




UCD APPLICATION INSTRUCTIONS

Non-EU exchange students

2015



Thank you for applying to UCD. Please follow the instructions and the symbol  in every image to successfully apply.

Please note that applications must be submitted before the deadlines shown below:

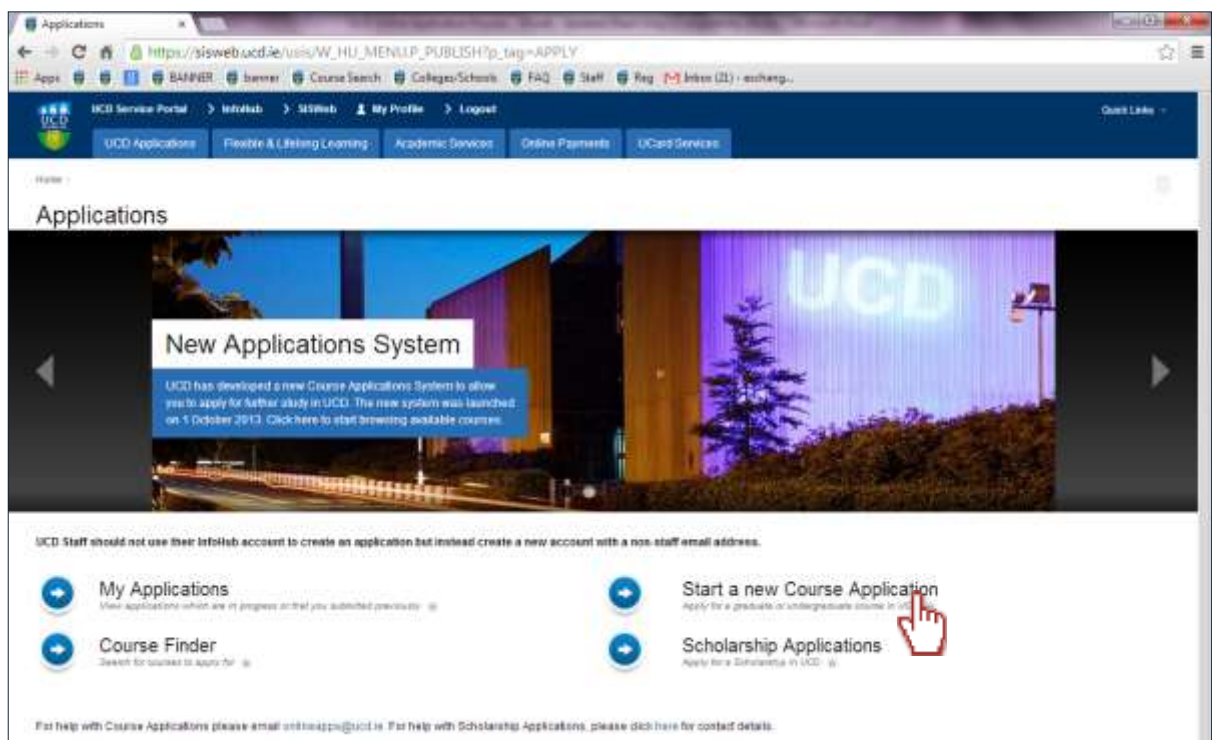
- Semester 1 (Sept-Dec 2014) and Full Year students: 15 May 2015.
- Semester 2 (Jan-May 2015): 15 October 2015.

Go to <http://www.ucd.ie/apply/> (Click “Apply Online”)



The screenshot shows the UCD Registry website at www.ucd.ie/apply/. The page features a navigation menu on the left, a main content area with a header 'UCD Applications' and 'Clárann UCD', and a central section with a grid of links including 'How to apply online', 'Completing the application form', 'Contact us', 'Course information', 'FAQs', and 'Apply'. A prominent green 'APPLY ONLINE' button with a hand cursor icon is highlighted. Below the button, there is a notice about service interruptions and a warning for staff not to use their Infolab accounts.

