

Policy: *Learner Admission, Progression and Recognition Policy* **Owner:** Office of the Registrar

Date Approved: 23 October 2024



Admission Guidelines and Procedures for Non-Standard EU applicants

Carlow College, St. Patrick's (hereafter Carlow College) welcome applicants from across Europe. These guidelines are for learners presenting with qualifications (other than the Irish School Leaving Certificate Examination) and to provide a framework for comparisons of European Union (EU) and European Free Trade Association (EFTA) qualifications for entry to undergraduate degree programmes at Carlow College. At undergraduate level, Carlow College offers programmes at Levels 7 and 8 on the National Qualifications Framework.

Entry to all Carlow College undergraduate programmes is competitive and attainment of the minimum eligibility criteria does not guarantee a place. A points scoring system is in operation. It is not possible to forecast how many points will be required for a particular programme until the examination results from the current year are known (typically this is mid-August each year). It is important to note that the [NARIC Ireland Qualifications Portal](#) will be used in assessing admission eligibility. All applicants should review Carlow College's *English Language Policy* [insert link] and, if English is not the first language, review the approved criteria for [proof of English proficiency](#).

Applicants from the countries listed below should make an application following these guidelines:

European Union (EU) – Austria, Belgium, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom*

*EU fee rate to apply for 2022

European Free Trade Association (EFTA) – Iceland, Norway, Lichtenstein, Switzerland

Application

EU / EFTA applicants that are presenting with qualifications other than the Irish School Leaving Certificate Examination are required to apply through the [Central Application Office \(CAO\)](#). Applicants are required to provide details of other school leaving exams and the years they

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were completed. Applicants are generally required to supply a certified copy of their final school leaving examination results as soon as they are available. Documents not printed in English must be accompanied by an official translation.

Candidates born and fully educated outside the Republic of Ireland who are presenting qualification other than the Leaving Certificate for matriculation are automatically exempt from Irish and do not need to make an application to Carlow College.

Evaluating Applications

1. Applications are accessed via CAO Connect Portal. Please note that all supporting documentation will also be available to the Admissions Office.
2. When an applicant from the EU/EFTA is being evaluated, it will be on the basis of the results of any one examination taken in a single sitting (insofar as it is possible with the relevant examination system).
3. If applicants present examinations from two different examination systems, these will be evaluated separately, and the better score used.
4. Although Carlow College is not listed as participating institution, Carlow College abides by the [Entry Requirements Criteria for EU/EFTA Applicants](#); this document is used when assessing EU/EFTA applicants.
5. Applicants must meet the minimum entry requirements and specific subject requirements of the programme they have applied for.
6. A points score (positive or negative) will then be allocated to the applicant (see the Entry Requirements Criteria link above for more information).

EU/EFTA Applicants Presenting with Non-EU Qualifications

Carlow College welcomes applications from outside of the EU/EFTA. If you reside in a country outside of the EU/EFTA, please review our application process for Non-EEA learners [here](#). You can also contact our International Office at: intloffic@carlowcollege.ie.

Applicant Responsibility

It is the responsibility of the applicant to provide full and accurate information in the application and to notify Carlow College of any changes made to the original CAO Application. Carlow College may request verification from the issuing authority of any or all details on

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documentation presented. If documents are found to have been falsified, the awarding body will be notified. If additional information is made known, which was not available at the time of selection, an offer may be amended or, in exceptional circumstances, withdrawn. Carlow College also reserves the right to correct errors where they have been made in the communication of decisions and offers.