

Before you start your Digital Portfolio Submission:

- You will need your CAO number to begin your submission.
- All courses which require portfolio assessment must have been included on your CAO application by February 1st.
- Your digital portfolio submission should have a minimum of 10 pieces and a maximum of 25 pieces uploaded to your submission in a pdf format.
- We have prepared some helpful tips for photographing your work, changing your file sizes and preparing your pdf file.
- Film + video files must be submitted via a url: YouTube, Vimeo, etc. Please make sure that any online videos are public and password free for assessing.

Digital Portfolio Submission FAQs

How do I submit my digital portfolio to more than one course?

The website submission section will allow you to assign your portfolio to more than one course.

When will I receive my results?

We expect to publish results within 3 weeks of the final submission deadline.

Do I need to document and submit every piece from my physical portfolio or an overview?

Allow for up to 25 pieces in your pdf document. If you have a greater quantity of work you should make a final selection that showcases the very best of your work and suitability for your course/s of choice.

Do I need to photograph and submit pages from my sketchbooks?

Yes – we are very interested in seeing your process work and development studies. You may consider creating a collage to show the range of investigations. Or consider a short movie see [Tips on Creating a Digital Portfolio](#).

Should I receive a confirmation email to acknowledge that the Crawford has received my portfolio submission?

Yes – you will receive an email confirming receipt of your submission.

If I have any queries about the submission process, who do I contact?

Please contact the Crawford Admissions Office: ccad.enquiries@cit.ie

What will happen to my digital submission after assessment? Do you delete files?

We will retain all Applicant files until the end of the recruitment period – on the date of final CAO offers being made in 2021. Once all offers have been made all data will be securely deleted according to GDPR guidelines.