**Grad Dip in TLS Application Checklist**

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|  | Check ✔ |
| Academic qualifications - Full degree transcript and certificates/awards |  |
| Evidence of engagement in teaching in the higher or further education sector for the duration of the programme (letter from Head of Department confirming these teaching responsibilities) |  |
| A brief personal statement outlining background and motivations for taking the course (should be uploaded under Supporting Documents for this Programme). |  |
| If funded by an organisation external to UL provide confirmation of funding approval. |  |
| Completed Further Study Application Form\*. Please also submit to HR by email to the Human Resources Division (Alison O’Regan; [alison.oregan@ul.ie](mailto:alison.oregan@ul.ie))  \*UL Staff only (not for PhD students or non-UL applicants). |  |
| Approval for dual registration, if currently registered on another programme in UL. |  |
| Any requests for Recognition of Prior Learning (RPL) exemptions should be discussed with the Course Director at the point of entry. Clear justification of prior accredited/non-accredited qualifications should be provided, including an outline of how relevant learning outcomes have previously been achieved in the module(s) in question. |  |
| If your qualifications have been obtained in a country where English is an official language this will suffice. If this is not available, the following additional documents must be provided: • English translation of your qualification(s)/transcripts AND • English language competency certificate  For more information [**Click Here**](https://www.ul.ie/gps/about/entry-requirements/english-language-requirements) |  |