REVISED JULY 2013

INSTRUCTIONS FOR COMPLETING HOST UNIVERSITY APPLICATIONS

REPUBLIC OF IRELAND

UCEAP cannot guarantee placement at any one university. Our ability to honor your preferences is limited by appropriateness of academic program, space availability, student demand, impacted major departments, etc.

Read these instructions before completing host university application forms:

(1) Complete the host university application form if your top choice university is NUI Galway or Trinity College Dublin.

University College Cork and University College Dublin require an online application. Do NOT complete an online application until you are instructed to do so; you will be notified when to complete your online application.

**Students Completing A Hardcopy Application**
- You will submit the host university application form and supplemental materials to your Campus EAP Office along with your UCEAP application. Do not mail items to the host university.
- Where the host university application requires supplemental application documents already included in the UCEAP application (such as transcript, personal statement, recommendations, etc.), submit only the number of copies required for the UCEAP application.

**Students Completing An Online Application**
- Keep scanned copies of your official transcript(s), personal statement, letters of recommendation, and passport personal information page. You will need to upload these documents in the host university online application, even though they are submitted as part of the UCEAP application.

(2) Look over the Sample Forms before completing the applications. Many fields are difficult to understand or complete without referring to the Sample Forms.

(3) Course choices must be made from the host university’s course listing or catalog, and/or from the MyEAP Course Catalog. Do not choose courses from a University of California catalog. Before you select your courses:
   (a) Go to the Our Programs page for the [Irish Universities Program](#)
   (b) Click on the Courses & Credit tab
   (c) Choose an individual host institution link
   (d) Choose the host institution online catalog link
to review the host university’s current online catalog or course listing and also see which courses are restricted for international students. Not all courses are offered every term. The word “module” means the same as “course” and “class.” The word “unit” means the same as “credit.”

(4) Do not write the names of your other host university choices if the form has a field for this information. Your UCEAP application is sent to only one university at a time.

(5) Forms are updated as they become available. Use whatever version appears here.

(6) Do not staple anything. Documents will be rearranged and photocopies may be made.

(7) **Application Fee:** Do not submit an application fee.

(8) **Art Studio Applicants:** Submit a vinyl sleeve of approximately one dozen slides of your art work or other type of portfolio (such as a CD).
Republic of Ireland Host Universities

University College Cork
(A full load for one semester is 30 credits. A full load for the year is 60 credits.)

- Do not complete the UCC online application until you have been notified by EAP that your application will be referred to University College Cork.
- After you have been notified to complete an online application:
  - Create an application account and complete your online application. Refer to Cork’s application instructions as you complete your application.
    - After submitting your online application, download, print, and sign it. Do NOT send it to Victoria Pearson, as stated in Cork’s instructions.
    - EAP applicants are NOT required to submit a hardcopy transcript or recommendation. These will be taken from your EAP application, or completed on your behalf.
  - Complete the Online Learning Agreement. Refer to the Learning Agreement instructions as you complete it.
    - After submitting your learning agreement, download, print, and sign it. Do NOT send it to Victoria Pearson, as stated in Cork’s instructions.
  - Print and complete Cork’s Health & Safety Information Questionnaire.
  - Print and complete the student portion of Cork’s Study Abroad Approval Form.
  - When you have printed and signed all four (4) of the above forms, scan and email them to the EAP Ireland Program Manager, Hilary Noyce. She will sign your documents as your coordinator.

National University of Ireland, Galway
(A full load for one semester is 30 credits. A full load for the year is 60 credits.)

- Application Form
  - Attach a passport-size photo to your application form; it will be used to create your NUI Galway student ID. Do not submit photos printed on printer paper.
- Sample Form (disregard the date on the form)

Trinity College Dublin
(A full load for one semester is 30 credits. A full load for the year is 60 credits.)

- Application Form

- Sample Form

University College Dublin
(A full load for one semester is 30 credits. A full load for the year is 60 credits.)

- Do not complete the UCD online application until you have been notified by EAP that your application will be referred to University College Dublin.
- After you have been notified to complete an online application:
  - Complete the form and submit it electronically to University College Dublin.
  - Refer to UCD’s guidance notes as you complete your application. Note that you will apply as a Non-EU Exchange student.
    - Select the correct “Programme Choice” based on your major and intended courses at UCD. Program choices and equivalent departments can be found on the last page of the guidance notes linked above.
    - In the “Additional Information” section, you can write “Please see EAP application” for the question asking for your objectives and reasons for applying to UCD. Your EAP application personal statement has been forwarded to UCD already.
    - As an EAP participant, you will NOT pay your application fee. Select payment by “cheque/draft” to bypass that step.