

1988

Admissions Handbook, Third level full time courses : 1988

City of Dublin Vocational Education Committee

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City of Dublin Vocational Education Committee

**DUBLIN
INSTITUTE OF
TECHNOLOGY**

***ADMISSIONS
HANDBOOK 1988***

Third Level Full Time Courses Session 1988/89

City of Dublin Vocational Education Committee

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Dublin 1.

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40-45 Mountjoy Square,
Dublin 1.

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Dublin 1.

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College of Commerce,
Rathmines Road,
Dublin 6.

College of Music,
Adelaide Road,
Dublin 2.

This Handbook is issued without prejudice to the right of the City of Dublin Vocational Education Committee to make such modifications to the matters dealt with as the Committee considers necessary without prior notice. Neither the whole nor any part of this document can be considered as a contract.

Third Level Full Time Courses Session 1988/89

DUBLIN INSTITUTE OF TECHNOLOGY

College of Marketing and Design,
40-42 Mountjoy Square,
Dublin 1.

College of Technology,
Belford Street,
Dublin 1.

Dublin College of Catering,
Carnal Brough Street,
Dublin 1.

College of Technology,
Kearney Street,
Dublin 8.

College of Music,
Abel's Road,
Dublin 2.

College of Commerce,
Rathmines Road,
Dublin 6.

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Important

Applicants should note that for Session 1988/89 and onwards, new course codes are being introduced for DIT Diploma and Certificate Courses. Former codes are given for reference only, and should not be used.

CHOOSING YOUR COURSE

The courses offered by the Dublin Institute of Technology are of their nature vocational and in applying for one or more of them you may be choosing the direction of your career in life as well as in your studies.

The Diploma or Certificate awarded at the completion of such a course represents not only an attainment in study but a basic qualification for an occupation with its own special requirements and skills. The course which you follow is likely to give a shape to your career and it is important to make a thoughtful choice among those which you think are best suited to your personality and talents.

The DIT Colleges offer certain broad fields of studies and within these fields are courses for related occupations, some traditional, some newer, some specialised and others more general. You will find it to your advantage to consider first the field you would like to enter and then make your assessment of the kind of course and occupation most suitable for you within it. This means informing yourself about career conditions and opportunities and how your own abilities will match them.

Finding Out About Courses and Careers

There are many sources of information, some of a general nature, some more specific which will help give you an insight into different careers and the related third level courses. Examples include:

- Television Programmes.
- Books, Pamphlets, Videos in your School or Public Library.
- Leaflets published by the National Manpower Service.
- The publications of professional institutes and societies such as accountancy bodies, engineering institutions.
- Handbooks, Guides and Magazines dealing with careers.
- Newspaper Articles.
- DIT Annual Series of Career Talks and Annual One Day Seminar.
- College Open Days.

Making Up Your Mind

As your interest begins to focus in on a number of specific courses and related career areas you should try to do all of the following:

- Study the appropriate DIT College Prospectus or Booklet which contains detailed information on all Wholetime Courses.
- Talk with your Guidance Counsellor and School Principal.
- Talk with your subject teacher e.g. your Chemistry teacher about science courses.
- Discuss your course and career aspirations with family members.
- Make contact with people of your own acquaintance who are already qualified and working in a job area of interest to you and who can talk with you about their own experiences.

Making Application For Your Chosen Courses

Having decided upon the courses for which you would like to apply you should:

- Check on minimum entry requirements such as number of subjects, mandatory subjects, etc.
- Find out what procedures are used for selection i.e. interviews, aptitude tests, examination score.
- Follow the Application Procedures set out in this Handbook.

Finally, people sometimes change their minds: if you have second thoughts after completing and sending off your original DIT Application you will still have an opportunity to change course preferences as specified on Page 14 under the heading Application Procedure — Part II.

**ADMISSIONS OFFICE,
DUBLIN INSTITUTE OF TECHNOLOGY,
14 UPPER MOUNT STREET,
DUBLIN 2.
Telephone: 766584.**

Schedule of Courses

Applications for admission to the following Diploma and Certificate Courses must be made directly to the Admissions Office on the accompanying D.I.T. Application form:

Course Code	Former Course Code	Course Title	College	Course Duration (Years)	Award
Architecture, Building & Surveying					
B102	(D8)	Architectural Technician	Bolton Street	3	DIT Diploma
†B114	(D2A)	Construction Technician	Bolton Street	2/3	DIT Cert/Diploma
†B115	(D5A)	Geo-Surveying Technician	Bolton Street	2/3	DIT/NCEA Cert/Dip
†B116	(D12)	Auctioneering and Estate Agency	Bolton Street	2/3	DIT Cert/Diploma
†B171	(D21)	Buildings Maintenance Technician	Bolton Street	2	DIT Certificate
Art/Design/Printing					
†M115	(WCD)	Display	Mountjoy Square	2	DIT Certificate
†M117	(WMS)	Visual Media	Mountjoy Square	2	DIT Certificate
†M116	(WDP)	Design Presentation	Mountjoy Square	2	DIT Certificate
†M114	(WCAD)	Art and Design	Mountjoy Square	1	DIT Certificate
M112	(WDDVC)	Visual Communication Design	Mountjoy Square	4	DIT Diploma
M111	(WDDDED)	Environmental Design	Mountjoy Square	4	DIT Diploma
†B130	(D80)	Printing	Bolton Street	2/3	DIT Cert/Diploma
Business & Administration Studies					
†R106	(R17)	Accounting Technician	Rathmines	2	External Exam.
†R104	(R03)	Advertising	Rathmines	1	DIT Certificate
†R107	(R04)	Business Studies	Rathmines	2	DIT Certificate
R103	(R08)	Communications	Rathmines	3/4	DIT Diploma
R102	(R02)	Journalism	Rathmines	2	DIT Certificate
†R105	(R05)	Public Relations	Rathmines	1	DIT Certificate
†R109	(R07)	Transport Management	Rathmines	2	DIT Certificate
†R110	(R10)	Work Study	Rathmines	2	DIT Certificate
R111	(R15)	Professional Accountancy — Financial	Rathmines	2	External Exam.
R112	(R15)	Professional Accountancy — Management	Rathmines	2	External Exam.
†M103	(WMC)	Marketing	Mountjoy Square	2	DIT Certificate
M104	(WMAD)	Marketing Administration	Mountjoy Square	3	DIT Diploma
†M123	(WBP)	Business Studies — Proprietorship	Mountjoy Square	2	DIT Certificate
†M121	(WRSP)	Business Studies — Management	Mountjoy Square	2	DIT Certificate
†M122	(WRM)	Business Studies — Retail Marketing	Mountjoy Square	2	DIT Certificate
†M131	(WM)	Retailing — Meat	Mountjoy Square	1	DIT Certificate
†M141	(WB)	Retailing — Bar	Mountjoy Square	1	DIT Certificate
†M125	(WS)	Business Studies — Security	Mountjoy Square	2	DIT Certificate
†M132	(WF)	Retailing — Supermarket	Mountjoy Square	1	DIT Certificate
†M133	(WH)	Retailing — Hardware/Clothing	Mountjoy Square	1	DIT Certificate

