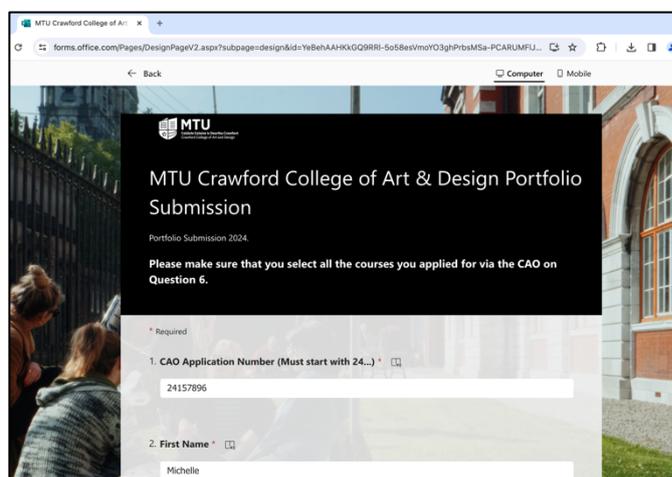


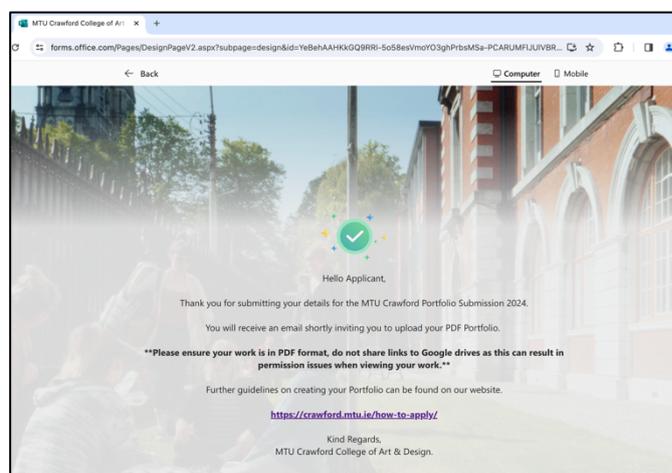
## MTU Crawford College of Art & Design Portfolio Submission Guide

1. Open the Application form on the **Apply** webpage: <https://crawford.mtu.ie/how-to-apply/>
2. Fill in our details on each section of the form, making sure the correct CAO number and correct email address are entered, then click **'Submit'**.

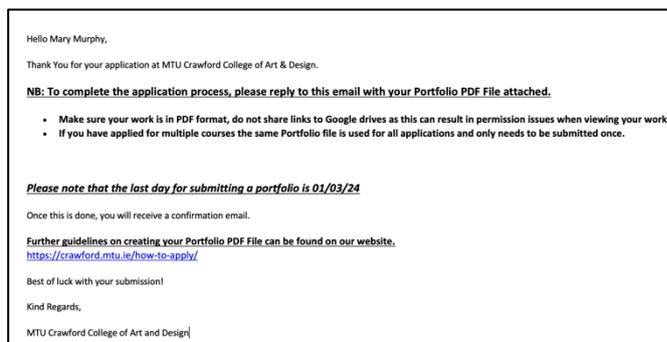


The screenshot shows a web browser displaying the MTU Crawford College of Art & Design Portfolio Submission form. The page title is "MTU Crawford College of Art & Design Portfolio Submission" and the subtitle is "Portfolio Submission 2024". A message reads: "Please make sure that you select all the courses you applied for via the CAO on Question 6." The form contains two required fields: "1. CAO Application Number (Must start with 24...)" with the value "24157896" and "2. First Name" with the value "Michelle".

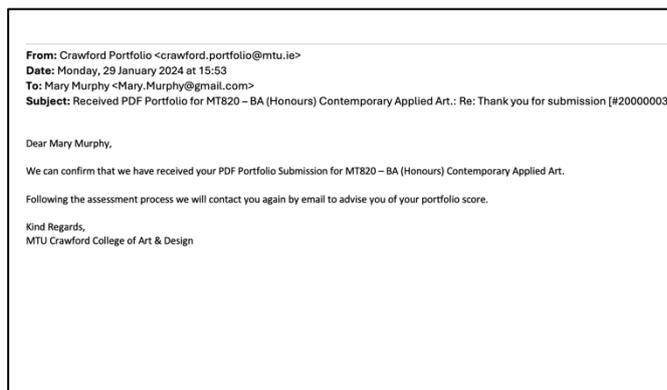
3. Once your form has been submitted you will see a **thank you** message on the screen which informs you of the next steps. It also shows a link to the college website which provides guidelines on creating your portfolio should you require assistance.



- You will receive an email from [crawford.portfolio@mtu.ie](mailto:crawford.portfolio@mtu.ie) confirming your application and the specific courses you have applied for. **Please reply to this email and attach your PDF Portfolio file.**
  - Make sure your work is in PDF format, do not share links to Google drives as this can result in permission issues when viewing your work.**
  - If you have applied for multiple courses the same Portfolio File can be used and it only needs to be submitted once.**



- Once we have received your Portfolio File you will receive a confirmation email.



- When your Portfolio has been assessed by our team you will receive a final email advising you of the portfolio score you have achieved.

**If you have any queries, please let us know email [crawford.portfolio@mtu.ie](mailto:crawford.portfolio@mtu.ie)**

