

# **GUIDE TO APPLICATIONS**

*Instructions on making, editing and  
monitoring applications.  
September 2014*

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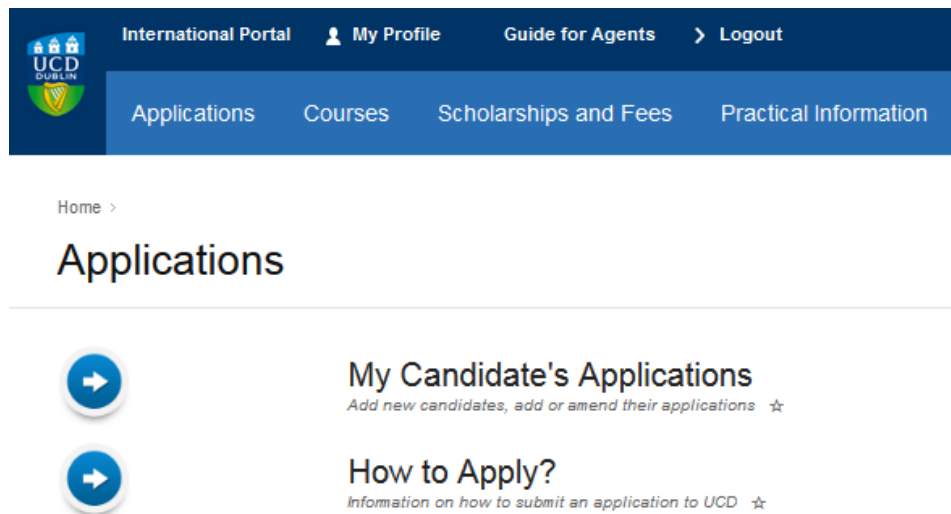
## **Questions?**

Please contact UCD International for assistance with applications and  
online portal:

[representatives@ucd.ie](mailto:representatives@ucd.ie)

## **INTRODUCTION**

1. All applications must be made online via your online portal
2. When you log into the agent portal please select 'Applications'
3. Select 'My Candidates Applications' to make, edit and view your students' applications.
4. Select 'How to Apply' to learn about the UCD application process and important deadlines.



## **'MY CANDIDATES APPLICATIONS'**

5. The home screen of the 'My Candidates section' contains two information boxes.
  - i. My Application Summary
    - i. Summary of all applications made by the organisation. The applications for each year will be recorded here.
  - ii. My Current Applications
    - i. Summary of all applications made this academic year. You can use this information box to create new candidates and edit existing applications.


# My Candidate's Applications

Need help on how to make an online application or policy information please click [here](#) .

## My Applications Summary

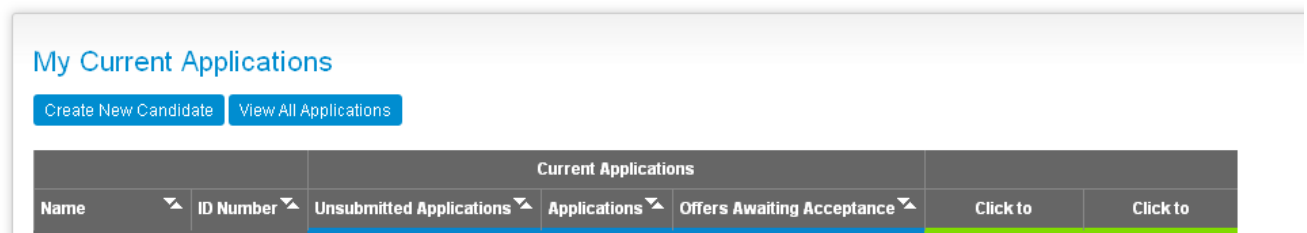
Historical Summary Report

Term Description	Applicants	Unsubmitted Applications	Applications	Offer Stage			Acceptance Stage	
				Offers	No Offers	Awaiting Decision	Non-Acceptances	Acceptances
2014/2015 September	5	0	5	4	0	1	1	3
2013/2014 May	3	1	2	2	0	0	0	2
Total		1	7	6	0	1	1	5

2 rows took .85 seconds to run  [Export to Excel](#)

## MAKING A NEW APPLICATION

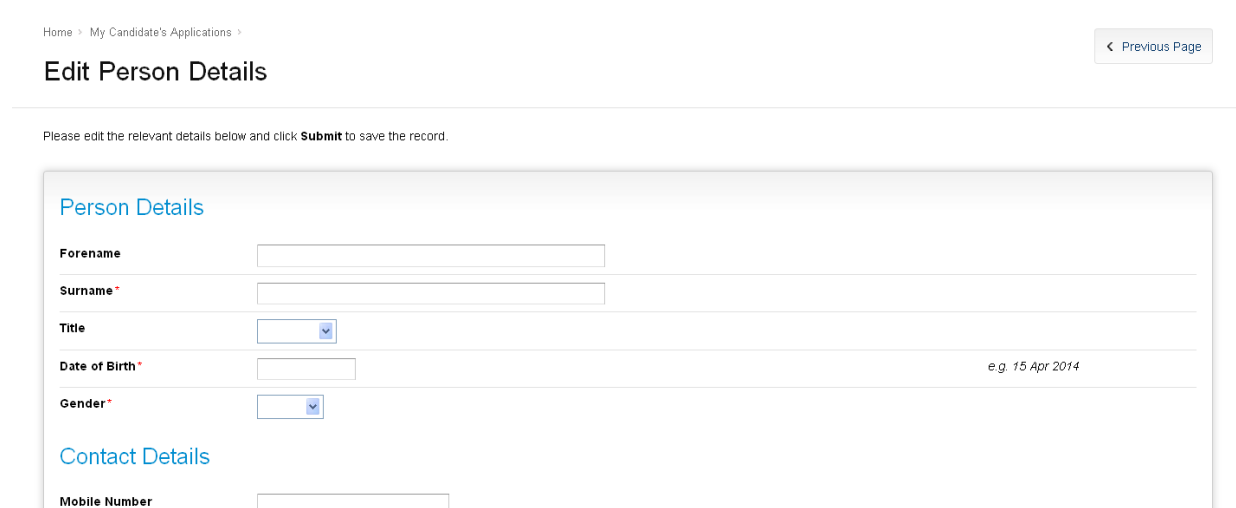
1. There are two steps to making an application on behalf of a student
  - a. Create a New Candidate
  - b. Create an application for the candidate
2. To make an application on behalf of a student, you must to create a New Candidate
  - a. Select 'Create New Candidate'



