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| --- | --- | --- | --- |
| **First Name:** |   | **Family Name:** |   |
| **Student Number:** |   | **Date of Birth:** |   |
| **Country of Birth:** |   | **Nationality:** |   |
| **Telephone Number:** |   | **Email Address:** |   |
| **Current Address:** |   |
| **Programme Title:** |   |

EU / NonEU status assessments are conducted in Mary Immaculate College by the **International Office**.

We regret that it is not possible to complete an assessment without completing and returning the EU/NonEU Status Assessment Form, together with supporting documentation, to the International Office by post, personal delivery or email.

1. Applicants must have a Full Offer from Mary Immaculate College prior to the assessment to determine the EU/NonEU status.
2. Applicants must provide *copies of original documentation* (as specified overleaf) to support their application and submit these to the International Office.*(Please note: applicants may be requested to provide certified hard copies of their applications and documentation at a later stage)*
3. Complete applications will be processed on receipt of the completed EU/NonEU status acceptance form and all relevant supporting documentation. Please expect delays at busy times (August, September & January). Candidates will be notified of the outcome by email. **This email should be retained as it may be requested by other offices in MIC at any time.**
4. Incomplete applications cannot be processed; applicants may be contacted and requested to submit any additional documentation where required. MIC is not responsible for delays in the assessment process if an applicant provides incomplete applications.

**Entitlement to free fees for non-EEA nationals who acquire EEA citizenship during the course of their third level studies** with effect as announced by the HEA on the 1st of August 2013, a **‘Change of Nationality’** clause will form part of the Free Fees Schemes for undergraduate courses only. As is currently the case, students who do not meet the nationality criteria of the scheme, will continue to be ineligible for free fees, however if such students subsequently acquire EEA citizenship during their third level studies they may be entitled to free tuition fees for the remainder of their course of study as follows:

* Students who acquire EEA citizenship up to **30th of September** in an academic year may be entitled to free tuition fees **for the full academic year**.
* Students who acquire EEA citizenship up to **31st January** in an academic year may be entitled to free tuition fees from the **second half of the academic year**.
* Students who acquire EEA citizenship from **1st February may be entitled to free tuition fees from the commencement of the next academic year.**

**In order to be eligible under this ‘Change of Nationality’ clause students must have met all other criteria of the Free Fees Schemes, apart from nationality, at date of entry to their course of study.**

To qualify for EU status[[1]](#footnote-1), you must satisfy the following tests which are:

* The Nationality Test[[2]](#footnote-2)
* The Residency Test

Applicants for **undergraduate programmes** must meet the additional ‘**Previous Study’ criteria** to be eligible for ‘free fees’. If you have been accepted for a full-time undergraduate programme, please answer question 3 on this form.

Should a student acquire EEA citizenship during their third level studies, the above date rules also apply to fees that are not funded by a third party.

