



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Academic Registry

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Service Desk Manager

Academic Registry

Trinity College Dublin, The University of Dublin

What is the Academic Registry?

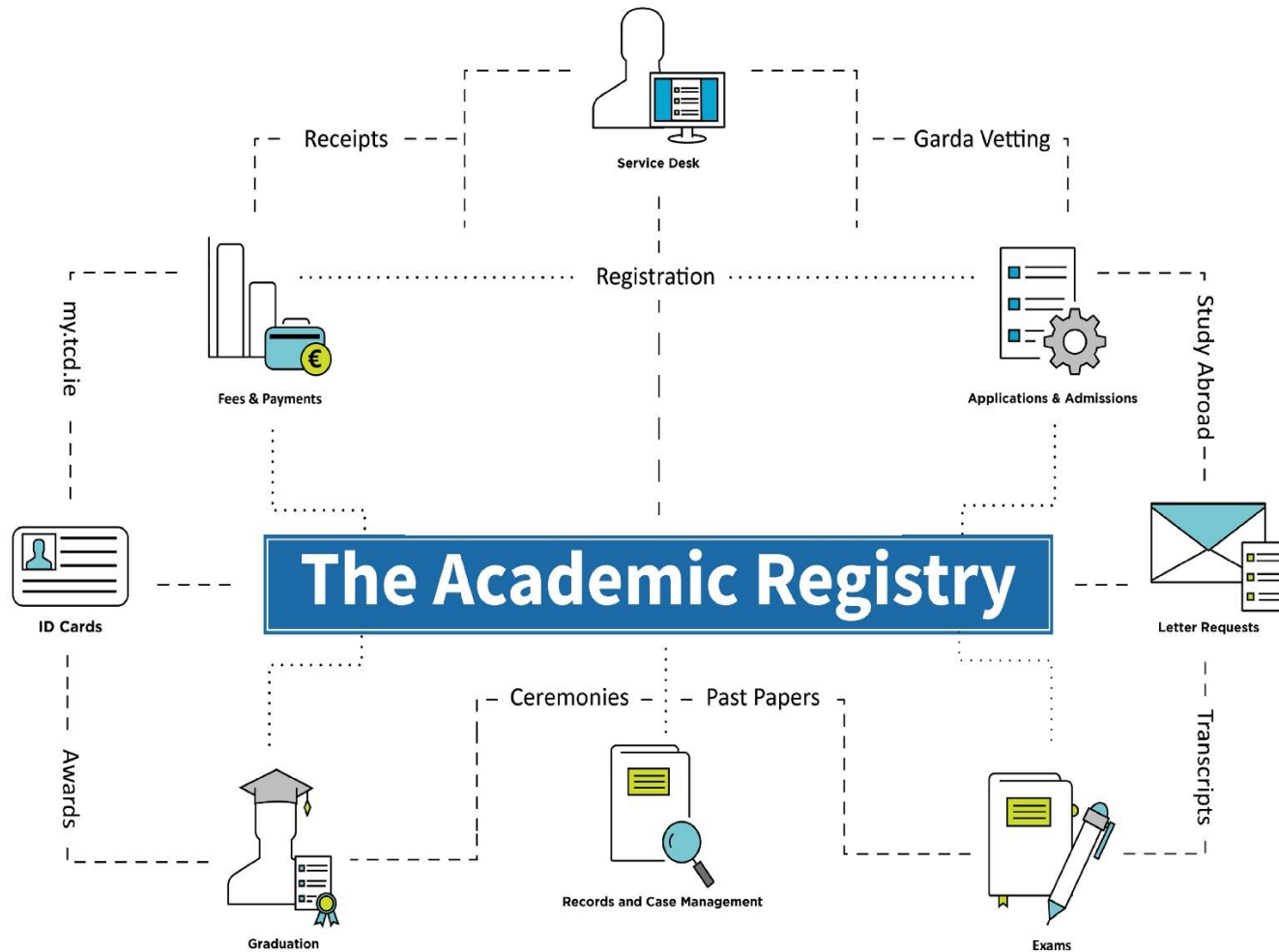
Formed in 2013, the Academic Registry is the consolidation of numerous administrative offices across the Trinity campus into **one student services hub**.

We are responsible for services that support the complete student lifecycle of Trinity College Dublin – from application to graduation.

Our Mission is to be committed to providing professional, friendly and experienced service to students, staff and other public enquirers.



Academic Registry Services:



Student Registration:

All students will receive their invitation to register through their **my.tcd.ie** portal.

Should you not have received your invite to register yet, please flag this with **academic.registry@tcd.ie**

Students will then be taken through an eight step process for registration – make sure to complete all steps fully or you will not be deemed fully registered!

