## PORTFOLIO: Submission Guide



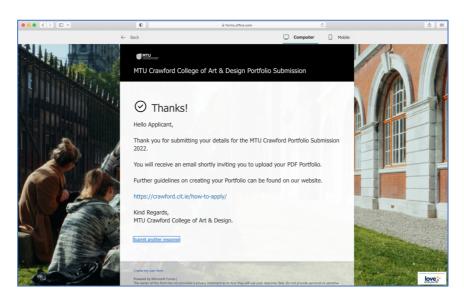
## MTU Crawford College of Art & Design Portfolio Submission Guide

## 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)

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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.
- You will receive an email from <u>crawford.portfolio@mtu.ie</u> 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.

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
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Records, including emails held by Munster Technological University may be the subject of requests under the Freedom of Information Act 2014 and/or the Data Protection Act 2018 and may be accessed (subject to exemptions).

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 <a href="mailto:crawford.portfolio@mtu.ie">crawford.portfolio@mtu.ie</a>