



Tips for making your UCD Irish Dance Scholars Application

We are delighted you are considering applying for an audition for the UCD Irish Dance Scholars. Please note applications are open to UCD students only.

Below are some tips to help you with your online application. Please note that the **deadline for applications is 11pm Sunday 16 September 2018.**

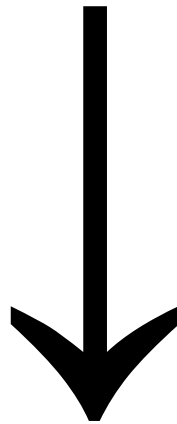
Auditions will take place the evenings of Wed 19 & Thurs 20 September 2018.

Don't forget to submit your application before that time to make sure you are considered for an audition slot!

On the next few pages are some tips on:

1. Starting your application
2. Filling out your application
3. Submitting your application

Good luck and we look forward to receiving your application!



Starting your application

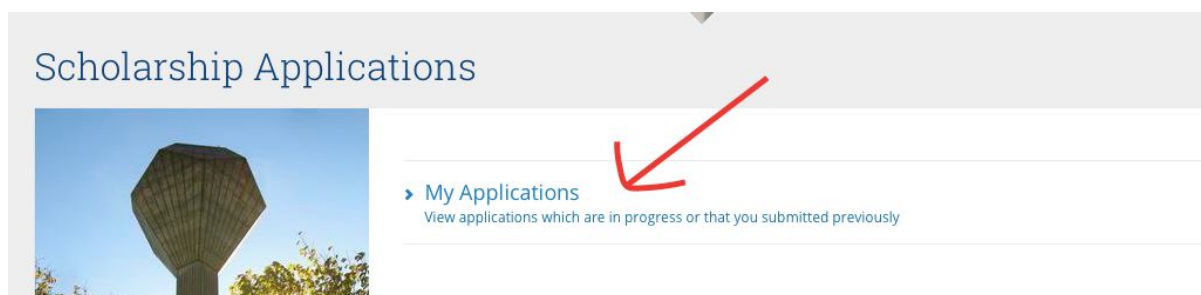
1. Follow [this link](#) to SisWeb, to access the scholarship application forms.
2. You will be asked to login.
 - a. **Current UCD students** should use their connect username and password.
 - b. **Incoming or prospective UCD students** can create an account for the purpose of submitting an application. Please see image below:



Services Portal

Academic Services

3. Click on the link that says 'UCD Irish Dance Scholars Applications' to start your application.
***Please note that once you click on the link, it automatically begins a new application. After you have clicked on it the first time, you need to click on My Applications to view and edit your application* (see picture below)**



Filling out your application

Before you begin your application, please read the information in bold italics at the top of the online application page carefully - it gives further information on audition dates and deadlines.

There are 4 parts to the application:

1. Personal Details
2. General Questions
3. Application Checklist/Additional Documentation (please note you are NOT required to upload any additional documentation here unless you wish to do so)
4. Declaration

- **We strongly recommend you write your application answers in a Word document first, then copy and paste the answers in.**
- The **video clip** of you dancing is a very important part of your application, as it helps us to understand your dance style and ability.
 - The solo clip is **compulsory**
 - This video must be a new video filmed specifically for the audition.
 - It can be recorded on a phone as long as it is high quality and you can be clearly seen - no special editing is needed.
 - It does not need to be costumed, rehearsal wear is acceptable. Please submit soft and hard shoe examples.
 - We offer a studio space on campus for you to film your audition clip - please contact irishdance@ucd.ie for further information.
 - You should be fully visible in the frame the entire clip.
 - The video should represent your current creative expression and technique.
 - Please ensure the music is audible/well balanced.
 - Please feel free to introduce yourself and your solo.
 - Please provide a password/login information to access the clip if needed and make sure you check all URLs are working
 - The video shouldn't be more than 2 minutes long.
 - You may also include an **optional** additional video clip of professional/public solo or ensemble engagement.
 - If there are multiple dancers in the video, please provide information to help us identify you in this group, context details of the performance and choreography credits.
 - This clip should be limited to 1-2 minutes
- There are several compulsory questions and fields, denoted by an asterisk (*).
- Although you can save your application and return to edit and submit it at any time before the application deadline, please note that you will not be able to save the application if any of the compulsory fields are blank.
- Please note that the text boxes have a limit of 4000 characters, which is about 500 words. You will lose text if you exceed this.

Submitting your application

- When you have finished and reviewed your application, **don't forget to click submit!**
- Once you have submitted, you will receive an email to the email address you supplied in the Personal Details section of your application confirming your application, with details of your application number.
- You can view your submitted application via SisWeb 'My Applications' as indicated in the image on pg 2, and you can download a PDF copy of your application. We recommend you download a copy for your records, to bring with you if you are called to audition.
- Please note you will not be able to edit your application once it is submitted.
- If your application is successful you will be contacted the week of Monday 17 September 2018 with an audition slot.

If you have any questions about your application, please contact UCD Arts Manager, Gráinne O'Hogan, on irishdance@ucd.ie or message us on our Facebook Page <https://www.facebook.com/UCDIrishDance/>.