



**UCD Registry**  
**Administrative Services**

Tierney Building,  
University College Dublin,  
Belfield, Dublin 4, Ireland

[www.ucd.ie/registry/studentdesk](http://www.ucd.ie/registry/studentdesk)

T +353 1 716 1555  
F +353 1 716 1284

**Cláríann UCD**  
**Seirbhísí Riarcháin**

Áras Uí Thiarnaigh,  
An Coláiste Ollscoile, Baile Átha Cliath,  
Belfield, Baile Átha Cliath 4, Éire

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**Name:**

**Student ID:**

**Date:**

To whom it may concern,

I wish to confirm that I have no prior third level attendance, other than that stated below, and the enclosed documentation is being submitted in support of my request for assessment for eligibility for 'free fees'.

Signed:

\_\_\_\_\_

This signed declaration, accompanied by the appropriate documentation, should be submitted to [UCD Student Desk](http://www.ucd.ie/registry/studentdesk) (for hard copies) or emailed to [student.records@ucd.ie](mailto:student.records@ucd.ie) (for soft copies) in order for an assessment on 'free fees' eligibility to take place. For information on the criteria for 'free fees' eligibility, and the documentation required, please go to <http://www.ucd.ie/students/fees/freefeesinitiative.html>.

**Note:** Incomplete documentation will delay your assessment.

If you have previously attended, or were accepted to but did not attend, a 3rd level institution you must also provide a completed [Free Fees Initiative – Fee Declaration form](http://www.ucd.ie/students/fees/freefeesinitiative.html) for each institution in question. The 'Free Fees Initiative – Fee Declaration form' can be found at <http://www.ucd.ie/students/fees/freefeesinitiative.html>.

If you have attended third level education outside of the Republic of Ireland, or cannot complete the Fee Declaration form, then you must provide a letter from the relevant institution stating your dates of attendance.

<u>Institution</u>	<u>Years of Attendance</u>

If no prior attendance please state 'None' above.