

APPLICATION FORM 2021 / 2022

ATTACH
PHOTO

- The preferred method of application is by email. Download and complete an application form from www.ipa.ie and return it, along with the items listed below, to undergrad@ipa.ie
- Students can also, however, apply by post by completing this form and returning it to the address provided at the end of the form

YOU MUST EMAIL/ENCLOSE: 1. A CURRENT photo 3. Copy of passport or birth cert or driving licence
 2. Course fee/employer authorisation 4. Copy of Leaving cert (if under 21)

PROGRAMME CHOICE

Please write (in block capitals) the FULL title of the course you are enrolling for (e.g. **CERTIFICATE IN PUBLIC MANAGEMENT**)
 (Check the programme page for the FULL title).

Have you previously enrolled in a programme with the IPA? Yes No

If Yes, please provide your student number, course title and year of graduation. _____

PERSONAL AND COMMUNICATION DETAILS (USE BLOCK CAPITALS)

**Note: Email is the primary means of communication for all coursework and assessment matters.
 Students must notify the IPA of any change of email or correspondence address.**

Surname _____ Forenames _____

Middle name _____ Title _____ Gender: Female Male

Date of Birth _____ Nationality _____

Primary Email _____

Backup Email _____

Mobile Number _____ Phone _____

Active Correspondence Address _____

EMPLOYMENT DETAILS (USE BLOCK CAPITALS)

Employer _____

Section _____ Post/Grade _____

Full Office Address _____

Work _____

HOW DID YOU HEAR ABOUT THIS COURSE?

Please tick one of the boxes:

IPA Brochure IPA Website Other Website (Please specify) _____

National Press Regional Press National Radio Local Radio

Information/Open Day Training Officer at Work Friends/Colleagues

Other (Please specify) _____

Please complete the relevant parts overleaf

ENROLMENT FORM 2021-2022

QUALIFICATIONS

Second-Level Education

Year in which you took your highest examination Country in which it was taken: _____

Please list the grades you achieved in the higher second-level exam, noting the level obtained: _____

Further Education/Third-Level Education (If Any)

Title, major subjects _____

Awarding Institution _____

EXEMPTIONS AND SUBJECT ACCUMULATION

ONLY TO BE COMPLETED BY:

- Certificate/Diploma in Public Management
- Certificate/Diploma in Business Studies
- Bachelor of Arts (Hons) (all streams)
- Bachelor of Business Studies (Hons) (all streams)

Have you been granted any **EXEMPTIONS**? Yes No

If Yes, do you wish to avail of them? Yes No

If you are availing of exemptions, consult your exemption offer for conditions of acceptance. **Do not** forget to enclose a copy of the letter listing exempted subjects.

Are you taking the programme by **SUBJECT ACCUMULATION**? Yes No

If Yes, what subjects are you taking this year? _____

FEES

Fees will be paid by: **Applicant** **Employer**

If fees are being paid by employer, you **MUST** complete the section below as the IPA will be invoicing your employer.

How much of the fee will the employer cover _____

Purchase Order No.

Name and Address for Invoice

Name of Authorising Officer

DECLARATION

Declaration I understand that the data provided by me in this application form will be used in full compliance with data protection legislation. For further information on the IPA's Data Protection Policies, please visit www.ipa.ie.

Signature Please sign _____

Date

If you would like to receive information on IPA programmes and activities, please tick this box

Postal applications can be sent to:

Admissions, Undergraduate Office, Institute of Public Administration, 57-61 Lansdowne Road, Dublin 4.

Phone: +353 (01) 240 3600 **Email:** undergrad@ipa.ie