



UCD Registry
Clárann UCD



HOW TO APPLY TO UCD

如何申请都
柏林大学
(获得UCD学号)

A STEP-BY-STEP GUIDE TO THE UCD APPLICATIONS SYSTEM

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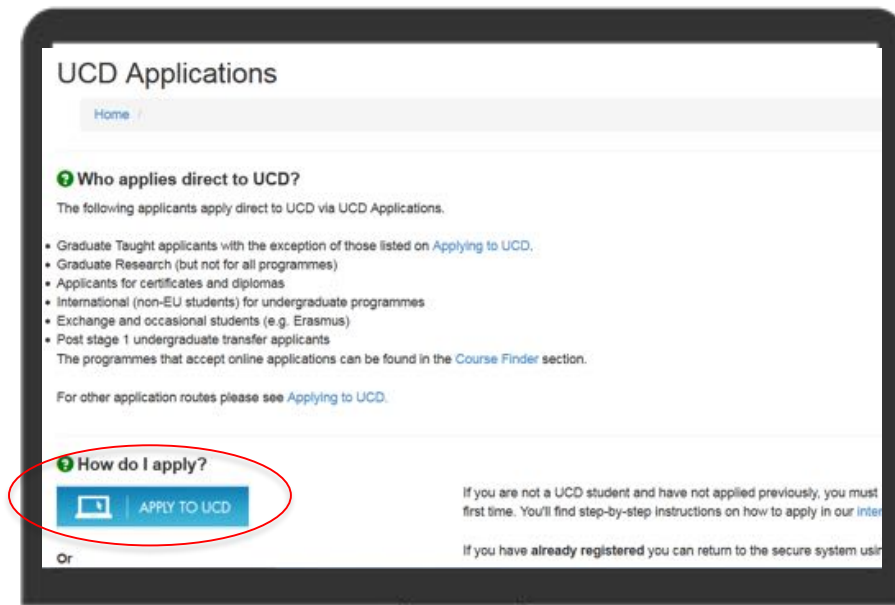
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Any questions? Contact BDIC 有任何关于UCD申请的问题，请咨询都柏林学院在爱尔兰的工作人员：

Michael.garvey@ucd.ie

Bdicadmin@ucd.ie

Step 1 Setting up an account

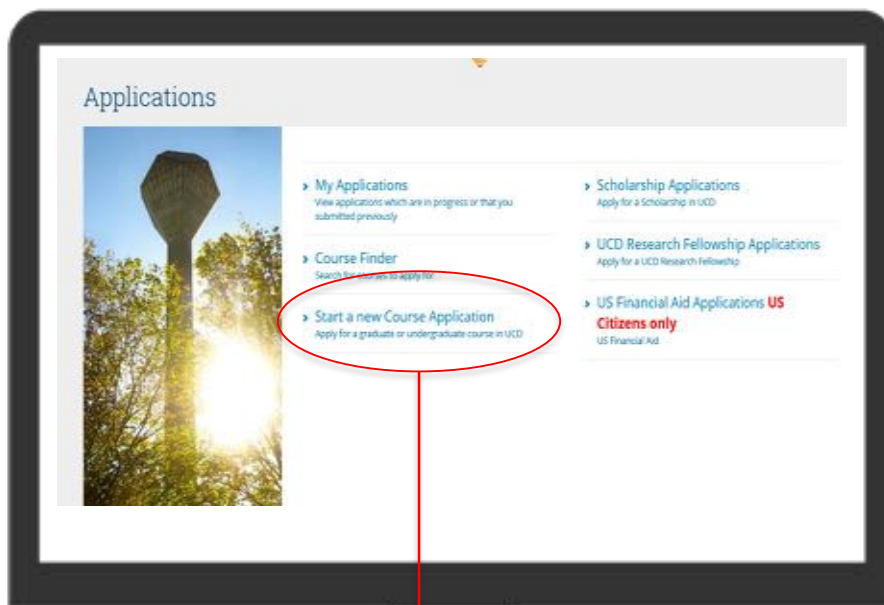


Students of Beijing Dublin International College (BDIC) are students of both Beijing University of Technology (BJUT) and University College Dublin (UCD). You have already registered as a student of BJUT. In order to confirm your status as a student of UCD, you need to use the UCD online applications system

