you hold an EU/EEA/Swiss States Passport?</p> <p>Have you resided in a Non-EU country for 3 of the last 5 years prior to entry into the University?</p> <p>Did you complete 5+ years of your primary and/or secondary education in the EU/EEA/Swiss Confederation?</p> <p>Have you ever attended a 3rd level College/Institution?</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>If yes - you must submit a letter from your school indicating your dates of attendance</p>
Question 4: Special exemption for graduate registration	Yes	No	
<p><u>Previous Studies Test</u></p> <p>Were you born in an EU/EEA/Swiss States?</p> <p>Have you resided in a Non-EU country for 3 of the last 5 years prior to entry into the University?</p> <p>Did you receive all of your primary, secondary and third level education in the EU/EEA/Swiss Confederation?</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>If yes - you must submit a letter from your school indicating your dates of attendance</p>

Please note: Non-EU Passport holders whose parents have been naturalised do not qualify as an EU National until the applicant themselves has been issued with an Irish / EU naturalisation certificate.

Declaration: I declare that the above information is correct and that I can produce evidence to support my fee status application. I understand that it is my responsibility to be in good financial standing with the University. I confirm that I have read and understood the terms and conditions from the UCD Student Fees web site before I completed this form, <http://www.ucd.ie/students/fees/eufeeassessment.html>

Name (Print) _____ Signature _____

Date: ____/____/____