Course Code	Former Course Code	Course Title	College	Course Duration (Years)	Award
†K155	(WLBS)	European Languages for Business Studies	Kevin Street	2	DIT Certificate
		Computer Science & Programming			
†R108	(R16)	Commercial Computer Programming	Rathmines	2	DIT Certificate
K166	(WMT)	Computer Science	Kevin Street	3	DIT Diploma
		Engineering			
†B126	(D46C)	Civil Engineering Technician	Bolton Street	2/3	DIT/NCEA Cert/Dip
†B127	(D46H)	Building Services Technician	Bolton Street	2/3	DIT/NCEA Cert/Dip
†B128	(D46M)	Mechanical Engineering Technician	Bolton Street	2/3	DIT/NCEA Cert/Dip
B120	(D40)	Preliminary Engineering	Bolton Street	1	College Exam.
†B150	(D44)	Transport Eng/Motor Industry Management	Bolton Street	2/3	DIT Cert/Diploma
K131	(WEET)	Electrical Engineering Technician	Kevin Street	3	DIT Diploma
K187	(WRTT/WRS)	Electronics Engineering Technician Courses	Kevin Street	3	DIT Diploma
†K189	(WRCE)	Electronic Technician	Kevin Street	2	DIT Certificate
		Hotel/Catering/Tourism			
C102	(02)	Hotel Management	Cathal Brugha St.	3	DIT/NCEA Diploma
C103	(03)	Catering Management	Cathal Brugha St.	3	DIT/NCEA Diplomas
†C105	(05)	Hotel Reception	Cathal Brugha St.	1	DIT Certificate
†C110	(10)	Travel and Tourism	Cathal Brugha St.	2	DIT Certificate
†C140	(40)	Hotel & Catering Supervision	Cathal Brugha St.	2	DIT/NCEA Cert.
K100	(WBT)	Bakery Production & Management	Kevin Street	3	DIT Diploma
		Music			
A101	—	Graduate Diploma in Music	Adelaide Road	4	DIT Diploma
		Science & Related Fields			
K173	(WAS)	Applied Science Technician	Kevin Street	3	DIT Diploma
K114	(WML)	Medical Laboratory Technician	Kevin Street	3	DIT Certificate
K172	(WSO)	Ophthalmic Optics	Kevin Street	4	DIT Diploma
†C193	(93)	Food Technology	Cathal Brugha St.	2	DIT/NCEA Cert.
†C106	(96)	Food Processing	Cathal Brugha St.	2	College Cert.
C197	(97)	Environmental Management	Cathal Brugha St.	3	DIT Diploma
†C198	(98)	Health Care Products	Cathal Brugha St.	2	DIT/NCEA Cert.
		Social/Legal Studies			
†C169	(69)	Pre-School Care	Cathal Brugha St.	2	College Cert.
†C170	(70)	Applied Social Studies	Cathal Brugha St.	2	College Cert.

†E.S.F. (European Social Fund) Training Allowance may be available for these courses.

MINIMUM REQUIREMENTS AND SELECTION PROCEDURES FOR NON-DEGREE DIT COURSES

Course Code	Six Subjects	Five Subjects	Two Honours	Mandatory Maths	Mandatory English	Other Mandatory Subjects	Weighted Subjects	Aptitude Test (Easter)	Portfolio Assessment (March)	Interview (Easter)	Interview (September)	Former Course Codes
A101	•		•	•	•			•		•		—
B114		•		•	•						•	D2A
B115		•		•	•						•	D5A
B102		•		•	•			•			•	D8
B116		•		•	•						•	D12
B120		•		•	•						•	D40
B126		•		•	•	A	•				•	D46C
B127		•		•	•	A	•				•	D46H
B128		•		•	•	A	•				•	D46M
B150		•		•	•						•	D44
B171		•		•	•						•	D21
B130		•		•	•						•	D80
C102	•			•	•			•		•		02
C103	•			•	•			•		•		03
C105		•		•	•						•	05
C110		•		•	•						•	10
C140		•			•						•	40
C193		•		•	•	B					•	93
C196		•		•	•	B					•	96
C198		•		•	•	B					•	98
C169		•			•						•	69
C170		•		•	•						•	70
C197	•			•	•	C		•		•		97
K100		•		•	•						•	WBT
K114	•			OC	•	D	•				•	WML
K131		•		OB	•		•					WEET
K155		•		•	•	E	•					WLBS
K166		•		OB	•		•					WMT
K172	•		•	•	•		•				•	WSO
K173		•		•	•							WAS
K187		•		OB	•		•					WRTT/WRS
K189		•		•	•							WRCE

A
Results must include at least **one** of the following:

Physics
Chemistry
Physics with Chemistry
Applied Maths

Construction Studies
Technical Drawing
Engineering

B
Results must include at least **one** of the following:

Physics
Chemistry
Physics with Chemistry
Biology
Agricultural Science

MINIMUM REQUIREMENTS AND SELECTION PROCEDURES FOR NON-DEGREE DIT COURSES

Course Code	Six Subjects	Five Subjects	Two Honours	Mandatory Maths	Mandatory English	Other Mandatory Subjects	Weighted Subjects	Aptitude Test (Easter)	Portfolio Assessment	Interview (March)	Interview (September)	Former Course Codes
M103	•		•	•								WMC
M104		•	•	•	•							WMAD
M111	•		•					•	•			WDDDED
M112	•		•					•	•			WDDVC
M114		•						•	•			WCAD
M115		•						•	•			WCD
M116		•						•	•			WDP
M117		•						•	•			WMS
M121		•		•	•						•	WRSP
M122		•		•	•						•	WRM
M123		•		•	•						•	WBP
M125		•		•	•						•	WS
M131		•									•	WM
M132		•									•	WF
M133		•									•	WH
M141		•									•	WB
R102		•	•		HC						•	R02
R103		•	•								•	R08
R104		•		•	•						•	R03
R105		•			•						•	R05
R106		•		•	•							R17
R107		•		•	•							R04
R108		•		•	•							R16
R109		•		•	•							R07
R110		•		•	•							R10
R111		•	x	•	•							R15
R112		•	x	•	•							R06

x = 3 Honours Required.

