# APPLICATION FORM UNDERGRADUATE PROGRAMMES 2023/2024

- **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

ATTACH PHOTO

**YOU MUST EMAIL/ENCLOSE:**
1. A photo ☐
2. Course fee/employer authorisation ☐
3. Copy of passport or birth cert or driving licence ☐
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)

**Email is the primary means of communication.**

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*

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## 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