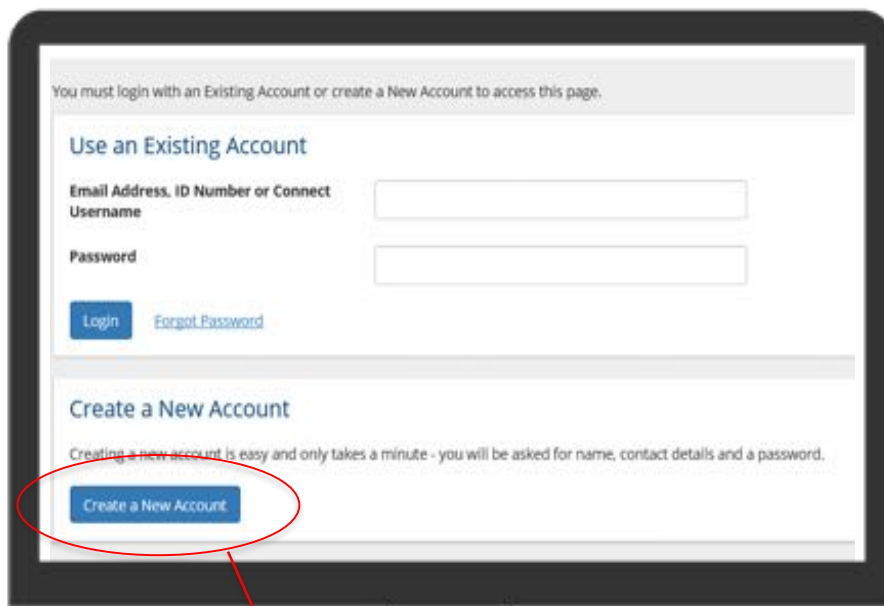
go to www.ucd.ie/apply

Click on **Apply to UCD**

Step 1 Setting up an account



Click **Start a new course application**.



And choose **create a new account**.

Step 2 Personal details

Create a new Account

If you are a UCD student, alumnus or staff member then you should login using your existing account by clicking [here](#).

Please enter the details requested below:

* indicates a required field.

First Name* Also known as 'Given Name'

Last Name* Also known as 'Family Name' or 'Surname'

Email Address*

Password* Must be at least 8 characters long and include a minimum of 1 lowercase letter, 1 uppercase letter and 1 number.

Re-enter Password*

Mobile Number Also known as 'Cell Phone Number'

Phone Number

By creating this account I hereby consent to receiving communications from UCD in relation to my application account.

[Create Account](#)

In the application screen, fill in the rest of your personal details 填好个人信息

- First name is 名
 - Last name is 姓
- Always use Pinyin 因为UCD系统不支持汉字所以必须用汉语拼音填写英文表格
 - Use an uppercase letter for the first letter of your name and surname and lowercase letters for the rest
名和姓的拼音首字母必须大写，其余用小写字母

For example, if Your name is 李红阳

Your First name is: Hongyang

- Your last name is: Li

Step 2 Personal details

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Please enter the details requested below:

* indicates a required field.

First Name*

Also known as 'Given Name'

Last Name*

Also known as 'Family Name' or 'Surname'

Email Address*

Password*

Must be at least 8 characters long and include a minimum of 1 lowercase letter, 1 uppercase letter and 1 number.

Re-enter Password*

Mobile Number

Also known as 'Cell Phone Number'

Phone Number

By creating this account I hereby consent to receiving communications from UCD in relation to my application account.

[Create Account](#)

