

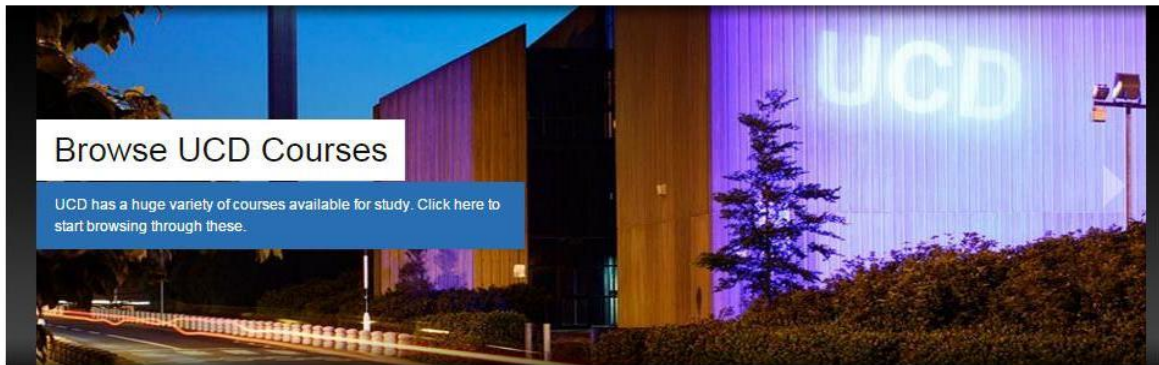








Applying to the UCD Summer Internship Programme

1. Go to 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’.

Home >

Applications



-  **My Applications**
View applications which are in progress or that you submitted previously.
-  **Scholarship Applications**
Apply for a Scholarship in UCD
-  **Course Finder**
Search for courses to apply for
-  **UCD Research Fellowship Applications**
Apply for a UCD Research Fellowship
-  **Start a new Course Application**
Apply for a graduate or undergraduate course in UCD
-  **US Financial Aid Applications**
US Financial Aid



3. Click on ‘Create a New Account’

Please login or create an account to access this page

<p>Use an existing Account</p> <p>Email Address, ID Number or Connect Username <input type="text"/></p> <p>Password <input type="password"/> Forgot Password</p> <p>Login</p>	<p>Create a new Account</p> <p>Creating a new account is easy and only takes a minute - you will be asked simply for your email address, Password, name and security question</p> <p>Create a New Account</p>
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- 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 ‘Add/Edit Personal Details’ to complete your contact details.



5. Click on ‘Select a Course’.





6. Enter 'Summer Internship' in the Search Box and click 'Search'.

7. Summer Internship (CB04) will be displayed. Click 'Apply'.

8. **Note: Although the application states 'Sep 2016', this is the correct selection for summer 2017!**

Select a Course

Your current search is Keyword(Summer Internship) > Courses open for applications > Available to all students > All types > All disciplines > All colleges

Course (click to view course web page)	Description	For Entry in	Closing Date (if applicable)	Click to
Summer Internship (CB04)	Occasional	Sep 2016	10 Mar 2017	Apply

9. 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 (*).

Academic Record - Third Level

[Add a College](#)

Institution Name	Title of Qualification	Dates of Study	Click to
You have not entered any prior colleges			

10. Click 'Answer these Questions' and complete all questions. **Please note there are 6 sections in this step**; General Questions, Academic Component, Internship Component, Programme Rules, Accommodation and Fee Payment.

General Questions

[Answer these Questions](#)

Regarding the Internship Component section, ensure that you complete the questions 'Option 1', 'Option 2' and 'Option 3' taking into account that you must select the area that you wish to complete an internship in. Please ensure to supply us with three options in order of preference. UCD will endeavour to gain you a placement in one of these options and will be in contact with you if accepted on to the programme to further discuss internship options open to you.

Option 1 *

▼

- Finance / Accountancy
- Marketing / Sales
- Human Resource Management
- Business Analytics / Research
- Business Development / Int. Business
- PR / Communicati2ns

Please select the area that you wish to complete an internship in. Please ensure to supply us with three options.



11. Click 'Referees' to provide details of at least 1 academic or professional referee. Complete the form with your Referees' Details taking note to complete areas marked with a red star (*)

Referee	Email Address	Referee's Phone No	Type	Click to
You have not entered details for any referees				

12. UCD have a strict policy on the format of your curriculum vitae/resume and cover letter which you can find here. The document which must be in this format will then be reviewed by your internship placement manager in due course. In order to complete your application you must upload a Curriculum Vitae and a cover letter (one document), a copy of your passport and a transcript of your results. **You must include all documents before your application will be considered.**

13. When you are satisfied that your application is complete, read the declaration statement and click 'Submit'.

What Happens Next?

- You will receive automatic emails from applications@ucd.ie keeping you updated on your application status.
- When UCD are processing your application you will receive an email from Áine Ní Riain, who is your programme manager for the duration of your time in UCD, with an update on your application.
- Should you be successful and receive an offer letter, to accept 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. Keep this on file as you will need it for your entire programme.
- You will receive further information from quinnstudyabroad@ucd.ie regarding your Internship, Academic Programme, Accommodation, Registration and Orientation, so check your emails regularly as this information can be time sensitive!
- You will have a Skype interview once you have accepted your place on the programme.
- The Quinn Study Abroad office can be contacted at: quinnstudyabroad@ucd.ie or via phone at +353 1 716 4710