Click “Start a new Course Application”



The screenshot shows the UCD Applications portal at https://sisweb.ucd.ie/ucis/W_HU_MENU/PUBLISH?p_tag=APPLY. The page features a navigation bar with 'UCD Applications', 'Flexible & Lifelong Learning', 'Academic Services', 'Online Payments', and 'UCD Services'. A large banner for the 'New Applications System' is displayed, followed by a grid of application options: 'My Applications', 'Course Finder', 'Start a new Course Application', and 'Scholarship Applications'. A hand cursor icon points to the 'Start a new Course Application' button. A note at the bottom states: 'For help with Course Applications please email onlineapps@ucd.ie. For help with Scholarship Applications, please click here for contact details.'

Click on “Create a New Account”

UCD Service Portal > Login > InfoHub > SISWeb

Please login or create an account to access this page

Use an existing Account

Email Address, ID Number
or Connect Username

Password [Forgot Password](#)

[Login](#)

Create a new Account

Creating a new account is easy and only takes a minute - you will be asked simply for your email address, Password, name and security question

[Create a New Account](#)

IMPORTANT

If you are a UCD student or alumnus, then you should login using your existing student number so that you do not have to provide transcripts and other information relating to your time in UCD.

Staff should not use their InfoHub account but instead create a new account with a non-staff email address.

Visitors who already have a V number should login using this number.

[UCD Privacy Statement](#)

Fill in basic details such as name, e-mail address, phone numbers and a password. Click “Create Account” on this screen.

UCD Service Portal > Login > InfoHub > SISWeb

Create a new Account

If you are a UCD student or UCD alumnus then you should use your existing account.
Staff applying for courses through UCD Applications should not use their InfoHub account but instead create a new account with a non-staff email address.
Staff applying for courses through Adult Education, CPD or booking events can use their existing account.

Please enter the details requested below including a password and a security question and answer.

* Indicates a required field.