Enter your email address. Please use one you check regularly.
输入一个常用的电子邮箱地址

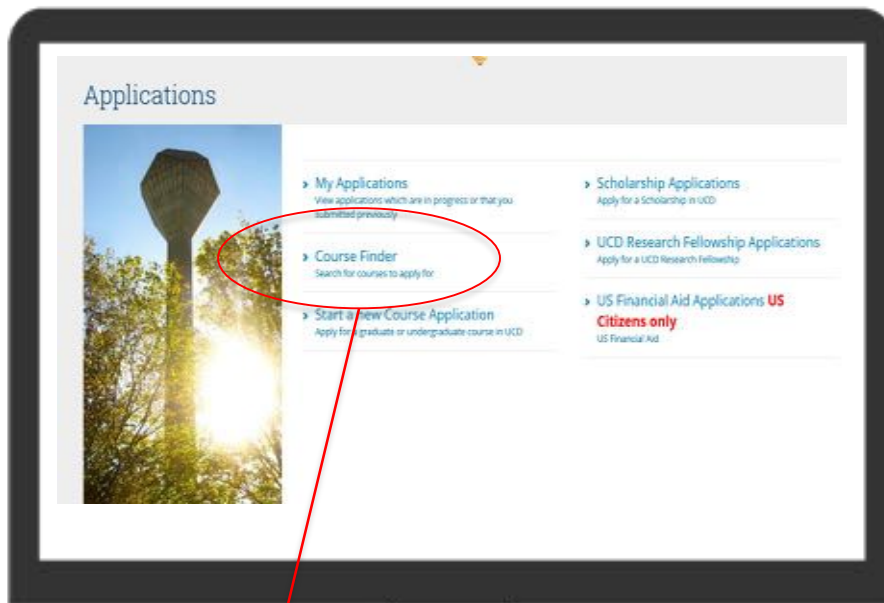
Please choose a password. Your password must meet the following conditions
设置账户密码。密码必须满足四个条件：

- Be at least 8 characters long 至少有八个字符
- Contain at least 1 lowercase letter 至少有一个小写字母
- Contain at least one uppercase letter 至少有一个大写字母
- Contain at least 1 number 至少有一个阿拉伯数字

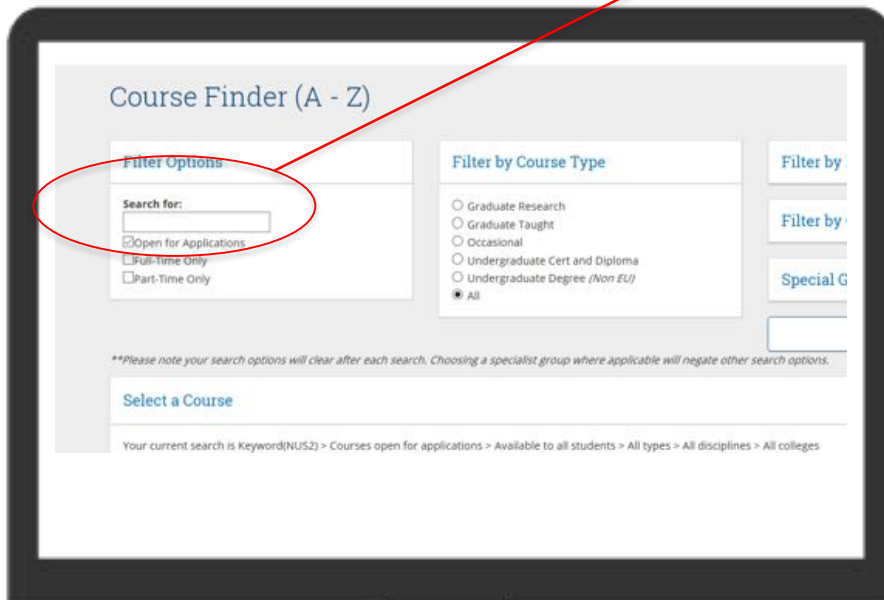
Enter your mobile and landline numbers.
输入移动和固定电话号码。

When you are finished, click **create account**
个人信息填写完毕，点击 ‘**create account**’

