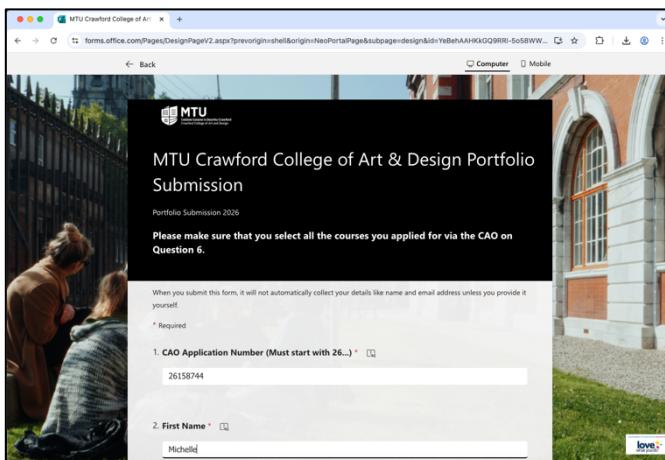


# Portfolio Submission Guide:

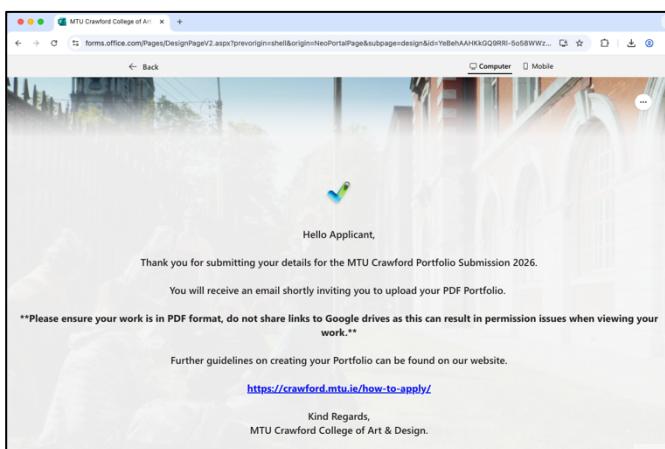
## MTU Crawford College of Art & Design Portfolio Submission Guide

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**'.



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.



# Portfolio Submission Guide:

4. 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.**

Hello Mary Murphy,

Thank You for your application at MTU Crawford College of Art & Design.

**NB:**  
To complete the application process, please reply to this email with your Portfolio PDF File attached.

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 is used for all applications and only needs to be submitted once.

If you have applied for multiple courses the same Portfolio file is used for all applications and only needs to be submitted once.

**Please note that the last day for submitting a portfolio is 27/02/26**

Once this is done, you will receive a confirmation email.

Further guidelines on creating your Portfolio PDF File can be found on our website.  
<https://crawford.mtu.ie/how-to-apply/>

Best of luck with your submission!

Kind Regards,

MTU Crawford College of Art and Design

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

**From:** Crawford Portfolio <[crawford.portfolio@mtu.ie](mailto:crawford.portfolio@mtu.ie)>  
**Date:** Monday, 19 January 2026 at 16:11  
**To:** Mary Murphy  
**Subject:** Received PDF Portfolio for MT820 – BA (Honours) Contemporary Applied Art.: Re: Thank you for submission [#26000000...]

Dear Mary Murphy,

We can confirm that we have received your PDF Portfolio Submission for MT820 – BA (Honours) Contemporary Applied Art.

Following the assessment process we will contact you again by email to advise you of your portfolio score.

Kind Regards,  
MTU Crawford College of Art & Design

6. 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)