Forename*

Surname*

Email*

Mobile Number

Phone Number

Password*

Re-enter Password*

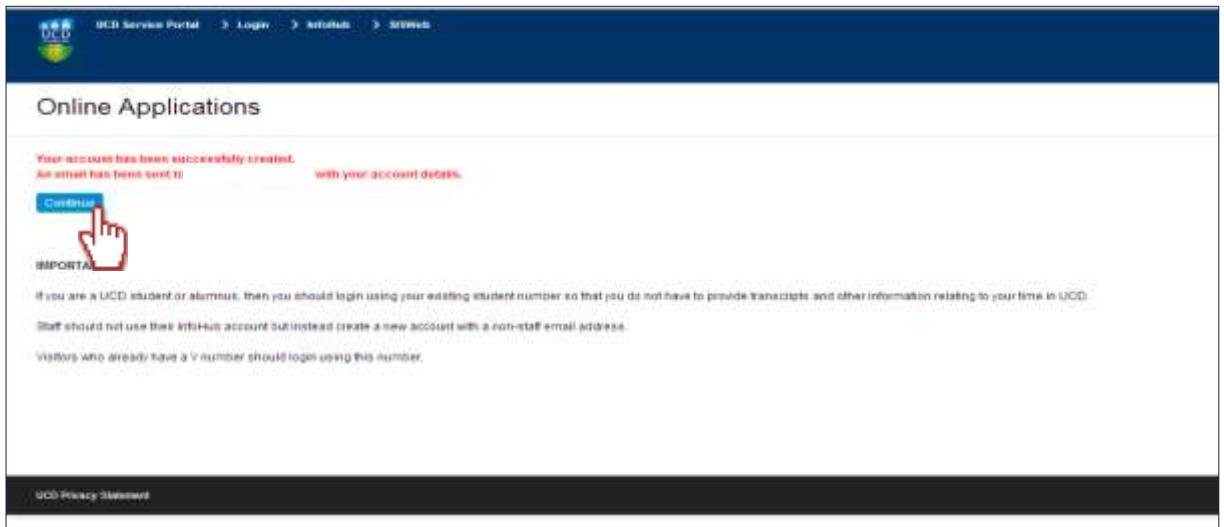
Security Question*

Security Answer*

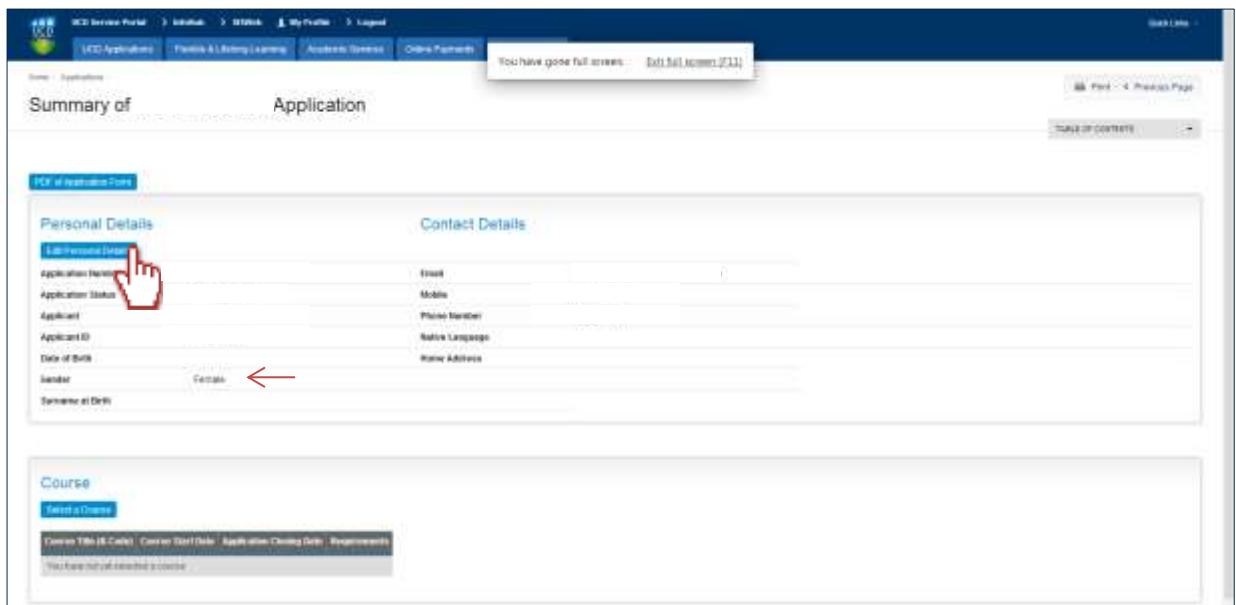
[Create Account](#)

The mobile and phone number must include the International Code of your country. All country codes are available here http://en.wikipedia.org/wiki/List_of_country_calling_codes

Click “Continue”. An e-mail will be sent to the e-mail address you provided. This e-mail is a confirmation of your account with UCD. ***Please keep this for future reference.***



You will then come to a new screen showing the personal details you entered previously. The gender is automatically set to “female” as a default setting. Select “Edit Personal Details” to change this if necessary and input the remaining compulsory details.



Note:

Please complete these details carefully as they will be used for official purposes. Your home address must be correct and fully complete (including postal code). Your UCD Transcripts will be sent to this address.

Click “Save & Return” once you are finished.

Personal Detail

Birthdate example 2000-01-01

This address must be your Home Address, where the official documents will be sent. Please, do not put a temporary address where you will not be present after the exchange. Transcripts will also be sent to this address.

Save & Return

You will return to the main screen with your updated details displaying. Click “Select a Course” to select your area of study.