**Criteria for Determining EU/NonEU Status of Applicant. Please answer all sections:**

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| Question 1 : Nationality Criteria | Yes | No |  |
| Do you hold an EU/EEA/Swiss State Passport or Nationality Identity Card?  | ❑ | ❑ | If yes, please provide a copy of Passport/National Identity Card to the International Office. |
| Do you hold a Non-EU Passport and have you resided in an EU member state for 3 of the last 5 years for the purpose of full-time employment. | ❑ | ❑ | If yes – please provide a copy of passport and valid work permit or GNIB card to cover 3 years of last 5 years to the International Office.  |
| Have you been awarded Refugee Status in Ireland? | ❑ | ❑ | If yes – please provide a copy of original letter from Department of Justice & Equality to the International Office. |
| Have you been awarded Humanitarian Leave to Remain?  | ❑ | ❑ | If yes – please provide a copy of original letter from Department of Justice & Equality to the International Office. |
| Are you a holder of a Garda National Immigration Bureau [GNIB] Stamp “4EUFam” card *[card must display stamp 4EUFam not Stamp 4]* | ❑ | ❑ | If yes - please provide a copy of GNIB Stamp “**4EUFam**” card and a copy of the original letter issued by Department of Justice & Equality to the International Office. |
| Have you been granted Subsidiary Protection to reside in the state.  | ❑ | ❑ | If yes – please provide a copy of the original letter issued by Department of Justice & Equality to the International Office. |
| *When presenting letters from Department of Justice & Equality please refer to the HEA regulations.* <https://hea.ie/funding-governance-performance/funding/student-finance/course-fees/> |
| Proof of residence is required in all categories; please see the required documentation listed under question 4.Any period of residence as a non-European student who entered Ireland for the purpose of study, on a Student Visa (Stamp 2) are not permitted to be assessed for EU fees, unless they qualify under section 4 of the EU/NonEU Assessment Form.  |
| Question 2: Second Level Education(Under 23 years of age) | **Yes** | **No** |  |
| Have you been in full-time post-primary education within an EU /EEA/ Swiss member state for three of the five years prior to your application to MIC?  | ❑ | ❑ | CAO Applicants Under age of 23 If yes, please provide copy of passport and letter from Secondary School indicating dates of attendance in Irish/EU/EEA/Swiss education system.  |
| Question 3: Previous Study  | **Yes** | **No** |  |
| Undergraduate Student: Have you ever attended a 3rd level College/Institution?  | ❑ | ❑ | If yes, please provide a letter from 3rd level College/Institution indicating dates of attendance and the qualification attained. This letter must include full title of the degree / qualification achieved, duration of study and institution you attended.  |
| Question 4: Residency Requirement | **Yes** | **No** |  |
| Applicant: Under 23 Years of Age If an applicant is under 23 years of age on the start date of the course then the principal residence for the purpose of taxation of the parents/legal guardians will be examined. Has applicant been in full-time school / employment in an EU/EEA/Swiss member state for 3 of the last 5 years prior to entry to 3rd level College? AndHas the applicants parents/legal guardians been in full-time employment in an EU/EEA/Swiss member state for 3 of the last 5 years prior to entry to 3rd level College? (Proof of residence is required in all categories)Applicant: Over 23 Years of Age If an applicant is over 23 years of age on the start date of the course then for the purpose of taxation the principal residence of the applicant is examined. Has applicant been in full-time school / employment in an EU/EEA/Swiss member state for 3 of the last 5 years prior to entry to 3rd level College? Married Applicant: Over 23 Years of Age If applicant is married then for the purpose of taxation the principal residence of the Spouse can be examined. (Both applicant and spouse must have been resident for the required period).Has spouse been resident for 3 years of the last 5 years prior to entry to 3rd level college?  |  ❑ ❑❑❑❑ | ❑ ❑❑❑❑ | ❑ Applicant: Please provide a copy of a valid work permit/GNIB Card, immigration Stamps to cover all years and copy of Birth Certificate  And ❑ Parent: Please provide a copy of Passport (and if applicable Valid work permit/GNIB Card Stamp 4 to cover all years And 3 x P21 forms ❑ (A P21 is a statement of total income, tax credit & tax paid for a particular year).proof of social welfare benefits for 3 of last 5 years ❑Evidence of self-employment F11 for 3 years of past 5 years ❑❑ Applicant: Please provide copy a Valid work permit/GNIB Card, Stamp 4 to cover all years And 3 x P21 forms ❑ (A P21 is a statement of total income, tax credit & tax paid for a particular year. 3 of last 5 years of social welfare benefits ❑3 of last 5 years of self-employed evidence F11 ❑Provide copy of Marriage Certificate as evidence that marriage took place at least 3 years previously. ❑❑ Applicant: Please provide copy a Valid work permit/GNIB Card, Stamp 4 to cover all years And ❑ Spouse : Please provide copy of Passport (and If applicable Valid work permit/GNIB Card Stamp 4 to cover all years And 3 x P21 forms ❑ (A P21 is a statement of total income, tax credit & tax paid for a particular year. Proof of Social Welfare Benefits for 3 of last 5 years ❑Evidence of Self-Employment F11 (3 of last 5 years ) ❑Provide copy of Marriage Certificate as evidence that marriage took place at 3 years previously. ❑ |

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| Question 5: Special Exemptions (Applies EU Status) | Yes | No |  |
| Previous Studies Test Do you hold an EU/EEA/Swiss States Passport? Have you resided in a Non-EU country for 3 of the 5 years, prior to entry to the University? Did you receive ALL your full time post-primary education within the EU? | ❑❑❑ | ❑❑❑ | *If yes - you must submit a letter from your school indicating your dates of attendance* |

**Please note: Non-EU Passport holders whose parents have been naturalised do not qualify as an EU National until the applicant themselves has been issued with an Irish / EU naturalisation certificate.**

**Completed EU/NonEU Status Assessment Form & Supporting Evidence should be**

**Posted / delivered to:**

EU/NonEU Assessment Applications,

C/O The International Office,

Mary Immaculate College,

South Circular Road,

Limerick.