C

Results must include at least **one** of the following:

Biology
Geography

D

Results must include at least **one** of the following:

Physics
Chemistry
Physics with Chemistry
Biology

E

Results must include Grade C or higher on Higher Level papers in **one** of the following:

French
German

Notes on Minimum Requirements/Selection Procedures

1. Where portfolio assessment is part of the selection procedure, **all** applicants are invited to submit portfolios in March. See Page 19.
2. Where a grade appears under a mandatory subject (HC, OB etc.) then an applicant must achieve that grade or higher in order to be eligible for consideration, (H = Higher; O = Ordinary).
3. See page 9 for points structure in respect of weighted subjects.
4. Applicants for course K100 (Bakery Production and Management) must also have a minimum of six months practical experience in a bakery. Only applicants with such experience will be called for interview.
5. In the case of Course K155 (European Languages for Business), special weighting factors may be effected on the subjects German and/or French in the calculation of points.
6. Applicants for Courses C169 and C170 must be at least 18 years of age on 1st September of the year of entry.
7. Applicants should note that any number of Irish school-leaving examinations can be taken into account when points are being calculated, having regard to the relevant course entry requirements.
8. Where Mathematics and English are mandatory subjects, applicants should note that the points for these subjects **will be included** in the calculation of the overall score for a particular course. This applies to both Degree and Diploma/Certificate courses.
9. On successful completion of the first year of course K187 students proceed over the following two years to study for **either** the D.I.T. Technician Engineering Diploma in Telecommunications and Electronics **or** the D.I.T. Technician Diploma in Electronic Engineering. The particular course of study open to students in these two years will be determined by the College, having regard to performance in the first year summer examinations.
10. In the case of Course A101 (Graduate Diploma in Music), the musical proficiency of applicants would normally be equivalent to Grade VI or higher. The aptitude test will consist of the following elements:
 - (i) A short performance of contrasting works on the 1st study instrument/voice.
 - (ii) A sight test.
 - (iii) A written/aural test in musicianship.
11. Where a course requirement is 2 or 3 honours, then grade C or higher on higher level papers would be needed to meet such a requirement.

Enhanced points rating for certain courses

The following tables show the enhanced points rating for certain subjects for particular courses. (See Tables on Pages 6/7).

Table 1**WEIGHTING FACTORS**

Subject	Course	B126	B127	B128	K114	K131	K166	K172	K187
Mathematics		1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
Physics		1.2	1.2	1.2	1.5	1.3	1.3	1.5	1.3
Chemistry		1.2	1.2	1.2	1.5			1.3	
Physics with Chemistry		1.2	1.2	1.2				1.3	
Applied Mathematics		1.2	1.2	1.2		1.3	1.3		1.3
Construction Studies		1.2	1.2	1.2					
Technical Drawing		1.2	1.2	1.2					
Engineering		1.2	1.2	1.2		1.3	1.3		1.3
Mechanics		1.2	1.2	1.2					
English					1.3	1.3	1.3	1.3	1.3
Biology								1.3	

If you are applying for any of the above courses then you should note the appropriate weighting factor in Table 1 and use Table 2 to calculate the enhanced points rating for each subject as appropriate.

Table 2**POINTS TABLE FOR WEIGHTED SUBJECTS**

Grades/Points Weighting Factor	Leaving Certificate								N.U.I.			
	Higher				Ordinary				Matriculation			
	A	B	C	D	A	B	C	D	A	B	C	D
1.0	9	7	6	4	5	3	2	1	7	5	3	2
1.2	11	8	7	4	6	4	2	1	8	6	4	2
1.3	12	9	8	5	7	4	3	1	9	7	4	3
1.5	14	11	9	6	8	5	3	2	11	8	5	3

MINIMUM POINTS FOR ENTRY/INTERVIEW FOR NON-DEGREE DIT COURSES

Course Code	Course Title	Former Course Code	Minimum Points for Entry		Minimum Points for Interview	
			1986	1987	1986	1987
A101	Graduate Diploma in Music	—	—	—	—	—
B114	Construction Technician	D2A			**	**
B115	Geo-Surveying Technician	D5A			**	**
B102	Architectural Technician	D8			†	†
B116	Auctioneering & Estate Agency	D12			**	**
B120	Preliminary Engineering	D40			**	**
B126	Civil Engineering Technician	D46C			**	**
B127	Building Services Technician	D46H			**	**
B128	Mechanical Engineering Technician	D46M			**	**
B150	Transport Eng./Motor Industry Management	D44			**	**
B171	Buildings Maintenance Technician	D21			**	**
B130	Printing Technology	D80			**	**
C102	Hotel Management	02			†	†
C103	Catering Management	03			†	†
C105	Hotel Reception	05			11	27
C110	Travel and Tourism	10			11	29
C140	Hotel and Catering Supervision	40			11	29
C193	Food Technology	93			11	25
C196	Food Processing	96			**	**
C198	Health Care Products	98			11	18
C169	Pre-School Care	69			11	26
C170	Applied Social Studies	70			11	30
C197	Environmental Management	97			†	†
K114	Medical Laboratory Technician	WML			41	41
K131	Electrical Engineering Technician	WEET	30	35		
K155	European Languages for Business	WLBS	31	37		
K166	Computer Science	WMT	34	35		
K172	Ophthalmic Optics	WSO			41	46
K173	Applied Science Technician	WAS	27	28		
K187	Telecommunications & Electronics Engineering Technician	WRTT	34	36		
K188	Electronic Engineering Technician	WRS	31	36		
K189	Electronic Technician	WRCE	24	28		
M103	Marketing	WMC	25	26		
M104	Marketing Administration	WMAD	26	26		
M111	Environmental Design	WDDED			*	*

* All applicants invited to submit portfolios in March.

