

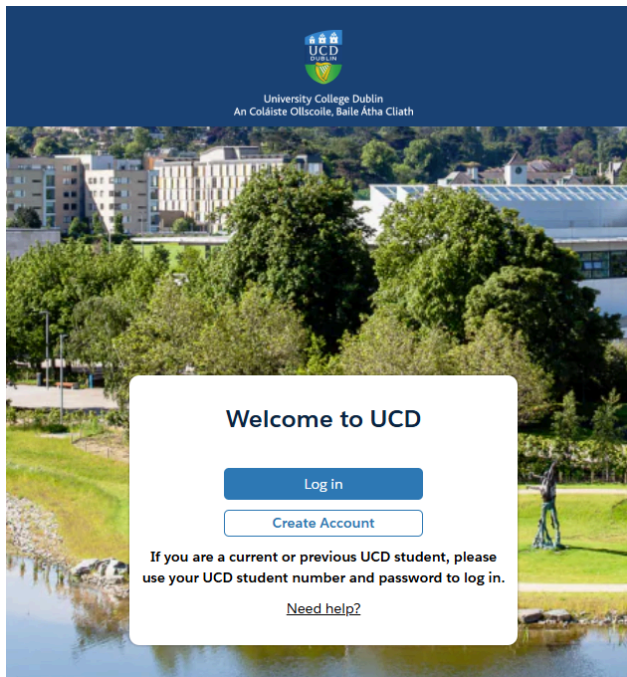
Guide to completing an Open Learning Application

Thank you for your interest in applying to UCD Open Learning. To remind you, there are three strands of Open Learning:

- Open Learning for Audit (CG01) – this means that you can take undergraduate UCD modules without taking assessments. You will not receive academic credit for these modules. The fees are €400 each, and you are not able to take modules from the Centre of English and Global Languages.
- Open Learning for Credit (CG14) – this means that you take undergraduate UCD modules with assessments. You will receive academic credit, and can complete the modules for interest or in support of a Mature Student application. The fees are €525 each.
- Open Learning Progression Pathways (U008) – this means that you take 6 undergraduate UCD modules, and use your grades in them to apply for one of 17 full-time programmes. Each programme has different requirements, including minimum Grade Point Average (GPA) and mandatory modules. During the Progression Pathway you will complete a CAO application, and if successful will begin First Year the following September.

This guide is intended to show you how to navigate and complete the application process for each strand of Open Learning. The process is roughly the same for each, but it will be important to make sure you are applying for the correct one, and that you check your answers before you move on, as you will not be able to edit a task after you complete it.

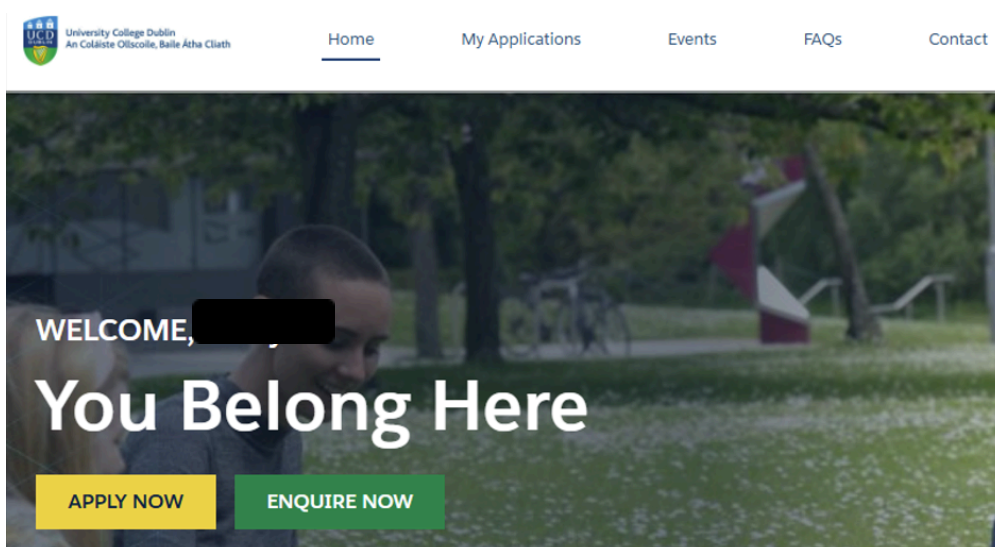
Once you have clicked on the yellow “Apply” button at the bottom of the page on which you begin your application, you will get the following screen:



You will need to create an account, or log in with a UCD student number if you already have one.

