



## Mary Immaculate College Admission Policy for International Students

### Introduction

The International Office ensures that entry standards for all courses, as determined by Academic Council, are implemented with regard to international student applications. The management of the admission process includes acknowledging applications, arranging interviews and selection tests where appropriate and offering places on each course. The International Office coordinates the orientation programme for new international students, including the distribution of orientation packs prior to their arrival and the enrolment of students when they first arrive on campus.

### Application Procedure

International applicants must complete an application form, paying particular attention to the following requirements:

- Detailed certified results and awards for all examinations mentioned in the application form must be submitted (certified original documents and certified English translation where applicable). Application forms cannot be considered unless certified results and awards are submitted.
- Official results and award of examinations yet to be taken should be submitted as soon as they are available.
- Students from a non-English-speaking country are required to show evidence of a high level of competence in English as part of the application.
- When detailing result/grade/mark, applicants should include QCA/GPA, mark or percentage relative to marking system at their previous university/school.

Applications will be processed on receipt of a completed application form.

The minimum age limit for entry to all programmes at MIC is 17. Those applying as mature students must be 23 years or over.

Applicants must meet the minimum entry level requirements for their chosen course.

The assessment system that operates at Mary Immaculate College and the standards of academic performance required of students are governed by the Academic Regulations of the University of Limerick. The University's Handbook of Academic Regulations and Procedures can be accessed [here](#).

## **Enrolment**

Once an application has been successfully processed, a letter confirming that a place has been reserved on the course will be issued to the applicant. Applicants are strongly advised not to make any travel arrangements until this confirmation letter has been received.

An applicant who accepts a formal offer of a place at Mary Immaculate College, and who pays the requisite fees, may enrol on the relevant programme of study and year of study under the conditions specified in the offer. Such enrolment shall take place at the times and in the manner specified to the student by Mary Immaculate College.

Generally, all fees must be paid in full by the date of registration. Applicants will only be able to commence a course if full fees have been received by Mary Immaculate College, or when valid financial support documentation has been provided. Each enrolled student shall continue to pay the requisite programme and other fees at the times and in the manner specified to the student from time to time by the College. A student may be denied permission to proceed to the next part of his/her programme of study if all fees have not been paid in full. Failure to comply may result in the invalidation of the offer of a place and/or the termination of the student's enrolment.

A student shall be enrolled for one programme and year of study only in each semester. Exceptions may be approved by the Vice President Academic Affairs.

A student who wishes to change his/her enrolment status may apply to do so at the times and in the manner specified from time to time by the College. The correct procedure for doing so is detailed in the Mary Immaculate College Student Handbook:

<https://www.mic.ul.ie/current-students/student-handbook>

It is the student's responsibility to ensure that financial sponsorship documents are up to date. If at any stage the sponsorship documents expire and no other financial arrangements have been agreed, then MIC has the right to cancel the student's enrolment without notice. **Registration**

Each student shall register each semester for the modules in which s/he wishes to receive grades in that semester. Such registrations shall include all modules specified for that semester in the student's programme of study. Registration must take place at the times and in the manner specified by the College. Payment of fees shall not constitute registration.

Failure to comply at the times and in the manner specified to the student may result in the student's exclusion from assessments in the module(s) for which s/he fails to register. A student may also be personally liable for late registration fee and may be liable for academic fees in programmes for which s/he fails to register in the manner specified by the College.