** All qualified applicants called for interview.

† All applicants invited to aptitude tests in March.

MINIMUM POINTS FOR ENTRY/INTERVIEW FOR NON-DEGREE DIT COURSES

Course Code	Course Title	Former Course Code	Minimum Points for Entry		Minimum Points for Interview	
			1986	1987	1986	1987
M112	Visual Communication Design	WDDVC			*	*
M114	Art & Design	WCAD			*	*
M115	Design (Display)	WCD			*	*
M116	Design (Presentation)	WDP			*	*
M117	Design (Visual Media)	WMS			*	-
M121	Business Studies — Management	WRSP			24	24
M122	Business Studies — Retail Marketing	WRM			18	15
M123	Business Studies Proprietorship	WBP			**	**
M125	Business Studies — Security	WS			**	**
M131	Retailing — Meat	WM			**	**
M132	Retailing — Supermarket	WF			**	**
M133	Retailing — Hardware/Clothing	WH			**	**
M141	Retailing — Bar	WB			**	**
R102	Journalism	R02			29	31
R103	Communications	R08			30	32
R104	Advertising	R03			26	26
R105	Public Relations	R05			29	29
R106	Accounting Technician	R17	24	26		
R107	Business Studies	R04	25	26		
R108	Commercial Computer Programming	R16	26	27		
R109	Transport Management	R07	13	17		
R110	Work Study	R10	7	7		
R111	Professional Accountancy — Financial	R15	—	—	—	—
R112	Professional Accountancy — Management	R15	—	—	—	—

MINIMUM POINTS FOR ENTRY TO DIT DEGREE COURSES

Course Code	Course Title	Minimum Points for Entry	
		1986	1987
FT02	Construction Economics	31	32
FT03	Property Economics	30	31
FT04	Engineering	30	30
FT21	Electrical/Electronic Engineering	35	39
FT22	Applied Science	28	30
FT41	Marketing	33	36
FT51	Business Studies	34	36

Minimum points for Courses FT01, FT23, FT61 and FT62 are not available due to the inclusion of aptitude tests and/or interviews in the selection procedures.

D.I.T. POINTS SYSTEM

The following points system will be used to calculate scores for Diploma/Certificate level courses.

POINTS	LEAVING CERTIFICATE		N.U.I. MATRICULATION
	HIGHER	ORDINARY	
9	A	—	—
7	B	—	A
6	C	—	—
5	—	A	B
4	D	—	—
3	—	B	C
2	—	C	D
1	—	D	—

Information and Instructions on the Submission of Application Forms

METHOD OF APPLICATION

Application Procedure — Part I

Submission to the Admissions Office of a completed DIT Application Form accompanied by Section A of the Bank Giro Payment Form duly stamped to certify that the appropriate fee has been paid.

Application Fee up to 12th February 1988 — IR£7.

Application Fee 13th February to 26th February 1988 — IR£10.

Application Fee 27th February 1988 to 1st June 1988 — IR£40.

Notes:

- (a) Applications received after 26th February 1988 must **not** include courses where aptitude tests/portfolio assessments/pre-Leaving Cert. interviews are part of the selection procedure.
Check carefully the tables on Pages 6 and 7.
- (b) Applications received after 1st June 1988 will not be considered.
- (c) The application fee is non-refundable in all cases.
- (d) All payments must be made by Bank Giro — **do not send Cheques, Postal Orders, Cash with your Application.** The Dublin Institute of Technology cannot accept any responsibility for loss of fees sent in the post.
- (e) An Application will only be considered when the Application Form — Part I is received in the Admissions Office. It is not sufficient to pay the Application Fee before the closing date and then forward the Application Form — Part I after the closing date. Such Applications will not be considered.

Application Procedure — Part II

Applicants will be sent Part II of the DIT Application Form during the first week of August 1988.

This form (Part II) must be returned to the Admissions Office immediately the 1988 Leaving Certificate Examination results become available. The closing date for the return of these forms will be clearly shown on the document and is likely to be during the third week in August.

Applicants who do not return the Application Form — Part II by the specified date will be regarded as not having completed their DIT Application and **will not be considered further by the Institute for any course.**

The Application Form — Part II will also provide the opportunity of changing course preferences, except in the case of courses for which interviews/aptitude tests/portfolio assessments will have already been carried out.

Overseas, transferee and mature applicants will not be required to submit a Part II Application Form.

SUBMISSION OF D.I.T. APPLICATIONS

Before completing your application you should read this handbook and accompanying documentation carefully. You should also study the course entry requirements and curriculum for each course in which you are interested.

Complete your application documents neatly and legibly using block capitals.

The Dublin Institute of Technology reserves the right to charge for the return and processing of incomplete applications. Having completed your application check the documentation for accuracy and completeness. Pay your application fee by Bank Giro and forward your Application Form — Part I, accompanied by Section A of the Bank Giro Payment Form to the Admissions Office well in advance of the closing date.

When submitting forms, applicants should note the following:

- (a) It is advisable to obtain a certificate of posting for your application. Any claims regarding loss or delay in the post must be supported by a Certificate of Posting.
- (b) Please do not send forms or any correspondence by Registered post. This is unnecessary once a certificate of posting has been obtained and slows down greatly the processing of forms.
- (c) Applications (or any correspondence) arriving at the Admissions Office with incorrect postage or no postage paid **will be refused**. Normally An Post will return such refused items to the sender. The onus is on each applicant to ensure that the correct value postage is paid at the time of posting.
- (d) Applicants may submit one application form only.
- (e) Incomplete and/or inaccurate applications will be returned to the sender and may result in an application not being processed.
- (f) Please do not submit out-of-date application forms. **Use the 1988/89 form only.**
- (g) Application forms completed in pencil are not acceptable.

