

## Ireland Fellows Programme - Latin America Stage 1 Application Form 2025/26

ONLY TYPED APPLICATIONS SUBMITTED BY EMAIL ARE ACCEPTABLE

The closing date for receipt of Stage 1 applications and accompanying documents is 28 July 2024.

Applications should be submitted by email to the relevant Embassy of Ireland (see page 6 of the Guidance Note for contact details).

Before completing this Application Form, please carefully read the Guidance Note for Applicants

Have you included a scanned copy of the following documents with your application? Your application will not be valid unless copies of these documents are included.

- 1. **Official identification:** either your passport (only the identity page is required), or other official identification document if you do not have a passport at this time.
- 2. Your undergraduate degree award certificate.
- 3. Your undergraduate degree academic transcript. Please also include the explanation of the grading system, where provided with your transcript or otherwise available.

### Application Summary

- I am a national of \_\_\_\_\_ and am resident in \_\_\_\_\_.
- I have \_\_\_\_\_ years of substantial work experience that is **directly relevant** to my proposed programme(s) of study.
- I hold a bachelor's level academic qualification from an accredited and government-recognised higher education institution, awarded since 2013, with a final overall grade of \_\_\_\_\_.
- I do not already hold a qualification at master's level or higher. I am not currently undertaking a programme at master's level or higher, and I am not due to start a programme at master's level or higher in the academic year 2024/25.
- I have not applied for the Ireland Fellows Programme on more than one previous occasion.
- I understand that the Ireland Fellows Programme covers the recipient only and that financial support or visas for spouses or dependents are not included within the scope of the programme.

**1. Personal information:**

*Embassy Code No.*

<b>Surname</b>			
<b>First or given name</b> <i>as it appears on your passport or official document</i>			
<b>Gender:</b> - Male - Female - Non-binary - Other - Prefer not to say			
<b>Do you belong to an underrepresented community/group?</b> - Yes – Please give details - No - Prefer not to say			
<b>Nationality</b>			
<b>Country of residence</b>			
<b>Date of birth</b> (day/month/year)		/ /	
<b>Contact details</b>			
<b>Phone no.</b>			
<b>Main email address</b> – <i>it is vital that we can communicate with you by email. Please provide the email address that you most regularly check. If this is a work address, please also provide your personal email address.</i>			
<b>Accessibility Requirements</b> <i>The Government of Ireland supports equality of opportunity and welcomes diversity. It is important that you let us know if you have any accessibility requirements for completing your English language test, or for during your time in Ireland, should you be shortlisted following your Stage 1, Stage 2 or Stage 3 application. These may include for specific learning difficulties, hearing difficulties and visual difficulties, or medical conditions. Accommodations may include braille papers, a lip-reading version of the listening test, or enlarged print.</i>			
Do you have any accessibility requirements?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Have you ever previously applied for any of Ireland’s Fellowship Programmes?</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please list year(s) in which you previously applied and indicate if you were successful:			
<b>Are you applying or do you intend to apply for any other fellowship to study at postgraduate level?</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If yes, please provide details:</i>			
<b>For Embassy use only:</b>			

<b>2. Education</b>			
<i>Please provide details of each higher education qualification you have attained.</i>			
<b>A) Bachelor’s level qualification:</b> <i>(must have been awarded by a government recognised university/college no earlier than 2013)</i>			
<b>Name of degree</b> <i>(e.g. B.Sc. Mathematics)</i>	<b>University/College</b> <i>Include location</i>	<b>Dates</b> <i>from/to</i>	<b>Final overall grade.</b> <i>Please provide final grade and, if available, your GPA score and GPA scale.</i>
			<b>Grade</b> <b>GPA score</b>

			GPA Scale
<b>B) Other academic qualifications</b>			
Qualification and name of degree <i>(e.g. Postgraduate Diploma in Accountancy)</i>	University/College/Institution <i>Include location</i>	Dates <i>from/to</i>	Final overall grade. <i>Please provide final grade and, if available, your GPA score and GPA scale.</i>
			Grade GPA score GPA Scale
			Grade GPA score GPA Scale
			Grade GPA score GPA Scale

English language test:	
<b>IELTS test results (if available)</b> Date of test: (day/month/year) <b>Must be dated September 2023 or later</b>	<b>Date:</b> /     /     (Day/Month/Year)  <b>Overall score:</b> Writing score: Reading score: Speaking score: Listening score:
<b>If you have the results of another English language test (e.g. TOEFL), please provide details here</b>	<b>Name of test:</b> <b>Date:</b>  <b>Overall score:</b>
<b>For Embassy use only:</b>	