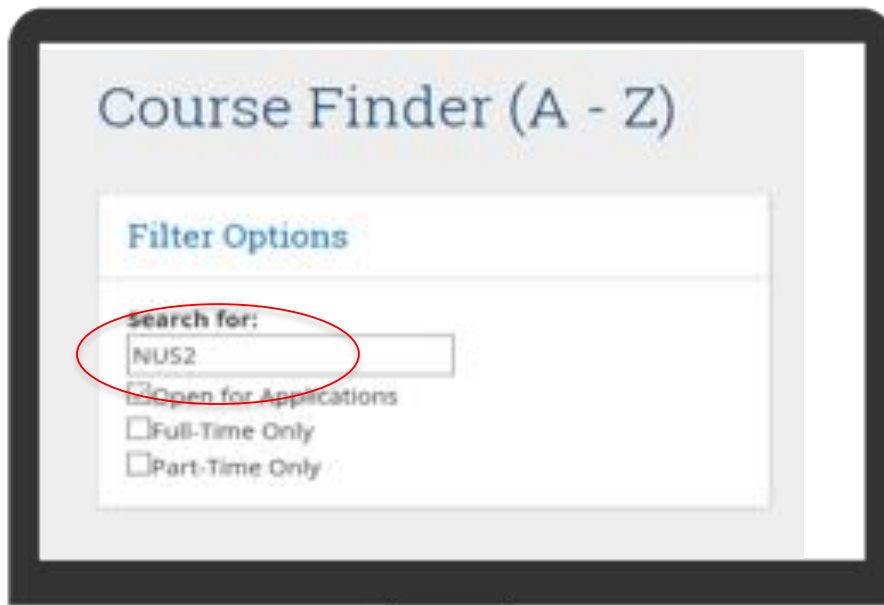
Step 3 Filling in course details



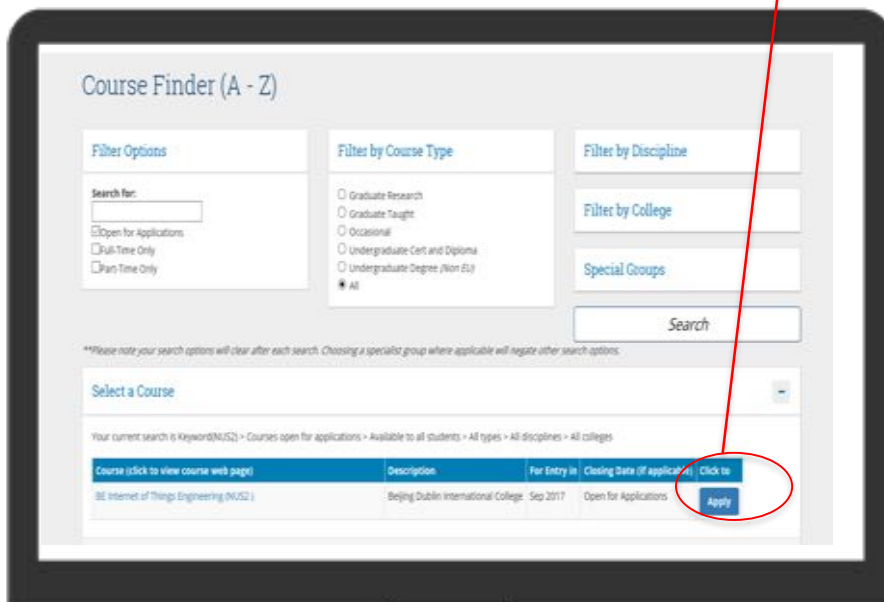
Click on **course finder** and then enter your programme in the **search box** on the next page



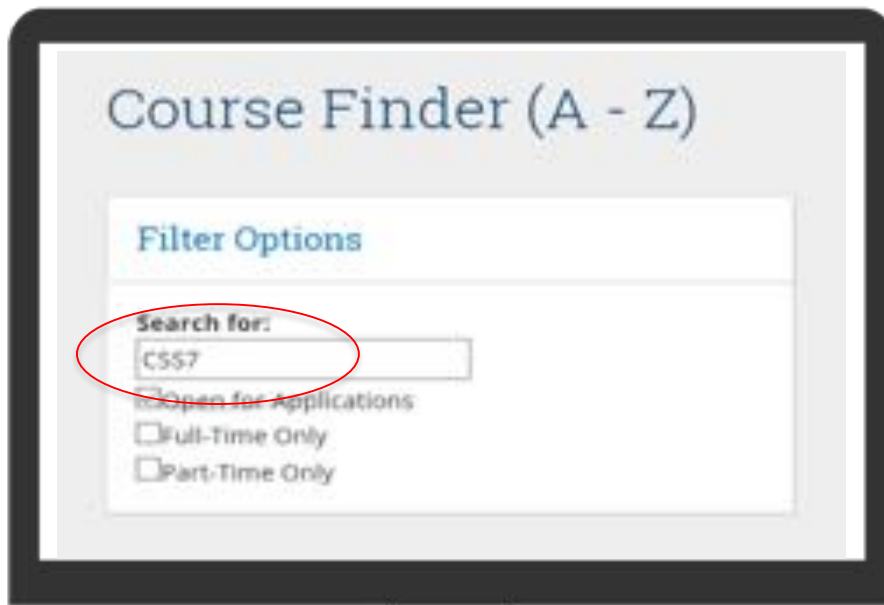
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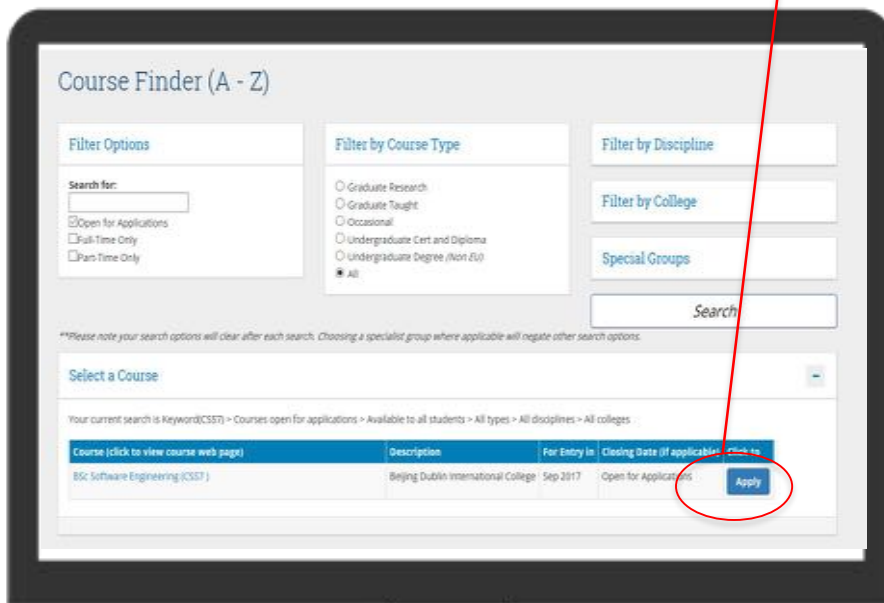
Internet of Things Engineering students: enter **NUS2**, click search and then click on the apply button next to the name of your programme
物联网工程: NUS2