CORRESPONDENCE

The address which will be used by the Institute for ALL correspondence relating to each application will be the 'permanent home address' as indicated on the application form. Any change in this address should be notified to the Institute immediately in writing. If you are absent from the stated address for holidays, vacation work etc. you should arrange for another reliable person to deal with your correspondence.

The 'correspondence address' will only be used if it differs from the permanent home address.

Under no circumstances will the Institute or its constituent Colleges make special arrangements for applicants who do not respond to correspondence or who are not available to deal with it.

Please quote your application number in all correspondence with the Institute.

Scríobh chugainn i nGaeilge más fearr leat.

12. Payment of Application Fee

Complete the Bank Giro Payment Form, take it to any branch of the Associated Banks and pay the appropriate fee. The Bank will retain Section C and return Sections A and B to you. Make sure both sections have been stamped. You may keep Section B for your own reference. You must return Section A with your Application Form — Part 1. **Do not send Cash/Cheques/Postal Orders with your Application.**

Do not use any payment form other than the one you receive with your Application Form Part 1. If you mislay the form, please contact the Admissions office for a replacement.

ACKNOWLEDGEMENT OF APPLICATIONS

With your application form — Part 1 you will receive a card which will be used to confirm receipt of your form in the Admissions Office. You should write your name and address on the card, affix the correct value postage stamp and include it with your application form. The card will be returned to you when the application form arrives in the Admissions Office, to indicate receipt. **If you do not complete the card correctly or attach a postage stamp, it will not be returned to you.** Correctly completed cards will be returned within two weeks of receipt of application forms. If you do not receive it within that time you should contact the Admissions Office by letter.

Your official Acknowledgement showing your DIT Application Number for 1988/89 will be issued within one month of the closing date. If you have not received your acknowledgement by that time, please advise the Admissions Office in writing.

MATURE APPLICANTS

A mature student who is 24 years of age or over at the time of enrolment and who does not meet the normal minimum admission requirements may be considered for admission to appropriate courses after attending in person for interview and satisfying the College Authorities as to his/her ability to benefit from the proposed course. Such applicants may be required to sit and pass an entrance test or a suitability test before admission. The Application form — Part 1 should be clearly marked "Mature Applicant" on the front. Otherwise it will be treated as a normal application and you may not be considered for any course. Applicants who are being considered in this category will not be required to complete the Application Form — Part 2 in August.

OVERSEAS APPLICATIONS

Because of the large number of applications received each year from qualified Irish applicants and the limited number of places available, the Institute regrets that it has to limit admission of overseas applicants to the small quota of places reserved for those who are sponsored by official agencies linked to Ireland's development aid programme.

Certified translations of overseas qualifications, not issued in English, must be furnished with the application. Details of overseas examinations must be furnished on the External Examination Form.

APTITUDE TESTS AND INTERVIEWS

Applicants for certain courses will be required to attend an Aptitude Test and/or interview. For some courses Aptitude tests may be used to determine which applicants are called for interview and failure to attend will result in an application for the courses involved lapsing and the candidate not being considered further for them. **The Tables on Pages 6, 7, 10 and 11 should be studied carefully for details on Aptitude Tests and Interviews.** Precise information on dates and times of tests/interviews will be notified to each applicant prior to commencement.

Pre-Leaving Certificate Interviews/Tests are normally held immediately after Easter and Post-Leaving Certificate Interviews are held during the first week of September.

Applicants should be prepared to attend for interview at short notice during the above periods. The Institute cannot make special arrangements for those who do not respond to, or are not available to deal with, correspondence in respect of tests/Interviews.

PORTFOLIOS

Applicants for one or more of the courses listed below must submit a portfolio of work to the College of Marketing and Design, Mountjoy Square, Dublin 1 on **Thursday, 10th March, 1988 or Friday, 11th March, 1988 before 4.30 p.m.:**

- M111 ADVANCED DIPLOMA IN DESIGN (ENVIRONMENTAL)
- M112 ADVANCED DIPLOMA IN DESIGN (VISUAL COMMUNICATION)
- M114 CERTIFICATE IN ART AND DESIGN
- M115 CERTIFICATE IN DESIGN (DISPLAY)
- M116 CERTIFICATE IN DESIGN (PRESENTATION)
- M117 CERTIFICATE IN DESIGN (VISUAL MEDIA)

A single portfolio is required from each applicant irrespective of the number of courses applied for. The enclosed form entitled "Submission of Portfolios" includes a **Tear off Section which must be securely attached to each portfolio.**

Please read the form carefully before submitting a portfolio. Former course codes are shown on the form for reference only and should not be used on an application.

Unless otherwise instructed, portfolios must be collected before 4.30 p.m. between **Wednesday, 30th March and Wednesday, 6th April, 1988.**

NO FURTHER COMMUNICATION REGARDING THE SUBMISSION OF PORTFOLIOS WILL BE ISSUED TO APPLICANTS.

OFFERS OF PLACES

Offers of Places in courses will be made by the Admissions Office, Dublin Institute of Technology and not by the Individual Colleges.

The Admissions Office will issue Offers of Places in a number of rounds during the period late August/September 1988.

Round 1 Offers will be issued approximately one week after the publication of Leaving Certificate Results. These offers will be made in respect of courses to which entry is determined solely on the basis of Examination Results (Points), the courses in the Art and Design area, and courses for which Aptitude Tests and Interviews have already been carried out.

Round 2 Offers will be issued during the second week in September and will be in respect of courses for which interviews were held during the previous week. This Round will also include additional offers for places in non-interview courses.

Subsequent Rounds of Offers will be made during the second half of September in respect of courses where vacancies still remain.

Applicants who are unlikely to receive any offer will be advised accordingly in early October.

An applicant who is being offered a place in a course will receive detailed instructions regarding the acceptance procedures. The applicant must follow the instructions precisely, especially in regard to the final date for the acceptance of an offer and the payment of a deposit. If the applicant fails to follow the acceptance procedures, the place will be forfeited.

Persons making enquiries during the offers stage should present their queries in concise written form to the Admissions Office, Dublin Institute of Technology, quoting DIT Application Number. Individual colleges will **not** deal with any such enquiries.

Because of the volume of work and the extremely tight time schedules during the offers stage, telephone calls should only be made in cases of extreme urgency. Telephone calls are likely to be dealt with by telephone answering machines.