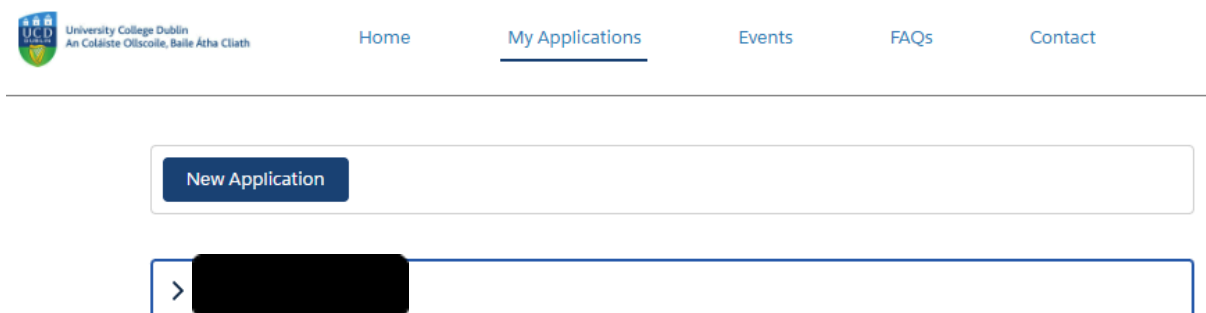
If you have applied through the CAO this year, you will **not** be able to log in using your CAO number – you must [contact the Student Desk](#), and they will allocate you a new log-in.

When you have signed in, you will get the following screen:

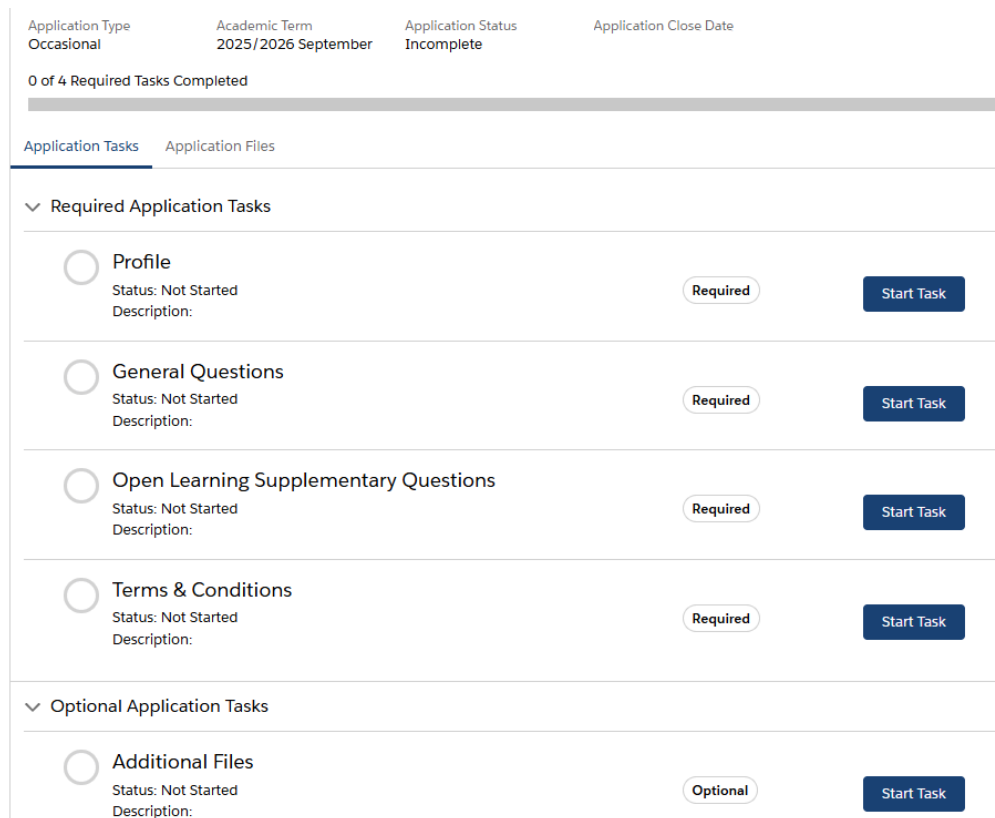


At this stage you need to click on “My Applications” at the top of the screen – if you click on “Apply Now” you will be brought on a loop to the screen before you logged in.

You should now be in the Application page. If you have not started an application before, it will look like this:



When you click into your application you will see 5 tasks – 4 are required, and 1 is optional. The screen will look like this:



Application Type	Academic Term	Application Status	Application Close Date
Occasional	2025/2026 September	Incomplete	

0 of 4 Required Tasks Completed

Application Tasks Application Files

▼ Required Application Tasks

<input type="radio"/> Profile Status: Not Started Description:	Required	Start Task
<input type="radio"/> General Questions Status: Not Started Description:	Required	Start Task
<input type="radio"/> Open Learning Supplementary Questions Status: Not Started Description:	Required	Start Task
<input type="radio"/> Terms & Conditions Status: Not Started Description:	Required	Start Task

▼ Optional Application Tasks

<input type="radio"/> Additional Files Status: Not Started Description:	Optional	Start Task
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To fill out the application, click on “Start Task”. Make sure to read each task carefully, but remember that the questions are mostly about personal information and your desired programme of study.

When you have completed the 4 required tasks, your application will be submitted. Nothing on the screen will confirm this, but you will receive an email to the account with which you logged in confirming your application has been submitted.

You can expect to hear the outcome of your application within a week of it being submitted.

If you are applying for a Progression Pathway, you will be invited to a consultation with a member of staff.

No student will be selecting a specific module at this stage – for Audit, Credit, and Progression Pathway students that begins at the end of August. You will receive an email with a link to the registration portal at this stage.