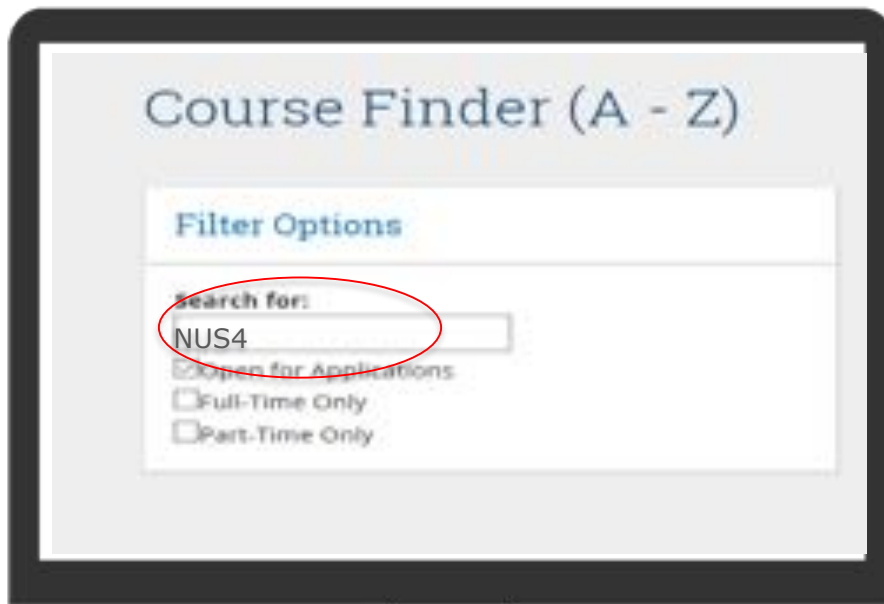
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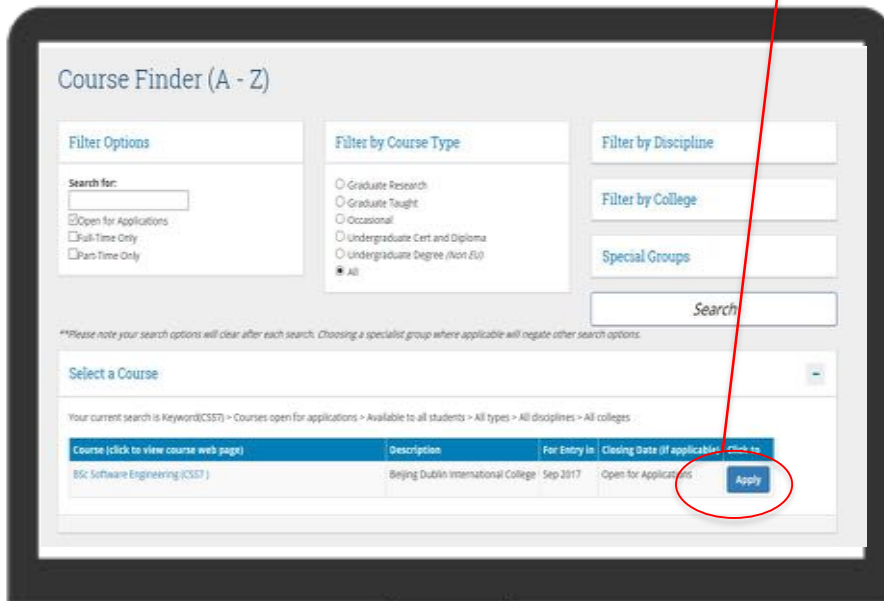
Software Engineering students: enter **CSS7**, click search and then click on the apply button next to the name of your programme
软件工程: **CSS7**