CAO SCHEME

The following degree level courses are in the CAO Scheme in 1988. Graduates of these courses are eligible for DIT Diplomas. They are also eligible for degree awards of the University of Dublin (Trinity College).

CAO Code	Course Title	College	University of Dublin Degree
FT01	Architecture	Bolton St.	B.Arch.Sc.
FT02	Construction Econ. (Quantity Surveying)	Bolton St.	B.Sc. (Surveying)
FT03	Property Econ. (Valuation Surveying)	Bolton St.	B.Sc. (Surveying)
FT04	Mechanical Engineering	Bolton St.	B.Sc. (Eng.)
	Production Engineering	Bolton St.	B.Sc. (Eng.)
	Structural Engineering	Bolton St.	B.Sc. (Eng.)
	Building Services Eng.	Bolton St.	B.Sc. (Eng.)
FT21	Electrical/Electronic Engineering	Kevin St.	B.Sc. (Eng.)
FT22	Applied Sciences	Kevin St.	B.Sc. (App. Sciences)
FT23	Human Nutrition	Kevin St.	B.Sc. (Human Nutrition)
FT41	Marketing	Mountjoy Sq.	B.Sc. (Management)
FT51	Business Studies	Rathmines	B.Sc. (Management)
FT61	Hotel & Catering Management	Cathal Brugha St.	B.Sc. (Management)
FT62	Environmental Health	Cathal Brugha St.	B.Sc. (Environmental Health)

Method of Application:

Applicants for any of the above degree level courses should apply directly to:—
The Central Applications Office, Tower House, Eglinton Street, Galway. It is essential that the applicants adhere to the procedures described in the CAO Handbook.

Applications for the above courses from mature students and overseas students are being processed directly through the D.I.T. Admissions Office. Such applications must be made directly to the **Admissions Office, Dublin Institute of Technology, 14 Upper Mount Street, Dublin 2 on or before 12th February, 1988.** Applicants are advised to read carefully the section on non-COA courses in the CAO Handbook (Page 15).

CITY OF DUBLIN VOCATIONAL EDUCATION COMMITTEE
DUBLIN INSTITUTE OF TECHNOLOGY

RECEIVED

DIT

COLLEGE OF TECHNOLOGY, BOLTON STREET, DUBLIN 1
COLLEGE OF TECHNOLOGY, KEVIN STREET, DUBLIN 8
COLLEGE OF COMMERCE, RATHMINES, DUBLIN 6
COLLEGE OF MARKETING & DESIGN, MOUNTJOY SQUARE, DUBLIN 1
DUBLIN COLLEGE OF CATERING, CATHAL BRUGHA STREET, DUBLIN 1
COLLEGE OF MUSIC, ADELAIDE ROAD, DUBLIN 2

APPLICATION FOR ADMISSION TO THIRD LEVEL WHOLE-TIME COURSES SESSION 1988/89 - PART 1

APPLICATION NUMBER
(OFFICE USE)

1. PERSONAL DETAILS

SURNAME			SEX	
			MALE 1 <input type="checkbox"/>	
FIRST NAMES			FEMALE 2 <input type="checkbox"/>	
PERMANENT HOME ADDRESS			DATE OF BIRTH (e.g. 29 08 71)	
			<input type="text"/>	
CORRESPONDENCE ADDRESS (If different)			COUNTRY OF BIRTH	
Home Telephone No.			OFFICE USE ONLY	
Correspondence Telephone No.			GIRO REF. NO.	
Name of Parent or Guardian			<input type="text"/>	

2. COURSE CHOICES (for entry to 1st year)

Having studied the entry requirements etc. for each course in which you are interested please enter below in order of your preference any courses for which you wish to be considered by the Institute.

Pref. No.	COURSE TITLE (see back of Application Form)	DIT COURSE CODE
1.		
2.		
3.		
4.		
5.		

AMOUNT
IR£ <input type="text"/>
P.H.A.
<input type="text"/>
COUNTRY
<input type="text"/>
PRE-ENTRY STATUS
<input type="text"/>

3. EDUCATION (Post-Primary Level)

Please give details of Post-Primary Second Level Schools attended.

NAME OF SCHOOL	ADDRESS	COUNTY	YEAR	
			FROM	TO
1.			19—	1988
2.			19—	19—

Please specify school type of last school attended only. Secondary ☐ Vocational ☐ Community ☐ Comprehensive ☐ Other ☐

4. TRANSFEREE STUDENTS (for entry to 2nd or subsequent years)

If you are applying for other than first year in any course e.g. if you are transferring from another third level institution and hold an N.C.E.A. Certificate/Diploma etc., please enter below the course description, course code and year of course for which you are applying.

COURSE TITLE	COURSE CODE	Yr.	COURSE TITLE	COURSE CODE	Yr.

5. EDUCATION (Third Level)

If you have attended a University or other Third Level Educational Institution complete this section.

NAME OF INSTITUTION	FROM		TO		COURSE ATTENDED	EXAMINATIONS	
	MONTH	YEAR	MONTH	YEAR		TAKEN	* RESULT

6. TRADE QUALIFICATIONS

If you have ever served an Apprenticeship and hold Department of Education Senior Trade Certificate or equivalent qualification please complete this section *and attach copy of Certificate(s)*.

NAME OF INSTITUTION	FROM		TO		COURSE ATTENDED	EXAMINATIONS	
	MONTH	YEAR	MONTH	YEAR		TAKEN	* RESULT

* If examination result is not yet available enter "PENDING" in this column.

7. EMPLOYMENT DETAILS

Please give details of any full-time employment since leaving school. 1988 school leavers should not complete this section.

8. DECLARATION

I declare that the information given by me in this application is true and accurate and that if I am admitted as a student I will abide by the Regulations of the City of Dublin Vocational Education Committee, Dublin Institute of Technology, and its constituent Colleges.

Signed: Date

Submission of this Application Form and payment of the appropriate fee constitute PART I of the D.I.T. Application procedure.

Payment must be made by Bank Giro only using enclosed Payment Form.

Full information on completion of the application procedure is detailed in the accompanying handbook.
READ THE HANDBOOK CAREFULLY.

