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.

Step 1: Complete the UCEAP online application in MyEAP and click Submit.

Step 2A: Look at the TABLE below. If your first choice of host university requires a **HARD-COPY** application, follow the instructions for that application and any supporting documents. Submit those items to your campus office when you turn in other required items.

Step 2B: Look at the TABLE below. If your first choice of host university requires their own **ONLINE** application, DO NOT do that now. Wait to receive an email from the UCEAP Systemwide Office (or the host university) instructing you to complete a host university online application. That email will be sent in March/April for Fall and Year students or in July/August for Spring students. However, you should start collecting the supplemental items noted in the TABLE below so you will be ready to upload them to the host university online application when notified.

Step 3: Submit any items required in the MyEAP application instructions to your campus office.

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>Hardcopy: Submit with UCEAP application</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>Online: Submit to host university when instructed by UCEAP</td>
<td>Upload in online host university application</td>
<td>Write in online host university application</td>
<td>Input name and contact details in online application</td>
<td>Upload in online host university application</td>
<td></td>
</tr>
<tr>
<td>UC Dublin</td>
<td>Online: Submit to host university when instructed by UCEAP</td>
<td>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>Upload in online host university application</td>
<td></td>
</tr>
</tbody>
</table>

Instructions

(1) 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.

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

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

Do not write the names of your other host university preferences in a host university application if it has a field for this information. Your UCEAP application is sent to only one university at a time.

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

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

Application Fee: Do not submit an application fee.

Letter(s) of Recommendation: If required, letters must be academic references from professor or TA and should be on letterhead and have a signature.

Personal Statement: If required, you may be able to use the statement you might have submitted to the campus office.

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).

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
  ➢ The Edinburgh Study Center staff will sign the necessary sections.

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
  ➢ High school and employment information is not required.
- Trinity College Dublin Application Instructions

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.