Summary of Application

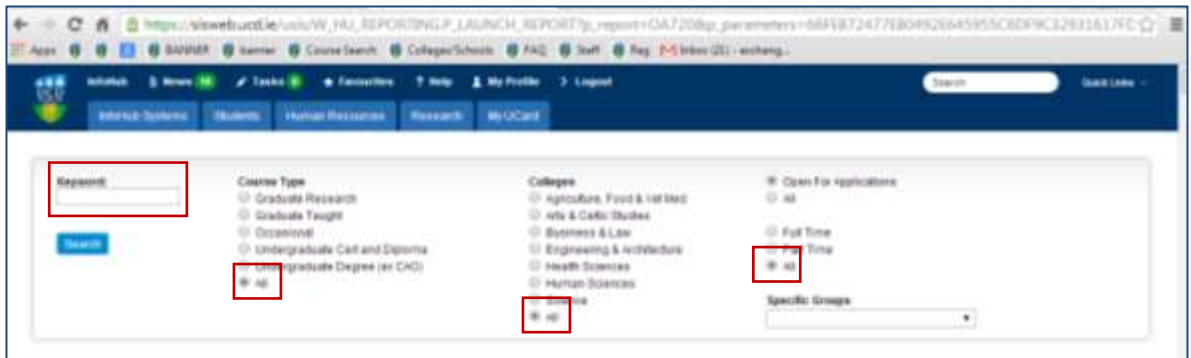
Personal Details

Course

Select a Course

The next screen will show you all the courses available in UCD. You may use the search bar at the top left hand corner to search for a course.

Enter “Non-EU” in the search bar. Ensure that “Course Type” says “All” and “Colleges” says “All”.



Select a course and click “Apply”. (Please check the list in page 7 for information on what course to apply to.)

Select:

“Sem 1” If you are coming from September to December.

“Sem 2” If you are coming from January to May.

“ Full Yr” If you are coming from September to May.

Example:

“A Non-EU exchange Student who has been nominated by his/her home university to come to UCD from September to December to study Engineering must select: “Non-EU Engineering & Architecture Sem 1”.

Select a Course

Course (click to view course web page)	Course Type	For Entry in	Closing Date (If Applicable)	Click to
Non-EU Exchange Agriculture & Food Science Full Year (CA47)	Occasional	Sep 2014	Open for Applications	Apply
Non-EU Exchange Agriculture & Food Science Sem 1 (CA25)	Occasional	Sep 2014	Open for Applications	Apply
Non-EU Exchange Agriculture & Food Science Sem 2 (CA26)	Occasional	Sep 2014	Open for Applications	Apply
Non-EU Exchange Arts & Celtic Studies Full Year (CF18)	Occasional	Sep 2014	Open for Applications	Apply
Non-EU Exchange Arts & Celtic Studies Sem 1 (CF14)	Occasional	Sep 2014	Open for Applications	Apply
Non-EU Exchange Arts & Celtic Studies Sem 2 (CF15)	Occasional	Sep 2014	Open for Applications	Apply
Non-EU Exchange Business Full Year (CB24)	Occasional	Sep 2014	Open for Applications	Apply
Non-EU Exchange Business Sem 1 (CB22)	Occasional	Sep 2014	Open for Applications	Apply
Non-EU Exchange Business Sem 2 (CB23)	Occasional	Sep 2014	Open for Applications	Apply
Non-EU Exchange Engineering & Architecture Full Yr (CV98)	Occasional	Sep 2014	Open for Applications	Apply
Non-EU Exchange Engineering & Architecture Sem 1 (CV94)	Occasional	Sep 2014	Open for Applications	Apply
Non-EU Exchange Engineering & Architecture Sem 2 (CV95)	Occasional	Sep 2014	Open for Applications	Apply
Non-EU Exchange Health Sciences Full Yr (CT96)	Occasional	Sep 2014	Open for Applications	Apply
Non-EU Exchange Health Sciences Sem 1 (CT94)	Occasional	Sep 2014	Open for Applications	Apply
Non-EU Exchange Health Sciences Sem 2 (CT95)	Occasional	Sep 2014	Open for Applications	Apply
Non-EU Exchange Human Sciences Full Year (CD15)	Occasional	Sep 2014	Open for Applications	Apply
Non-EU Exchange Human Sciences Sem 1 (CD13)	Occasional	Sep 2014	Open for Applications	Apply
Non-EU Exchange Human Sciences Sem 2 (CD14)	Occasional	Sep 2014	Open for Applications	Apply
Non-EU Exchange Science Sem 1 (CU34)	Occasional	Sep 2014	Open for Applications	Apply
Non-EU Exchange Science Sem 2 (CU35)	Occasional	Sep 2014	Open for Applications	Apply
Non-EU Exchange Veterinary Medicine Full Year (CA15)	Occasional	Sep 2014	Open for Applications	Apply
Non-EU Exchange Veterinary Medicine Sem 1 (CA17)	Occasional	Sep 2014	Open for Applications	Apply
Non-EU Exchange Veterinary Medicine Sem 2 (CA18)	Occasional	Sep 2014	Open for Applications	Apply