Closing date for receipt of completed application form (Part 1) — Friday, 12 February, 1988 (5pm) — Fee IR£7.
Late closing dates — Friday, 26 February, 1988 (5pm) — Fee IR£10; Wednesday, 1 June, 1988 (5pm) — Fee IR£40.

The Application Fee is non-refundable in all cases.

9. EXAMINATIONS

9.1 1988 SCHOOL LEAVING EXAMINATIONS

Please indicate the Irish School Leaving Examinations you will be taking in 1988 by placing a tick (✓) in the appropriate box. You should refer to the D.I.T. Admissions Handbook for instructions on the submission of examination numbers.

	Leaving Certificate		NUI Matriculation
1		2	
	TCD Matriculation		GCE N. Ireland
3		4	

9.2 SCHOOL LEAVING EXAMINATIONS 1983 to 1987

If you have taken a School Leaving Examination between 1983 and 1987, please insert your EXAMINATION NUMBER in the box provided.

NOTE: Applicants who have taken T.C.D. Matriculation must submit certified statement of results.

TIONS 1983 to 1987		1983 EXAM No.	1984 EXAM No.	1985 EXAM No.	1986 EXAM No.	1987 EXAM No.
Irish Leaving Certificate	1					
NUI Matriculation	2					
GCE N. Ireland	4					

9.3 SCHOOL LEAVING EXAMINATIONS 1982 OR EARLIER

When completing this section please enter in the appropriate column, the grade obtained in each subject of the relevant examination. Please ensure that all subjects, including failed subjects (if any) are entered correctly.

Please note that only results of examinations pre-printed below should be entered here i.e. Irish Leaving Certificate, N.U.I. Matriculation, T.C.D. Matriculation or G.C.E. Northern Ireland.

Details of all other school leaving examinations must be furnished on the External Examinations Form. Certified translations of overseas qualifications must also be submitted with this form.

[illegible]

You must enclose certified statements of results for any examination entered in Section 9.3.

SCHEDULE OF THIRD LEVEL WHOLE-TIME COURSES — SESSION 1988/89

Course Code	Former Course Code	Course Title	College	Course Code	Former Course Code	Course Title	College
Architecture, Building & Surveying				Computer Science & Programming			
B102	(D8)	Architectural Technician	Bolton Street	†R108	(R16)	Commercial Computer Programming	Rathmines
†B114	(D2A)	Construction Technician	Bolton Street	K166	(WMT)	Computer Science	Kevin Street
†B115	(D5A)	Geo-Surveying Technician	Bolton Street	Engineering			
†B116	(D12)	Auctioneering and Estate Agency	Bolton Street	†B126	(D46C)	Civil Engineering Technician	Bolton Street
†B171	(D21)	Buildings Maintenance Technician	Bolton Street	†B127	(D46H)	Building Services Technician	Bolton Street
Art/Design/Printing				†B128	(D46M)	Mechanical Engineering Technician	Bolton Street
†M115	(WCD)	Display	Mountjoy Square	B120	(D40)	Preliminary Engineering	Bolton Street
†M117	(WMS)	Visual Media	Mountjoy Square	†B150	(D44)	Transport Eng./Motor Industry Management	Bolton Street
†M116	(WDP)	Design Presentation	Mountjoy Square	K131	(WEET)	Electrical Engineering Technician	Kevin Street
†M114	(WCAD)	Art and Design	Mountjoy Square	K187	(WRTT/WRS)	Electronic Engineering Technicians Courses	Kevin Street
M112	(WDDVC)	Visual Communication Design	Mountjoy Square	†K189	(WRCE)	Electronic Technician	Kevin Street
M111	(WDDDE)	Environmental Design	Mountjoy Square	Hotel/Catering/Tourism			
†B130	(D80)	Printing	Bolton Street	C102	(02)	Hotel Management	Cathal Brugha St.
Business & Administration Studies				C103	(03)	Catering Management	Cathal Brugha St.
†R106	(R17)	Accounting Technician	Rathmines	†C105	(05)	Hotel Reception	Cathal Brugha St.
†R104	(R03)	Advertising	Rathmines	†C110	(10)	Travel and Tourism	Cathal Brugha St.
†R107	(R04)	Business Studies	Rathmines	†C140	(40)	Hotel & Catering Supervision	Cathal Brugha St.
R103	(R08)	Communications	Rathmines	K100	(WBT)	Bakery Production & Management	Kevin Street
R102	(R02)	Journalism	Rathmines	Music			
†R105	(R05)	Public Relations	Rathmines	A101	—	Graduate Diploma in Music	Adelaide Road
†R109	(R07)	Transport Management	Rathmines	Science & Related Fields			
†R110	(R10)	Work Study	Rathmines	K173	(WAS)	Applied Science Technician	Kevin Street
R111	(R15)	Professional Accountancy — Financial	Rathmines	K114	(WML)	Medical Laboratory Technician	Kevin Street
R112	(R06)	Professional Accountancy — Management	Rathmines	K172	(WSO)	Ophthalmic Optics	Kevin Street
†M103	(WMC)	Marketing	Mountjoy Square	†C193	(93)	Food Technology	Cathal Brugha St.
M104	(WMAD)	Marketing Administration	Mountjoy Square	†C196	(96)	Food Processing	Cathal Brugha St.
†M123	(WBP)	Business Studies — Proprietorship	Mountjoy Square	C197	(97)	Environmental Management	Cathal Brugha St.
†M121	(WRSP)	Business Studies — Management	Mountjoy Square	†C198	(98)	Health Care Products	Cathal Brugha St.
†M122	(WRM)	Business Studies — Retail Marketing	Mountjoy Square	Social/Legal Studies			
†M131	(WM)	Retailing — Meat	Mountjoy Square	†C169	(69)	Pre-School Care	Cathal Brugha St.
†M141	(WB)	Retailing — Bar	Mountjoy Square	†C170	(70)	Applied Social Studies	Cathal Brugha St.
†M125	(WS)	Business Studies — Security	Mountjoy Square				
†M132	(WF)	Retailing — Supermarket	Mountjoy Square				
†M133	(WH)	Retailing — Hardware/Clothing	Mountjoy Square				
†K155	(WLBS)	European Languages for Business	Kevin Street				

†E.S.F. (European Social Fund) Grants may be available for these courses.