3. Work Experience: <i>Please refer to Guidance Note for Applicants</i>	
<b>A) Your employing organisation*</b>	
<b>Current Job title</b>	
<b>How long have you worked with this organisation?</b>	years and       months
<b>B) If applicable, list in chronological order any <u>previous positions</u> you have held with <u>this</u> organisation, indicating your job title and start and finish dates (month/year).</b>	
<b>Job title</b>	<b>(month/year)</b>
	/       to       /
	/       to       /
<b>C) If you have <u>previous</u> work experience <u>outside</u> the organisation where you currently work, please state your job title and start and finish dates (months/years). This may include internships - 1 year working as an intern will be considered equivalent to 6 months' work experience when evaluating applications. If you are currently unemployed, please include your previous work experience here.</b>	
<b>Employing Organisation and Job title</b>	<b>(month/year)</b>
	/       to       /

	/ to /
	/ to /
<b>D) Total number of years' relevant work experience</b> <i>Please provide the total number of years of work experience that is <u>directly relevant</u> to your proposed programme(s) of study.</i>	years and months
<b>E) Please provide brief details of leadership positions you hold or have held in the past (e.g. in work, in volunteer work, within social activism, in community organisations, as class/work representative, or college roles).</b>	
<b>Position</b>	<b>(month/year)</b>
	/ to /
	/ to /
	/ to /
<b>For Embassy use only:</b>	

**4. Master's programme choices in Ireland:**

Please ensure you have carefully read through the [Directory of Eligible Programmes](#) and the [Guidance Note for Applicants](#) before completing this question. Programmes must be listed in order of preference. If you are shortlisted following Stage 2 and the interview process, and you are invited to apply to HEIs in Ireland, you will be invited to apply to two programmes. Priority will be given to your choices in the order you have listed them in your application, but this cannot be guaranteed.

	University/college name	Full programme title	Programme code <i>Can be found on HEI master's programme website</i>
1			
2			
3			
<b>For Embassy use only:</b>			

**5. Why do you wish to be considered for a Fellowship in Ireland?**

The aims of the Ireland Fellows Programme are to nurture future leaders; to develop in-country capacity to achieve national SDG goals; and to build positive relationships with Ireland.

Please explain your motivation for applying for this Fellowship under the following headings:

- How would the specific programmes of study in Ireland which you have chosen assist you in your career aspirations? (150 words)
- How would the programmes of study in Ireland help you work towards achieving your country's national SDG goals? (150 words)
- How would you propose to contribute to links between your country and Ireland? (150 words)

**Do not exceed the word limit.**

**For Embassy use only:**

## DECLARATION

I acknowledge that the information and documents I submit as part of my application will be shared with:

- (i) the management agency for the Ireland Fellows Programme
- (ii) the Irish Embassy, and
- (iii) the Irish Department of Foreign Affairs

**When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).**

The Ireland Fellows Programme is fully funded by the Irish Government and is offered under the auspices of the Department of Foreign Affairs (DFA). It aligns with the Irish Government's commitment under Global Ireland and the national implementation plan for the Sustainable Development Goals (SDGs), Ireland's Policy for International Development, and Ireland's International Education Strategy.

The Department of Foreign Affairs (the Department) is committed to protecting your personal data and your privacy. This Data Privacy Notice lets you know how, and why, we use your personal information.

The Department has identified Article 6(1)(e) of the GDPR and Section 38(1)(b) of the Data Protection Act 2018 as lawful bases for processing your personal data. Section 38(1) provides that processing of personal data is lawful to the extent that it is necessary and proportionate for the administration of any non-statutory scheme, programme or funds where the legal basis is a function of a controller conferred by or under an enactment or the Constitution". In addition to the provisions of [Bunreacht na hÉireann/the Constitution of Ireland](#) and the International Treaties which guide Ireland's foreign policy work, the power to collect and process data, is bestowed to the Department by The Ministers & Secretaries Acts 1924 to 2017.

Information on your rights under the GDPR, including the contact details of the Department's Data Protection Officer, can be found here:

<https://www.dfa.ie/media/dfa/alldfawebsitemedia/aboutus/Data-Privacy-Notice.pdf>

The Department reserves the right to amend this privacy notice and an updated notice will be issued where required.

I have read and understand the following:

**We do not ask whether applicants have a criminal record at the application stage. However, applicants should note that a criminal record may be a reason for a refusal of a visa or for entry to Ireland. If an applicant has a query about this, they are advised to contact the relevant Irish Embassy.**

I certify that all the information I have given is true, complete and accurate to the best of my knowledge.

Name

Date:        /        /        (Day/Month/Year)

*Where did you hear about the Ireland Fellows Programme?*

- Social Media (please specify Facebook, Twitter, WhatsApp...)*
- University/College*
- Through your Employer*
- Word of Mouth*
- Radio/Newspaper*
- Government Source (please specify)*
- Other (please specify)*