Select:

If you are studying:

Non-EU Exchange
Arts & Celtic
Studies

- Archaeology
- Art History & Cultural Policy
- Classics
- English, Drama & Film
- History & Archives
- Irish, Celtic Studies, Irish Folklore & Linguistics
- Languages & Literatures
- Music

Non-EU Exchange
Human Sciences

- Applied Social Science
- Economics
- Geography, Planning & Environmental Policy
- Information & Library Studies
- Philosophy
- Politics & International Relations
- Psychology
- Social Justice
- Sociology

Non-EU Exchange
Health Sciences

- Medicine
- Nursing, Midwifery & Health Systems
- Public Health, Physiotherapy & Population Science
- Sports Science

Non-EU Exchange
Science

- Biology & Environmental Science
- Biomolecular & Biomedical Science
- Chemistry & Chemical Biology
- Computer Science & Informatics
- Geological Sciences
- Mathematical Sciences
- Physics

Non-EU Exchange
Engineering &
Architecture

- Architecture
- Landscape & Civil Engineering
- Chemical & Bioprocess Engineering
- Electrical, Electronic & Mechanical Engineering

Non-EU Exchange
Agriculture &
Food Science

- Agriculture
- Food Science

Click “Add a College”.

The screenshot shows the 'Add a College' section of the UCD application portal. It includes a table for 'Course' with columns for 'Course Title (& Code)', 'Course Start Date', 'Application Closing Date', and 'Requirements'. A red box highlights the text: "When entering your previous College details for your current institution (i.e. your home university) only." Below this is the 'Academic Record' section with a table for 'Institution', 'Title of Qualification', 'Date of Study', and 'Click for'. A hand cursor points to the 'Add a College' button. The 'General Questions' section is also visible, with a table for 'Question' and 'Answer'.

Note:

- When entering your College Details, list your current institution only.

Add your current university’s details and your current degree programme.
Click in “Save and Return”

The screenshot shows the 'Add a College' form. It includes fields for 'Institution Name', 'Country', 'URL for Institution Website', 'Title of Qualification', 'Attended from (approx)', 'Attended until (if finished)', 'Date Awarded', 'Subjects Studied', 'Overall Result', 'Expected Complete Date', and 'Expected Result'. A hand cursor points to the 'Save and Return' button. The form also includes a note: "These are the 250 most frequently used institutions" and "If you only know the year - then enter 1 January and the Year: e.g. 25-FEB-2014".

Answer the general questions. Click “Answer these Questions”

The screenshot shows the UCD application portal interface. At the top, there are navigation tabs: 'Initial System', 'Modules', 'Home Resources', 'Research', and 'My UCD'. Below this, there are sections for 'Surname at Birth', 'Course', and 'Academic Record'. The 'Course' section has a 'Change Course' button. The 'Academic Record' section has an 'Add a College' button. The 'General Questions' section is highlighted, and a red hand cursor points to the 'Answer these Questions' button. Below this button, there is a table with columns for 'Question' and 'Answer'. The first question is 'Current year of study in the University from which you are applying:'. Below the table, there are instructions: 'Please list the courses you would like to study while in UCD, including the course unit code and course unit title as indicated on http://www.ucd.ie/student/course_search.htm. Please state your reasons and objectives for wanting to apply as an Exchange student to UCD. Please indicate if you are required to take any of the above courses by your home university. If so, please give details.'