Important: Former Course Codes are shown for reference only and must not be used on an Application Form.

DEGREE COURSES IN CAO SCHEME

Applications for the following full-time degree level courses should be made to the Central Applications Office, Tower House, Eglinton Street, Galway, on the appropriate application form available on request from the CAO. However, mature students, overseas students and students applying for other than first year in any of the following courses should apply directly to the Admissions Office, 14 Upper Mount Street, Dublin 2 on a DIT application form.

CAO CODE	COURSE TITLE	CAO CODE	COURSE TITLE
FT01	Architecture	FT21	Electrical/Electronic Engineering
FT03	Property Economics	FT22	Applied Sciences
FT02	Construction Economics	FT23	Human Nutrition
FT04	Mechanical Engineering	FT41	Marketing
	Production Engineering	FT51	Business Studies
	Structural Engineering	FT61	Hotel & Catering Management
	Building Services Engineering	FT62	Environmental Health

CITY OF DUBLIN VOCATIONAL EDUCATION COMMITTEE

DUBLIN INSTITUTE OF TECHNOLOGY

SUBMISSION OF PORTFOLIOS

Applicants should note that an essential part of the selection procedure for the courses listed below involves the submission of a portfolio of work for assessment by the Design Department at the College of Marketing & Design.

COURSE CODE	COURSE TITLE	FORMER COURSE CODE
M111	Advanced Diploma in Design (Environmental)	WDDed
M112	Adv. Dip. in Design (Visual Communication)	WDDVC
M114	Certificate in Art & Design	WCAD
M115	Certificate in Design (Display)	WCD
M116	Certificate in Design (Presentation)	WDP
M117	Certificate in Design (Visual Media)	WMS

Portfolios must be submitted to the College at 40-45 Mountjoy Square, Dublin 1 **by 4.30 p.m. on the following dates only:**

Thursday 10th March 1988

or

Friday 11th March 1988

Portfolios received after these dates will not be assessed.

Unless otherwise instructed Portfolios must be collected before 4.30 p.m. between Wednesday 30th March and Wednesday 6th April 1988.

The tear-off section below must be accurately completed and **securely attached** to each portfolio on submission. Please read the section on Portfolios in the accompanying D.I.T. Admissions Handbook.

DIT

DUBLIN INSTITUTE OF TECHNOLOGY

To: College of Marketing & Design
40-45 Mountjoy Square, Dublin 1.

NAME: _____

ADDRESS: _____

Telephone: _____

NOTE: Please ensure that your name above is **exactly** as on your Application Form.

Date of Birth

DIT Application No.

COURSE PREFERENCES

1	
2	
3	
4	
5	

If you have not received your application Number at the time of submission you should leave the above Box blank. It will be completed by the College.

IMPORTANT

- (a) Portfolios should be sound and secure and be clearly labelled on the outside using the tear-off section of this form.
- (b) While all possible care will be taken with the contents no responsibility can be accepted for loss or damage to portfolios while in the possession of the College.
- (c) Specimens of craft work which are fragile should not be included but may be submitted in photographic form and the original might be brought to interview if so desired.
- (d) All work submitted should be carefully selected and neatly presented.

PLEASE NOTE:

This request for the submission of portfolio is the only request which will be issued to you in connection with your application.

The portfolio is one of the essential requirements for entry into Art/Design Courses in this School — others being the specified academic achievements or other.

The contents of your portfolio will be expected to reflect your main choice(s) of course.

Only one portfolio submission is requested from each applicant.

Unless a portfolio is received by the appointed dates no guarantee can be given that the submission will be dealt with.

A portfolio should be a securely bound suitable selection of art/design work.

Portfolios will be assessed by panels from each of the courses and the course of first preference will be dealt with first, and so on as per order of preference.

This section must be
completed carefully and
securely attached to your
portfolio

DUBLIN INSTITUTE OF TECHNOLOGY

NAME (BLOCK CAPITALS)

APPLICATION NUMBER _____
OFFICE USE _____

OFFICE USE

COURSE CHOICES (AS ON APPLICATION FORM)

1	2	3	4	5

Signature..... Date.....

[illegible]

City of Dublin Vocational Education Committee
DUBLIN INSTITUTE OF TECHNOLOGY

Payment Form

GIRO
Ref. No.

813417

SECTION A

When making your payment at the bank please ensure that *all three sections* of this form are stamped by the cashier as evidence of payment. **YOU MUST RETURN SECTION A WITH YOUR APPLICATION FORM.**

Application Fee:

Up to 12th February 1988 — IR£7 13th February - 26th February 1988 — IR£10
27th February - 1st June 1988 — IR£40

THE APPLICATION FEE IS NON-REFUNDABLE IN ALL CASES.

Please write your name and address below in BLOCK CAPITALS.

BANK STAMP

Applicant's Name: _____

Address: _____

Application Fee:

IR£

SECTION B

City of Dublin Vocational Education Committee
DUBLIN INSTITUTE OF TECHNOLOGY

BANK STAMP

GIRO
Ref. No.

813417

Write the Course(s) that you have applied for in the space(s) below and retain **Section B** for further reference.

1	2	3	4	5

Application Fee:

IR£

SECTION C

BANK STAMP



**BANK GIRO
CREDIT TRANSFER**

GIRO
Ref. No.

813417

Code: 90 - 07 - 89
Bank: BANK OF IRELAND,
Branch: 34 College Green, Dublin 2.
Credit: C.D.V.E.C. Administration Charges Account
A/C No.: 64549924

Applicant's Name: _____

Address: _____

Cash:

Cheques
etc. :

IR£

Please do not mark or write below this line.

813417 90007890 64549924 73

CITY OF DUBLIN VOCATIONAL EDUCATION COMMITTEE

DUBLIN INSTITUTE OF TECHNOLOGY

Dear Applicant,

Your DIT Application Form has been received in the Admissions Office, but has not yet been processed. Once it has been found to be complete and correct you will be issued with your DIT Application Number. Otherwise it will be returned to you for correction.

Yours sincerely,

VINCENT P. O'HORA,
Admissions Officer.

AFFIX
CORRECT
VALUE
STAMP

NAME: _____

ADDRESS: _____
