



OPEN  
TRAINING  
COLLEGE

# Application Check List

# Application Checklist

## Completing Your Application

Please print out and use this document to help complete your application to the Open Training College.

### Completing the Application Form

Make sure you have done the following:

Item	Yes/No
Have you written your full name and PPSN in the box provided at the top of each page where indicated?	
Has your manager has signed and stamped Section 5 of the form?	
Have you have read and signed the declaration section at the end of this application?	

### Supporting Documentation

The following items are required for all applications:

Item	Yes/No
Two passport sized photographs <ul style="list-style-type: none"><li>Signed on back and attached to the application form in the space provided</li></ul>	
Copy of identification details <ul style="list-style-type: none"><li>e.g. photo ID from driving licence or passport</li></ul>	
A non-refundable €80 application fee. <ul style="list-style-type: none"><li>This to be paid by cheque, bank draft or postal order and must be made payable to the Open Training College. You must sign your full name on the back.</li></ul>	
Copies of all previous educational qualifications and transcripts of results that are relevant to the application.	

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## International Applicants

You will need to provide the following:

Item		Yes/No
A copy of the passport pages showing your photograph, personal details and Visa status*.		
Copies of English translations of any examination results/qualifications you may have*		
Evidence of proficiency in English. This must include one or more of the following:		
Transcript of educational attainment achieved through studies in English at degree level as validated by the QQI/NQAI Qualifications Recognition procedure.		
Evidence of proficiency in English for academic purposes in one of the following:		
QUALIFICATION	MINIMUM SCORE	
• TOEFL	550	
• TOEFL Internet-based test	79-80	
• IELTS	6.0	
• Cambridge Certificate of Proficiency in English	GRADE C	
• Cambridge Certificate in Advanced English	GRADE A	
• NEAB test in English for speakers of other languages	PASS	
• Warwick University English Language Test	PASS	