

UCD APPLICATION INSTRUCTIONS

Non-EU exchange students





Please consider the environment before printing this document.

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")



Click "Start a new Course Application"



Click on "Create a New Account"

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Use an existing Account Email Address, ID Number or Connect Username Paseword Forget Pesson	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
IMPORTANT If you are a UCD student or asumnus, then you should login using your existing Staff should not use their Morkus account but instead create a new account wit Visitors who atready have a V number should login using this number.	student number so that you do not have to provide transcripts and other information relating to your time in UCD. It a non-staff email address.
UCD Privacy Statement	

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

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ou are a UCD student or UCD alumnus theo aff applying for courses through UCD Apply aff applying for courses through Adult Educ case enter the defails requested below inclu- ndicates a required field.	you should use your existing account ations should not use their intolets account b ation, CPD or booking events can use their exi ding a password and a security question and an	ut instead create a new account with a non-staff email address. aling account. gwar.
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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*.

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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.

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Note:

<u>Please complete these details carefully as they will be used for official purposes. Your home address</u> <u>must be correct and fully complete (including postal code). Your UCD Transcripts will be sent to this</u> <u>address.</u> Click "Save & Return" once you are finished.

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

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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".

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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".

Course (click to view course web page)	Course Type	For Entry in	Closing Date (# applicable)	Cite in to
ton-EU Exchange Agriculture & Food Science Full Year (CAS7)	Occestoriel	Sep 2014	Open for Applications	Apply
tion-bil Exchange Agriculture & Food Science Sem 1 (CA35)	Occasional	Sep 2014	Open for Applications	Acety
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tor-EU Exchange Arts & Cetto Studies FLA Vear (CF16)	Occasional	Sep 2014	Ceer for Applications	Apply
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line-52 Sectionge Susmann Full Year (GBG4)	Occasional	Sep 2014	Open for Applications	August
lien-EU Exchange Busitess Sent 1 (CB22)	Occasimal	Sep 2014	Open for Applications	Apple
ture (E) Excitange Business Serv 2 (CB21)	Occasional	Sep.2014	Open for Applications	400
Nur-EU Exchange Engineering & Architecture Fail V7 (CV98)	Occasional	Bep 2014	Open for Applications	Acuty
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Ron-EU Exchange Engineering & Architecture Sem 2 (CV05)	Occasional	Sep 2014	Open for Approximits	1004
Non-EU Exchange Reach Sciences Pull 17 (CTM)	Occessional	Sep 2014	Open for Applicatorie	A0097
ton-EU Exchange Heath Sciences Sent 1 (CT04)	Occasional	Sep 2014	Open for Applications	
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ton-EU Exchange Science Serv 2 (2018)	Bocasional	Sep 2014	Open for Applications	Acety
Non-EU Exchange Vetermary Medicine Full Visar (CA19)	Occasional	5ep 2014	Open for Applications	Anthy
Nen-EU Exchange Vetermary Medicine Sen 1 (CA17)	Docesionel	Sep 2014	Open for Applications	Acety
Non-EU Exchange Veleniary Vedicine Sen 2 (CA18)	Occesional	Sep 2014	Open for Applications	ADDAY

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".

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Note:

• When entering your College Details, list your <u>current</u> institution only.

Add your current university's details and your current degree programme. Click in "Save and Return"

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Answer the general questions. Click "Answer these Questions"

When answered, click "Submit"

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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)".

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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"

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

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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.