

PORTFOLIO: Submission Guide



MTU Crawford College of Art & Design Portfolio Submission Guide

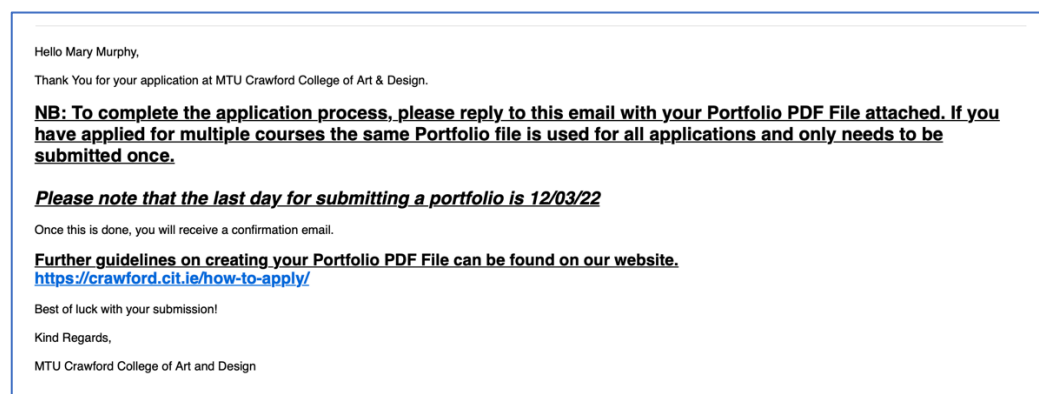
All applicants will receive an email from our Admissions team with a webpage link to the online submission form.

1. Please click on the link to the online form that has been sent to you by email. (This is also be available on the **How to Apply** section on our website)

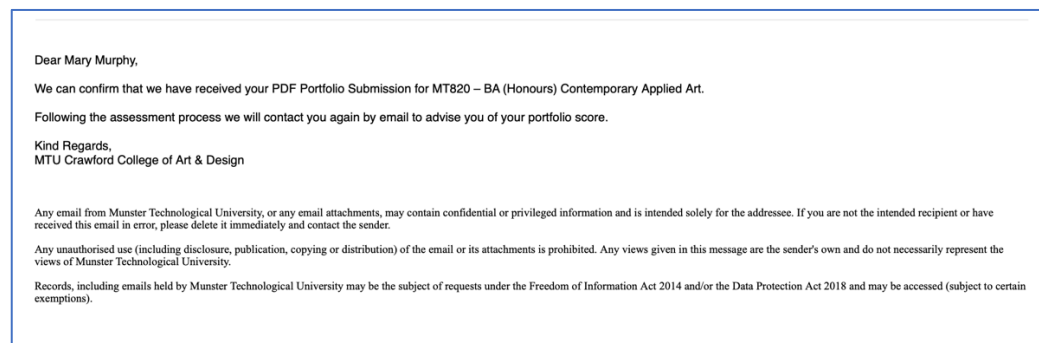
2. Fill in your details on each section of this form making sure you have the correct CAO number and email address entered, then click on **Submit**.

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.
4. You will receive an email from 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.**

Note: If you have applied for multiple courses the same Portfolio File can be used and it only needs to be submitted once.



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



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