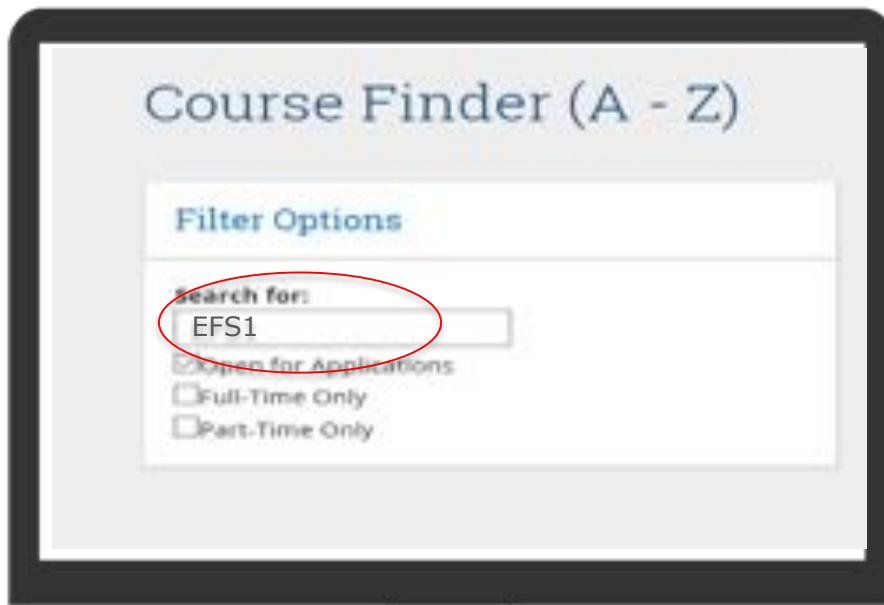
Step 3 Filling in course details



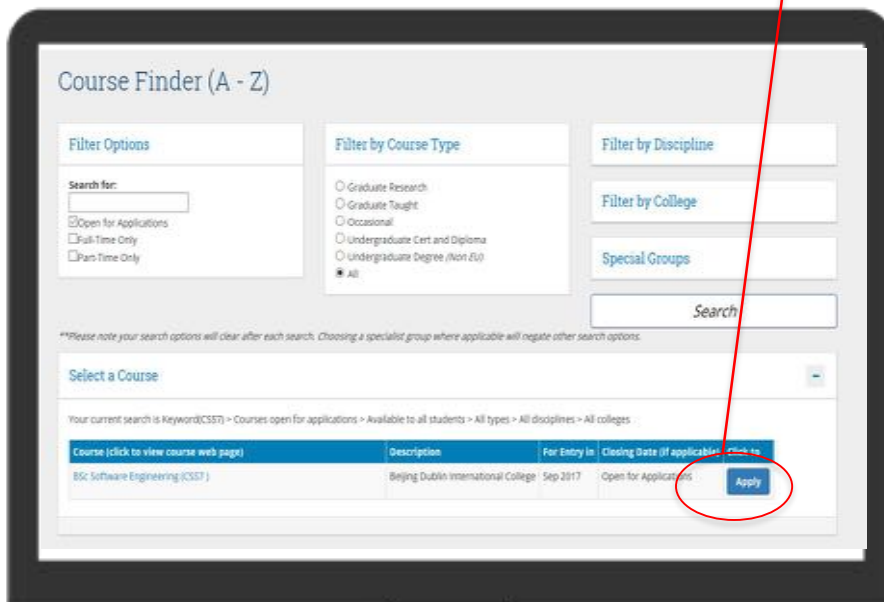
Electronic & Information Engineering students: enter **NUS4** click search and then click on the apply button next to the name of your programme
 电子信息工程: **NUS4**



Step 3 Filling in course details



Economics & Finance students: enter **EFS1**, click search and then click on the apply button next to the name of your programme
经济与金融学: EFS1



Step 4 Completing the form: personal details

Personal Details

Compulsory questions are marked with a red asterisk.

