



# UCD STUDENT DESK

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# A GUIDE TO EU FEES

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INFORMATION LEAFLET FOR STUDENTS

Upon admission to UCD, you will be assessed automatically to determine if you will be charged the EU or the non-EU fee rate. This booklet explains how to apply to be re-assessed for EU Fees if necessary.

## 1. EU Fee Assessment

### Eligibility criteria

In order to be eligible for the EU fee rate, you must meet the two criteria listed below:



**1) National Status** –You must be a citizen of an EU/EEA/UK/Swiss Confederation country, **or** have the right of permanent residence/indefinite leave to remain in the Republic of Ireland (e.g. Stamp 4 visa).

**2) Residential Status** –You must have been ‘ordinarily resident’ in the EU/EEA/UK/Swiss Confederation for 3 of the last 5 years immediately preceding the start of the first academic year of your course.

**Note: If you have successfully applied through the CAO, you are deemed to meet the above criteria automatically and do not need to take any further action in regard to EU fee assessment.**

### Exceptions

If you do not meet the ordinary resident criteria, you may still be eligible for EU fees under the following exceptions:

- If you are the **child and/or spouse of an Irish diplomat posted in a non EU country** or **the child and/or spouse of a Non-EU diplomat posted in EU countries.**
- If you have not been resident for 3 of the last 5 years but you completed 5+ years of primary or secondary education within the EU/EEA/UK/Swiss Confederation. You will be asked to provide supporting documentation from the school(s) that you attended within the EU/EEA/UK/Swiss confederation to confirm the dates of your attendance.

If you are unsure if you are eligible for the EU fee rate, use the [Fee Assessment Eligibility Reckoner](#)

## 2. Do I need to apply?



If you have been automatically assessed and placed on the on the Non-EU Fee rate, you can **Submit an application** online to be re-assessed.

You will be asked to submit supporting documentation along with your application. Supporting documentation is as follows:

### If you are under 23 years of age

- 1) A **letter from your school in the EU/EEA/UK/Swiss Confederation** confirming attendance for a minimum of 3 of the 5 years prior to entering UCD.
- 2) Your parent's **P21 tax certificates** (or EU/EEA/UK/Swiss equivalent) and/or Social Welfare documentation for each year of residence (for at least 3 of the last 5 years).
- 3) Your **EU/EEA/UK/Swiss Confederation Passport** or **IRP card** with appropriate stamp (excl. Stamp 2 and 3).

### If you are over 23 years of age

- 1) Your **P21 tax certificates** (or EU/EEA/UK/Swiss equivalent) and/or Social Welfare for each year of residence (for at least 3 of the last 5 years)
- 2) If you are a Non-EU national, you must submit your **work or residence visa** for 3 of the 5 years prior to entering UCD.
- 3) If you are a national of the EU/EEA/UK/Swiss Confederation, you must submit your **Passport or IRP card** with appropriate stamp (excl. Stamp 2 and 3).



### Where can I find more information?

Details of eligibility criteria and how to apply for EU fee assessment can be found on our [EU Fee Assessment](#) page:

## UCD STUDENT DESK

# OUR OPENING HOURS

	Student Desk (Tierney Bldg) <i>By appointment only</i>		Phones (01 716 1555)
Monday	10am - 4pm	Monday	10am - 4pm
Tuesday	10am - 4pm	Tuesday	10am - 4pm
Wednesday	10am - 4pm	Wednesday	10am - 4pm
Thursday	10am - 4pm	Thursday	10am - 4pm
Friday	10am - 4pm	Friday	10am - 4pm

## WHERE WE ARE



Administrative Services  
UCD Registry



+353 1 716 1555

[www.ucd.ie/askus](http://www.ucd.ie/askus)

Student Desk, Tierney Building