Please attach a

recent passport-sized photograph

## UCD School of History and Archives

## M.A. (Archives and Records Management)

Application form (step 2)

*Before completing this step 2 form, applicants should have submitted their electronic application form to UCD as step 1 of the application’s process.*

1. Applicants should return this form by post or hand (not e-mail) to Jennifer O’Reilly, School of History and Archives, University College Dublin, James Joyce Library Building, Belfield, Dublin 4, Ireland.

2. It should arrive on or before **28 March 2014 at 1 pm.**

3. Applicants *must* enclose with this form

* Two sealed letters of reference, one from an academic referee and one from a professional archivist with whom you have had recent contact. If this is not feasible, references from two academic referees may be submitted.
* A photocopyof the personal page from your passport *or* birth certificate.
* A certified copy of your degree results.

4. If an applicant is on release from an organisation which is supporting his or her course of studies, a letter must be submitted from a line manager or human resources department indicating that the applicant will be returning to a professional position within the organisation on completion of the M.A.

5. Applicants may be required to attend for interview. Please note applications must be approved by both the UCD School of History and Archives and by the Graduate School of the College of Arts and Celtic Studies.

6. Acknowledgment of the receipt of this form will only be made where an e- mail address is supplied.

**1 Surname Forenames Dr Miss Ms Mrs Mr**

 **Other** *(please specify)*

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 **2 Home Address** *It is very important that applicants can be* **Telephone number and e-mail**

 *contacted in the months from April to September .Please indicate* **address**

 *how long you will reside at both addresses requested.*

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 **Address for correspondence (if different from above) Telephone number**

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**3. Referees**

Please record contact details of the two referees whose references you enclosed.

 i Full name(including title or position) and e mail address: Full name of institution and postal address:

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 ii Full name (including title or position) and e mail address: Full name of institution and postal address:

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 **4. Interviews**

Interviews take place in **April/May.** While every effort is made to hold interviews on dates which suit applicants, there is a limit to the number of dates on which interviews can be held. Please indicate any dates during this period when attendance would **not** be possible:

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 **5**. Date of submission of electronic application form to UCD ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **6.** I hereby apply for admission to the M.A. (Archives and Records Management) beginning in September 20­­­14.

 Signature: Date:

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An electronic version of this application form can be requested from jennifer.oreilly@ucd.ie Subject header: MA Archives and Records Management

 *This form may be made available to admissions’, teaching, and tutoring staff of the M.A. (Archives and Records Management)*

 *programme and to course examiners. The information it contains may also be used in record keeping systems in the School of History and Archives. Information will only be used for course related purposes and will be kept securely.*