V94 VN26.

**Emailed to:** International@mic.ul.ie

**Data Protection Notice**:

Personal data, including sensitive personal data, collected as part of this application, will be processed for the purpose of coordinating, monitoring and evaluating this application only. Data collected will be retained in line with MIC’s Records Retention Schedule. All Personal Data collected is stored in strict accordance with current Data Protection Legislation. Your privacy is important to us.

**Declaration:**

I declare that the above information is correct and that I can produce evidence to support my EU/NonEU status application. I understand that it is my responsibility to be in good financial standing with the College. I confirm that I have read and understood the terms and conditions from the MIC Student Fees and HEA websites before I completed this form.

Mary Immaculate College: <http://www.mic.ul.ie/fees>

HEA Free Fees Initiative: <http://hea.ie/funding-governance-performance/funding/student-finance/course-fees/>

Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

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| **Student checklist** | **Yes** | **No** | **N/A** |
| Have you completed your personal details on page 1? | ❑ | ❑ | ❑ |
| Have you completed and enclosed copies of all relevant documentation for Question 1, Nationality Criteria? | ❑ | ❑ | ❑ |
| Have you completed and enclosed copies of all relevant documentation for Question 2, Second Level Education? | ❑ | ❑ | ❑ |
| Have you completed and enclosed copies of all relevant documentation for Question 3, Previous Study? | ❑ | ❑ | ❑ |
| Have you completed and enclosed copies of all relevant documentation for Question 4, Residency Requirement? | ❑ | ❑ | ❑ |
| Have you completed and enclosed copies of all relevant documentation for Question 5, Special Exemptions? | ❑ | ❑ | ❑ |
| Have you completed and signed the declaration on page 4? | ❑ | ❑ | ❑ |

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| **Internal International Office Use Only** | **Yes** | **No** | **N/A** |
| **Completed EU/NonEU Assessment Form Received:** | ❑ | ❑ | ❑ |
| **Sections Completed** |   |   |   |
| Personal details completed | ❑ | ❑ | ❑ |
| Nationality Criteria completed | ❑ | ❑ | ❑ |
| Second Level Education completed | ❑ | ❑ | ❑ |
| Previous Study completed | ❑ | ❑ | ❑ |
| Residency Requirement completed | ❑ | ❑ | ❑ |
| Special Exemptions completed | ❑ | ❑ | ❑ |
| **Supporting Documentation Provided** |   |   |   |
| Personal details documentation | ❑ | ❑ | ❑ |
| Nationality Criteria documentation | ❑ | ❑ | ❑ |
| Second Level Education documentation | ❑ | ❑ | ❑ |
| Previous Study documentation | ❑ | ❑ | ❑ |
| Residency Requirement documentation | ❑ | ❑ | ❑ |
| Special Exemptions documentation | ❑ | ❑ | ❑ |
| **Declaration completed in full** | ❑ | ❑ | ❑ |
| **Student notified of outcome by email (use student email address only)** | ❑ | ❑ | ❑ |
| **Student Record System (SI) updated with correct EU / Non-EU status** | ❑ | ❑ | ❑ |
| **Notes** |
|   |
|
|
| Final agreed status: ❑**EU** ❑**Non-EU**  |  |  |  |  |  |
| **Completed by:**  |   |
| **Date:**  |   |
| **Reviewed by:** |   |
| **Date:**  |   |

1. Where a candidate qualifies as an EU candidate they may be further entitled to qualify under the "Free Fees Initiative" in operation.

[*https://hea.ie/funding-governance-performance/funding/student-finance/course-fees/*](https://hea.ie/funding-governance-performance/funding/student-finance/course-fees/) [↑](#footnote-ref-1)
2. A person is deemed to be a ‘national’ of an EU/EEA member state where they have a valid passport from a EU/EEA member state or official letter confirming

Refugee Status in Ireland. [↑](#footnote-ref-2)