Applying to the UCD Study Abroad (Example CB20 – Business)

1. Go to [www.ucd.ie/apply](http://www.ucd.ie/apply) and click on ‘Apply Online’ or follow this link. You should note that no application fee is required. Remember to write down/save your log in details – Username and password so you can log on later.

2. Click on ‘Start a New Course Application’.

3. Click on ‘Create a New Account’

   - Complete the form. You will be sent an email confirming your password and your UCD Application Number.
   - You will then be brought to your Application Page.

4. Click on ‘Edit Personal Details’ to complete your contact details.

5. Click on ‘Select a Course’.
6. To filter your options: In the Course Finder – Go to Special Groups and Select - Study Abroad. Press Search.

7. The Visiting Student courses populate. The year September 2015 appears as you are registered to that academic year. Hit the apply button. You will go to the Application page.

8. Click ‘Add a College’ to complete your Academic Record. Complete the form with your University Details taking note to complete areas marked with a red star (*).
9. Click ‘Answer these Questions’ and complete all questions taking note to complete areas marked with a red star (*). Make sure to complete the question on Subject choice using the range of modules found on the Quinn Website (Business Modules) and the Course Search website (all modules). When researching modules check that you meet all prerequisite requirements.
10. You must upload a copy of your passport or Birth Certificate, and a copy of your grade transcript. **You must include all documents before your application will be considered.**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>Special Instructions</th>
<th>Documents Uploaded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcript from...</td>
<td></td>
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</tr>
<tr>
<td>Birth Cert/Passport (Copy)</td>
<td>Outstanding</td>
<td>Please upload a transcript</td>
<td></td>
</tr>
<tr>
<td>Academic Reference</td>
<td>Outstanding</td>
<td>Applications from UCD Partner institutions do not require a reference</td>
<td></td>
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An Academic Reference is not required if you are applying from a Partner University.

11. When you are satisfied that your application is complete, read the declaration statement and click ‘Submit Application’.

**What Happens Next?**

- **No application fee applies.**
- You need to upload all relevant documents before your application can be processed.
- You will receive automatic emails from applications@ucd.ie keeping you updated on your application status.
- When you are made an offer you will receive an email stating that your application status has changed.
- Log into www.ucd.ie/apply and click on ‘My Applications’- Click ‘Accept’ to accept your offer.
- You will then receive an automatic email from UCD stating your new UCD Student Number. Please note this number and keep it in a safe place.
- **You will receive further information from your Study Abroad Programme Manager at the UCD regarding Registration and Orientation, so check your emails regularly as this information can be time sensitive!**