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.

► You may or may not need to add a host university application plus supplemental materials to your UCEAP application. It depends upon (a) your first choice of host university and (b) whether or not that host university has an online or hard copy application.

► Read Section 1, then check the TABLE in Section 2. The TABLE shows which applications are online and which are hard copy, as well as what supplemental documents are required with each one.

► See Section 3 for host university application forms and sample application forms.

Section 1: Instructions

(1) Do NOT complete an online application until you are instructed to do so by UCEAP via email.

(2) Keep scanned copies of everything you submit to your campus EAP office. You may need to upload some of these documents in a host university online application later.

(3) Look over the appropriate Sample Form before completing an application. Many fields are difficult to understand or complete without referring to the Sample Form.

(4) Your nationality refers to the country issuing your passport (ex: United States) - it does not refer to your ethnicity.

(5) Course choices must be made from the host university’s own course listing or catalog. Do not choose courses from a University of California catalog. Before you select your courses:
   (a) Go to the UCEAP 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.”

(6) 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.

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

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

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

(10) Letter(s) of Recommendation: If required, letters must be academic references from professor or TA and should NOT mention the name of a host university or city. Letters should be on letterhead and have a signature.

(11) Personal Statement: If required, personal statement should NOT mention the name of a host university or city.

(12) 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).
Section 2: TABLE

<table>
<thead>
<tr>
<th>If your first choice is:</th>
<th>Host University Application</th>
<th>Official Transcript(s)</th>
<th>Personal Statement</th>
<th>Letter(s) of Recommendation</th>
<th>Passport Photocopy</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>UC Cork</td>
<td>Online: Submit to host university when instructed by UCEAP</td>
<td>Submit with UCEAP application</td>
<td>No personal statement required</td>
<td>Not required for UCEAP students</td>
<td>Submit with UCEAP application</td>
<td></td>
</tr>
<tr>
<td>NUI Galway</td>
<td>Hardcopy: Submit with UCEAP application</td>
<td>Submit with UCEAP application</td>
<td>Submit with UCEAP application</td>
<td>Not required for UCEAP students</td>
<td>Submit with UCEAP application</td>
<td></td>
</tr>
<tr>
<td>Trinity College Dublin</td>
<td>Hardcopy: Submit with UCEAP application</td>
<td>Submit with UCEAP application</td>
<td>Submit one letter with UCEAP application</td>
<td>Submit with UCEAP application</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UC Dublin</td>
<td>Online: Submit to host university when instructed by UCEAP</td>
<td>Submit with UCEAP application, and upload in online host university application</td>
<td>In online host university application, write Personal Statement in “General Questions” field that asks for reasons and objectives for applying</td>
<td>Not required for UCEAP students</td>
<td>Submit with UCEAP application</td>
<td></td>
</tr>
</tbody>
</table>

Section 3: Host University-Specific Instructions

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

University College Cork

- University College Cork Application Form
  - After submitting your online application, download, print, and sign it. Do NOT send it to Victoria Pearson, as stated in Cork’s instructions
- University College Cork Application Instructions
- Complete the Online Learning Agreement. Refer to the Learning Agreement instructions as you complete it.
  - Refer to Cork’s Book of Modules for Visiting Students.
  - 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

- NUI Galway 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

Trinity College Dublin

- Trinity College Dublin Application Form
- Sample Form

University College Dublin

- University College Dublin Application Form
- University College Dublin Application Instructions: You must apply in a Non-EU Exchange Program Choice.
Select the correct Program Choice based on your major and intended courses at UCD. Program choices and equivalent departments can be found on page 7 of the application instructions linked above.

In the “General Questions” section, write in your Personal Statement in the question asking for your reasons and objectives for applying to UCD.

In accordance with the above linked instructions (p. 10), non-US citizens or non-native English speakers should upload a document confirming that you study in an English-speaking country, and the primary language of instruction at UC is English. It is NOT necessary to submit an English language test.

As an EAP participant, you will NOT pay an application fee. Select payment by “cheque/draft” to bypass any step requiring payment.