International students paying their fees may wish to use the TransferMate option. This allows you to make your international payments free of charge, while receiving competitive foreign exchange rates. Where Transfermate has a local bank account, you will not be subjected to any international wire fees and will be able to pay in your local currency. TransferMate receipts are also accepted by visa and immigration agencies.



Student ID Card Collection:

After completing all eight steps of registration you can apply for a Trinity ID card.

You should upload your ID image in advance at www.tcard.tcd.ie/Account/Login.

Your ID card will be ready for collection from the Orientation Hub in **Exam Hall** in Front Square 48 hours after the photo upload.

Be advised! You will need your registration confirmation and a hard copy of your ID (driver's licence, passport, national identity card) when collecting your card.



Documentation

Available in your portal

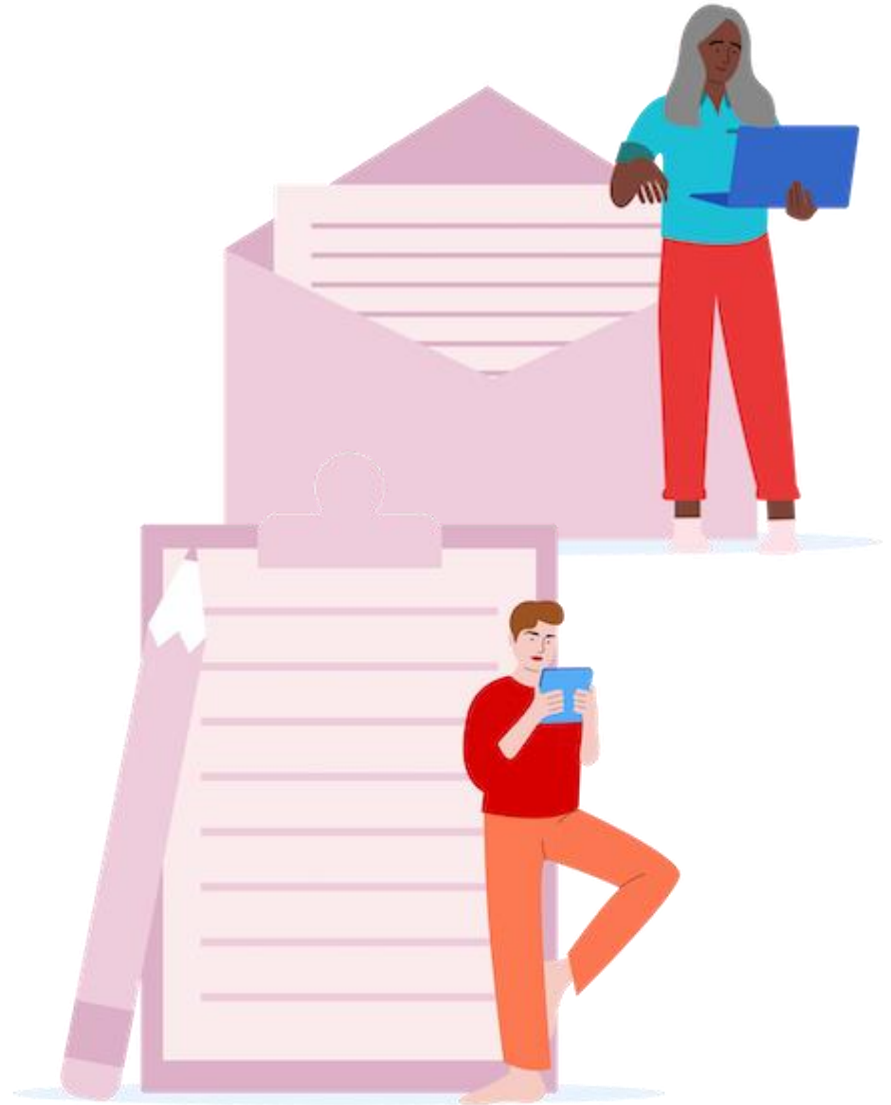
Proof of registration letter which can be used for:

- ✓ NIS/Visa Registration Letters
- ✓ Bank account set up
- ✓ Proof of Address
- ✓ PPSN application

Documents accepted by Academic Registry

- ✓ FRS 2 Forms (prior 3rd level education)
- ✓ Social Welfare Forms
- ✓ Garda Vetting (except Nursing and Midwifery)
- ✓ Graduation Applications

To request a document send your request to academic.registry@tcd.ie or visit the Service Desk

