

## Photo ID Image Upload

ACADEMIC YEAR: 2021/22

PERSONAL CORRESPONDENCE PAYMENTS INTERVIEW DETAILS TRANSFER QQI RESULT

EDIT DETAILS

Course Name:

Salutation:

First Name:

Surname:

PPS:

GNIB:

DOB:

Gender:

Address 1:

Address 2:

City/Town:

County:

Country:

Eircode:

Mobile:

Student ID:

Choose file No file chosen

UPLOAD

1. Taking your Student Photo please see guideline below



Courtesy passport office Ireland

2. Login to your student account using the Username and password provided in the Acknowledgment letter you received from us
3. In "Personal" click on "Choose File"
4. Select your Photo and click "OK"
5. Click on "Upload" - your photo is now uploaded

County:

Relationship:

Document List

Select plus sign above to upload document.

## Document/Sample Artwork Upload

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EDIT DETAILS

Course Name:

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Gender:

EU Status:

Nationality:

Ethnic:

Status:

Status:

Address while at Co:

Address 1:

Address 2:

City/Town:

County:

First Name:

Surname:

Number:

Relationship:

Student ID:

Choose file No file chosen

UPLOAD

1. Login to your student account using the Username and password provided in the Acknowledgment letter you received from us
2. In "Personal" scroll down until you see "Document List"
3. Click on the Green Icon
4. Select "Choose File" and select the file(s) you want to upload into your student account
5. Click on "Upload" - your files are now uploaded

Document List

Select plus sign above to upload document.