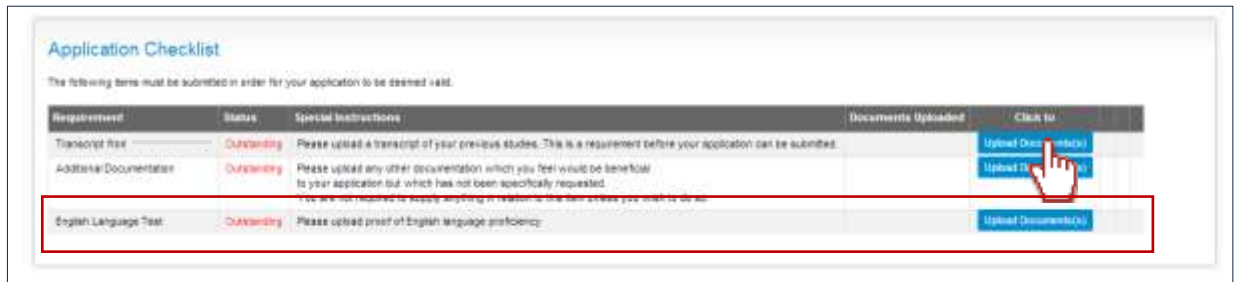
When answered, click “Submit”

The screenshot shows the 'Other Questions' section of the UCD application portal. At the top, there are navigation tabs: 'Initial System', 'Modules', 'Home Resources', 'Research', and 'My UCD'. Below this, there are navigation links: 'Home', 'Course Profile in UCD', 'Summary of New Zealand Student Application', 'Prior College - Summary of New Zealand Student Application', 'Prior College - Summary of New Zealand Student Application', and 'Previous Page'. The 'Other Questions' section contains instructions: 'Please note that a red asterisk indicates that the question is compulsory. Answers should be in the Roman alphabet only (i.e. other alphabets - Kanji, Chinese, Arabic etc. should not be used)'. Below this, there is a 'General Questions' section with a text input field, a dropdown menu, and a radio button. A red box highlights a note: 'NOTE: This list of courses will be used as a guide only. We cannot guarantee that you will be registered to the modules you list.' At the bottom, there is a 'Submit' button with a red hand cursor pointing to it. The footer contains 'Data Protection', 'UCD Privacy Statement', and 'Back to Top'.

Note:

- The courses listed will be reviewed and considered for reference only. This course list is not final and we will contact you at a later date regarding module registration

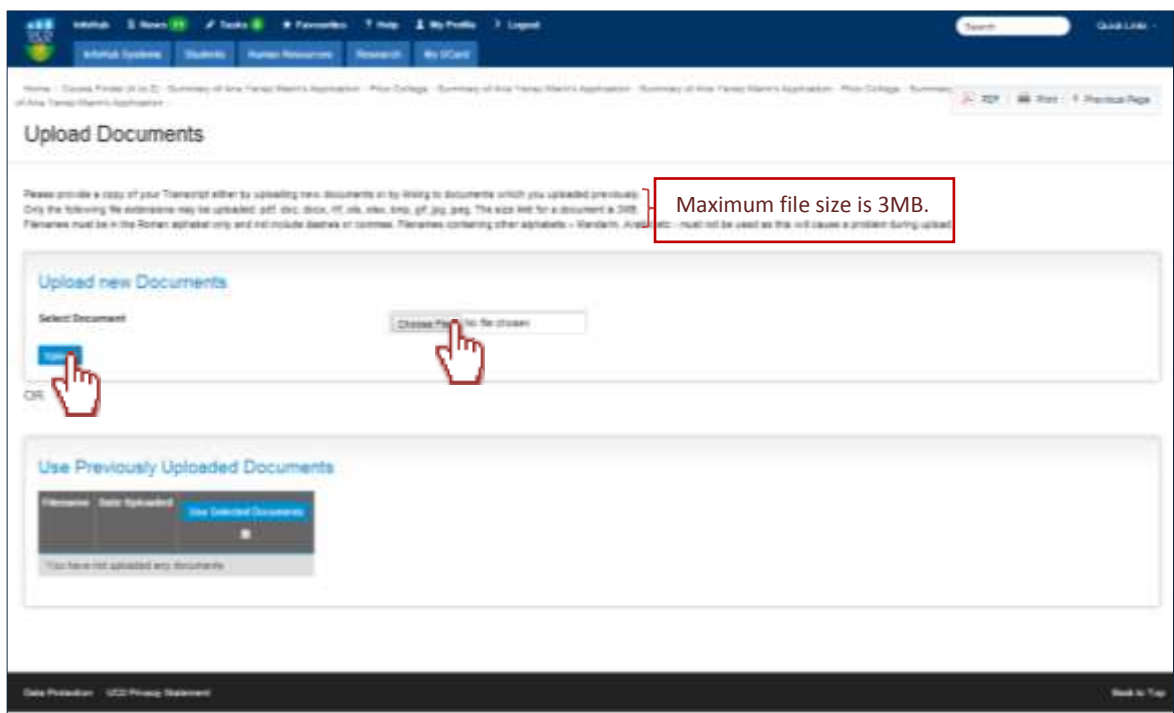
Upload your current academic transcript. Click “Upload Document(s)”.