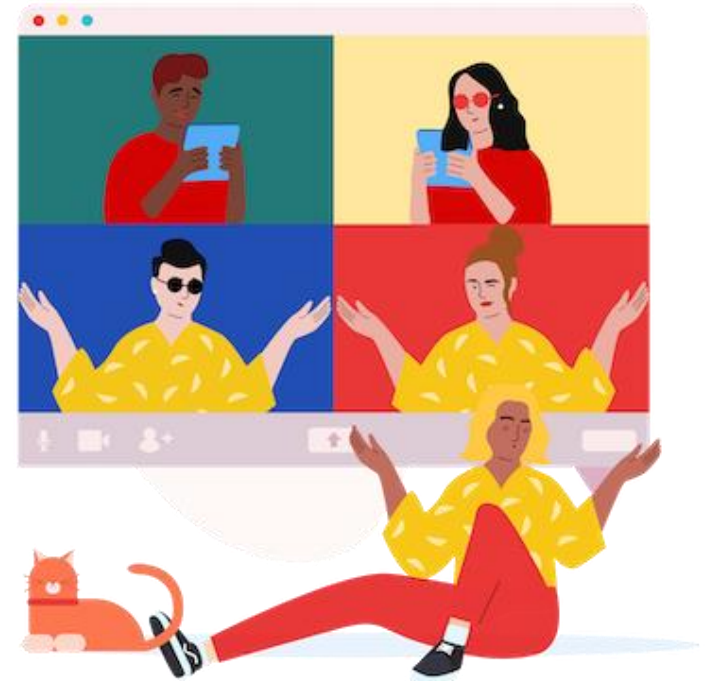


Updating your Details

A student may apply to have their name, gender, date of birth or nationality changed or corrected by completing the Change of Personal Details Form. This form should be completed by the student and presented in person to the Academic Registry Service Desk with supporting documentation for approval.

For any update to your personal details must be supported by official documentation such as: valid passport, birth certificate, marriage certificate, certificate of name change by deed poll, gender recognition certificate, or other documentation.

Student records will be updated within 48 hours. Students who wish to replace their student card after a change in their details can do so free of charge by returning the original to the Service Desk, Academic Registry.

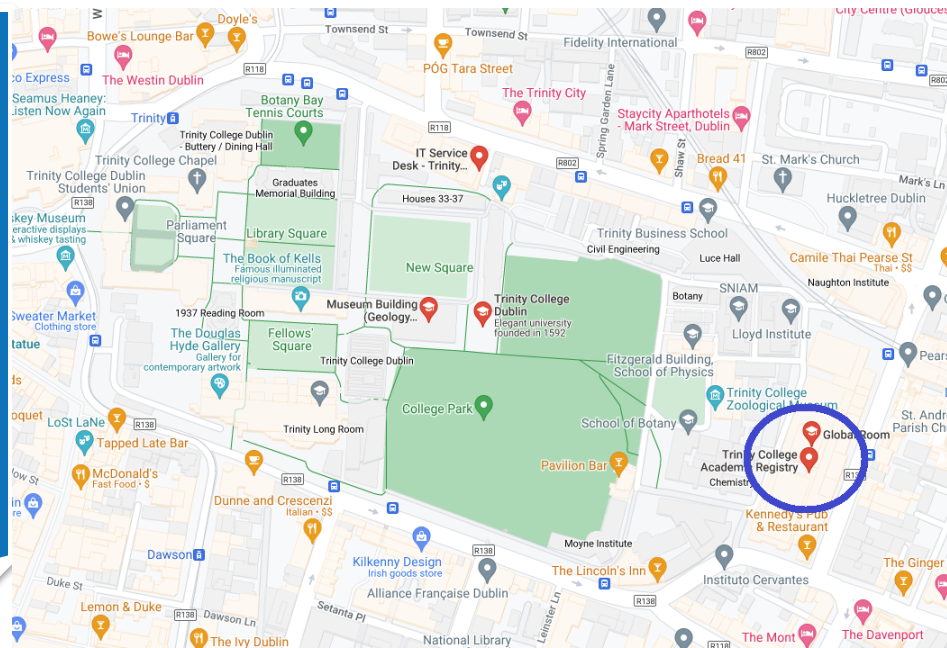


AR Location on Campus?

We are located in the Watts Building at the East End of campus.

If you need to post any
documentation please
send it to:

Academic Registry,
Watts Building,
Trinity College,
Dublin 2



How to find us!



How to Register



Registration
Website



Registration
Guide



Trinity College Dublin

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@tcd_academicregistry



@TCDAcadRegistry



Academic Registry Trinity
College Dublin



Academic Registry - Trinity
College Dublin



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**Best of luck in your time at
Trinity!**