

# APPLICATION FORM 2019 / 2020

ATTACH  
PHOTO

- YOU MUST ENCLOSE:**
- |                                      |                          |  |                          |
|--------------------------------------|--------------------------|--|--------------------------|
| 1. A photo                           | <input type="checkbox"/> | 3. Copy of passport or birth cert or driving licence | <input type="checkbox"/> |
| 2. Course fee/employer authorisation | <input type="checkbox"/> | 4. Copy of Leaving cert (if under 21)                | <input type="checkbox"/> |

## 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 DETAILS (USE BLOCK CAPITALS)

Surname  Forenames

Middle name  Title  Gender: Female  Male

Date of Birth  Nationality

Primary Email

Other Email

Mobile Number  Phone

Correspondence Address

\_\_\_\_\_

\_\_\_\_\_

**Note: Email is the primary means of communication, and students must notify the IPA of any change to their email 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 2019-2020

## 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 \_\_\_\_\_

## PROGRAMME DELIVERY

### 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)

### Which tuition method do you intend to use?

WEEKNIGHT EVENING LECTURES AT THE IPA  BLENDED LEARNING  (Blend of distance learning and weekend seminars/tutorials)

In addition to weekend seminars in Dublin, extra tutorials may (subject to numbers) be offered to **blended learning students** at regional centres. Please tick the centre where you would attend such if provided:

#### Live Centres

Cavan  Portlarnington   
Portlaoise

#### Provisional Centres:

North Cork  Castlebar   
Longford  Killarney

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](http://www.ipa.ie).

**Signature** Please sign \_\_\_\_\_

Date

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

Please send completed forms to:

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

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