Note:

- You must upload your Transcripts in order to successfully submit your application. This is a compulsory step in the application process for Non-EU exchange students.
- If English is not your first language, you will be asked to submit proof of English. You must upload your proof of English in order to complete your application. If your native language is not English but you study in an English speaking country, please upload a document that says so.

Click “Choose Files”. When the file is selected, click “Upload”



If successfully uploaded, the status will change from “Outstanding” to “Received”

The screenshot shows the UCD application portal interface. At the top, there are navigation links for 'Home', 'News', 'Tasks', 'Feedback', 'Help', 'My Profile', and 'Logout'. Below this is a search bar and a 'Quick Links' section. The main content area is divided into several sections:

- Application Checklist:** A table with columns for Requirement, Status, Special Instructions, Documents Uploaded, and Click to. The 'Transcript from' row has a status of 'Received on 25 February 2016' (highlighted with a red box). The 'Additional Documentation' row has a status of 'Outstanding'.
- Declaration:** A section with a 'Submit Application' button. It contains two numbered points: 'I have read the instructions...' and 'I understand that any offer of admission to me by UCD is subject to UCD Terms and Conditions of Offer of Admission available here and confirm that I have read and understood these terms and conditions.' The text 'available here and confirm' is highlighted with a red box.

At the bottom of the page, there is a footer with 'Data Protection | UCD Privacy Statement' and a 'Back to Top' link.

Read carefully the “Declaration” and the “Terms and Conditions”.

This is a close-up view of the 'Declaration' section from the previous screenshot. The 'Declaration' heading is highlighted with a red box. The text below it reads:

By clicking 'Submit' below, I confirm the following:

- I have read the instructions relating to the programme for which I am applying and I declare that the particulars given in the application are in every respect accurate, true and complete.
- I understand that any offer of admission to me by UCD is subject to UCD Terms and Conditions of Offer of Admission **available here and confirm** that I have read and understood these terms and conditions.

The text 'available here and confirm' is highlighted with a red box. Below the list is a 'Submit Application' button.

Double check your application and make sure everything is complete and correct and that the Transcripts are uploaded. Click “Submit Application”.

Application Checklist

The following items must be submitted in order for your application to be deemed valid:

Requirement	Status	Special Instructions	Documents Uploaded	Click to
Transcript Fee	Received on 29 February 2014	Please upload a transcript of your previous studies. This is a requirement before your application can be submitted.	Documents	Upload Documents Remove Documents
Additional Documentation	Outstanding	Please upload any other documentation which you feel would be beneficial to your application but which has not been specifically requested. You are not required to supply anything in relation to this form unless you wish to do so.	Documents	Upload Documents Remove Documents

Declaration

By clicking Submit below, I confirm the following:

- I have read the instructions relating to the programme for which I am applying and I declare that the particulars given in the application are in every respect accurate, true and complete.
- I understand that any offer of admission to me by UCD is subject to UCD Terms and Conditions of Offer of Admission available here and I confirm that I have read and understood these terms and conditions.

[Submit Application](#)

Note:

- Please make sure your application is fully complete before you submit the application.

Please, note that you will not be contacted immediately by UCD International. We will contact students in May if you apply for Semester 1 or Full year, and November if you apply for Semester 2.