

City of Dublin **FET College** **Íde, Finglas, Northwest Campus**

Registration

To register for your course, please login to your account, select the DOCUMENTS tab and upload a copy of some, or all, of the following documents:

- Photo I.D. (E.G. passport, PSC card, driver's licence, national age card, GNIB card) to confirm your identity.
- For school leavers, a copy of your leaving certificate examination results when you receive them.
- If you hold a medical card, please upload a photo of this.
- For all other applicants, a statement of results from your most recent academic course.
- Non-EU applicants, upload a GNIB card (Stamp 4) or a Blue TRC card, and labour market permission letter, if issued.
- You will also be asked to pay the balance of course fees where applicable.

LEARNER DETAILS FORM

This is a requirement from the Dept. of Further & Higher Education. All students **must** fill in a **learner detail form**. You will see this form when you log in to your application account. Please fill this form in prior to **induction**. This form will be available on your application account in August, please click on it and fill it in.

Uploading photograph

Please go to the UPLOAD PHOTOGRAPH icon that appears when you log in to your account. Your photo should be recent and of a suitable **passport-style**.

Induction

Induction will take place the week of 14th September. As well as the online registration of (above), that you can start at any time, you will be required to attend the Induction session.

You must bring the following to your Induction session:

- **Photo ID**
- **Your most recent academic results, e.g. leaving certificate, QQI, etc.**

We will notify you about the exact date, time, and location of your induction via text and email.

At Ide, Finglas we are committed to you having a successful transition into this college and your induction is the first crucial step.

At your induction, you will meet your course coordinator, other college staff, and your fellow students. You will receive lots of useful information (including your timetable) about your course and the college.

Start classes.

Your exact start date will be confirmed by your course coordinator at induction. Courses are provisionally scheduled to start after Induction

All dates and times will be confirmed via text and email.