Person Details

First Name

Last Name

Maiden Name

If applicable, please enter your last name prior to marriage.

Date of Birth*
e.g. 07 Sep 2017

Gender*

Contact Details

Mobile Number

Phone Number*
Phone number should include the country code and area code and consist of numbers only.
e.g. 1 212 000 1234 or 353 1 987 6543

Email Address

257 characters left

Most of the application details will be populated already, but there are some parts that you will still need to fill in the person details section 申请表的大部分已经填好，但个人信息部分还有一些空缺，请填写完整。

- Date of birth: be careful not to mix up the day and month
出生日：不要把月和日填错了
- Gender 性别

Step 4 Completing the form: citizenship & address

The screenshot shows a web form titled "Citizenship Details" and "Address". The "Citizenship Details" section includes three dropdown menus: "Country of Birth*" (United Kingdom), "Country of Citizenship*" (Ireland), and "Native Language*" (English). The "Address" section includes five text input fields: "Address Line 1*" (16 Seven Springs), "Address Line 2" (Newbridge), "Address Line 3" (Co Kildare), "City" (empty), and "County" (Co Kildare). Below the "County" field is a note: "Complete for Irish Addresses only". There are also fields for "Postcode or ZIP" (empty) and "Country*" (Ireland). A "Save & Return" button is located at the bottom left of the form.

In Citizenship & address details, you must select each area marked with a red asterisk

- Country of birth: China
- Country of Citizenship: China
- Native language: Chinese

Enter your address

In China, you start with the biggest part and work your way down to the smallest part, as in this example:

中国北京市朝阳区平乐园100号北京工业大学教学四楼7层707室
100124

In English, you need to start with the smallest part and work your way up to the largest, like this:

707, Teaching building No. 4, Beijing university of Technology,
100 Pingleyuan, Chaoyang District, Beijing, China
100124

Make sure to leave spaces between words and use a comma to separate different parts of the address. If the part of the address you are writing is too long for the box, just move to the next box and continue. Don't forget the postcode

Click save and return when you are done

Step 5 Finishing your application

The screenshot shows a web application interface for finishing an application. It is divided into three main sections: 'General Questions', 'Application Checklist', and 'Declaration'.
 - **General Questions:** Features a blue button labeled 'Answer these Questions'. Below it is a table with two columns: 'Question' and 'Answer'. The first row is 'General Questions' with a blue selection icon. Below the table is a text input field for 'BJUT Student Number'.
 - **Application Checklist:** Includes a blue button 'Answer these Questions' and a table with columns 'Requirement', 'Status', 'Special Instructions', and 'Documents Uploaded'. Below the table, it states 'There are no items on the checklist for this application'.
 - **Declaration:** Contains a paragraph of text stating that by clicking 'SUBMIT', the user confirms the information is accurate and true. It includes two numbered points: 'I have read the instructions relating to the programme for which I am applying and I declare that the particulars given in the application are in every respect accurate, true and complete.' and 'I understand that any offer of admission to me by UCD is subject to UCD Terms and Conditions of Offer of Admission available here and I confirm that I have read and understood these terms and conditions.' Below this is a green 'Submit' button.
 - **Please Note:** A note at the bottom states: 'Your application form can be submitted once the form itself is complete. Any checklist items not currently available to you can be supplied afterwards.'

To enter your **BJUT student number**, click **answer these questions**, enter your number and **save**, which will bring you back to the screen above

Click on the **green submit** button at the bottom of the page to complete the application process—you should then receive a confirmation email which will contain an **application number** (beginning with A)

You will receive a further email a few days later which will contain your **UCD student number** (beginning with 17)



University College Dublin
An Coláiste Ollscoile, Baile Átha Cliath

Admissions

UCD Registry

University College Dublin
Belfield
Dublin 4

Contact us

www.ucd.ie/registry/admissions