Applying to the UCD Business Study Abroad Programme

1. Go to [www.ucd.ie/apply](http://www.ucd.ie/apply) and click on ‘Apply to UCD’ or follow this link. You should note that no application fee is required.

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

3. Click on ‘Create a New Account’.
- Remember to note your log in details for future use.
- Complete the form. You will be sent an e-mail confirming your password and UCD Application Number.
- You will be then brought to your Application Page.

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

5. Click on ‘Select a Course’.

6. To find the course in the Course Finder, use the ‘Filter Options’. In the ‘Search for’ function enter ‘Study Abroad’. Select ‘Open for Applications’. Click ‘Search’.
7. The Study Abroad courses will appear, with Sept 2018 listed as the entry date. The business course codes you should be aware of are the following:

- **Full year**: CB58
- **Business Semester 1**: CB20
- **Business Semester 2**: CB21

8. Hit the ‘Apply’ button. You will go to the Application page.

9. Click ‘Add a College’ to complete your Academic Record. There are three sections; Institution, College within Institution, and Qualification. Complete the form with your University Details taking note to complete areas marked with a red star (*). Once complete, hit ‘Save and Return’ to return to the Application Page.

10. From the Application page, go to the section ‘General Questions’. 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.

It is not possible to take Level 4 Business modules (i.e. ACC40020) or Business modules ending in B, D, or S (i.e. ACC1001D). Therefore, please do not include them here.
11. You must upload a copy of your official grade transcript. You must include this document before your application will be considered. 
You must also upload a copy of the identity page of your passport.

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

Once your application has been reviewed if you are successful and receive an offer, you must contact Quinn Study Abroad immediately to inform us if you require a Visa to study at UCD.

**Remember**
- No application fee applies.
- Note your log in details for future use.
- You need to upload all relevant documents before your application can be processed. Applications are processed weekly.

**What happens now?**
- You will receive automatic emails from applications@ucd.ie and/or noreply@ucd.ie keeping you updated on your application status. Put these addresses in your contacts.
- 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.

**Going forward**
- 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 the Study Abroad Programme Manager at the UCD Lochlann Quinn School of Business regarding Accommodation, Registration and Orientation, so check your emails regularly as this information can be time sensitive!

The Business Study Abroad Programme Manager is your first point of contact for all business applications and questions about study abroad. Email: quinnstudyabroad@ucd.ie