The screenshot shows a web interface titled "My Current Applications". Below the title are two buttons: "Create New Candidate" and "View All Applications". Below these buttons is a table with the following structure:

		Current Applications				
Name	ID Number	Unsubmitted Applications	Applications	Offers Awaiting Acceptance	Click to	Click to

3. Complete the 'Edit Person Details' with the student's information and click 'submit'.
  - a. Please note: under Contact Details- Email Address' please ensure that this is the student's email address. Do not enter the organization email address. Your organizational email has already been recorded when the agent portal was created.



The screenshot shows a web interface titled "Edit Person Details". At the top, there is a breadcrumb trail: "Home > My Candidate's Applications >". To the right of the breadcrumb is a button labeled "< Previous Page". Below the title, there is a instruction: "Please edit the relevant details below and click **Submit** to save the record." Below this instruction is a form titled "Person Details" with the following fields:

- Forename:
- Surname\*:
- Title:
- Date of Birth\*:  e.g. 15 Apr 2014
- Gender\*:

Below the "Person Details" section is a section titled "Contact Details" with the following field:

- Mobile Number:

4. Once you click submit, you will be redirected to the home page. You will see the new candidate listed under your 'Current Applications'. You now need to make an application for this student.
5. To make an application on behalf of a candidate please select 'Add Application'

### My Current Applications

Create New Candidate

View All Applications

		Current Applications				
Name	ID Number	Unsubmitted Applications	Applications	Offers Awaiting Acceptance	Click to	Click to
Councillor - Jenette Carson						
Jenette Carson	A10012593	1	1	0	Add Application	Edit Candidate
Peter Rabbit	A10013937	0	2	0	Add Application	Edit Candidate

6. You will need to complete all relevant sections of the online application form and upload the supporting documentation before submitting the online application.
7. **Course** : Click 'Select a Course' . You will be directed to the 'Course Finder'.
  - a. You can search for the appropriate course by using the keyword search e.g. Management
  - b. You can narrow your search by choosing the Course Type or College
  - c. Once you locate the appropriate course click the 'Apply' button

Home >

Print < Previous Page

### Course Finder (A to Z)

Keyword:

Business

Search

Course Type

- ☐ Graduate Research
- ☒ Graduate Taught
- ☐ Hong Kong Singapore, Sri Lanka Second year
- ☐ Occasional
- ☐ Undergraduate Cert and Diploma
- ☐ Undergraduate Degree (ex CAO)
- ☐ Visiting Students (i.e. Eras. Exch. Study Abroad)
- ☐ All

Colleges

- ☐ Agriculture, Food & Vet Med
- ☐ Arts & Celtic Studies
- ☒ Business & Law
- ☐ Engineering & Architecture
- ☐ Health Sciences
- ☐ Human Sciences
- ☐ Science
- ☐ All

☒ Open For Applications

☐ All

☐ Full Time

☐ Part Time

☒ All

Specific Groups

### Select a Course

Course (click to view course web page)	Course Type	For Entry in	Closing Date (if applicable)	Click to
Dip in Arbitration PT (B059)	Graduate Taught	Sep 2014	Open for Applications	Apply
Grad Dip Risk Management & Quality (Sept) PT (X257)	Graduate Taught	Sep 2014	Open for Applications	Apply

8. **Academic Record, Employment History and References:** Please complete the necessary information for the student's academic record, employment history (if applicable) and referees.
9. **General Questions:** these questions are mandatory and must be answered before the application can be submitted. Please note: some questions have word limits that cannot be exceeded.
10. **Applications Checklist:** this section details the supporting documentation that must be uploaded before the application can be submitted. To upload a document please select 'upload' in the relevant section.
- a. Please note: an application can be submitted before uploading the English Language qualification. Conditional offer can be issued in the absence of an English Language Qualification.

[Home](#)
[Applications](#)
[Enrolment & Learning](#)
[Academic Services](#)
[Student Support](#)
[Campus Services](#)
[Student Services](#)

### General Questions

Answer these Questions

Question	Answer
<b>General Questions</b>	
Where did you hear about the programme?	
If English is not your first language, please enter details of English exams you have taken (e.g. IELTS, TOEFL). Copies of results must be submitted.	
If you have completed either IELTS or TOEFL please enter your individual and overall band scores.	
If you don't meet the direct entry conditions, we will share your personal details with external partners who provide Foundation/Pathway programmes. Please tick the box if you DON'T WANT us to do this	
Have you been resident in Ireland or the EU for 3 of the last 5 years?	

### Application Checklist

The following items must be submitted in order for your application to be deemed valid.

Requirement	Status	Special Instructions	Documents Uploaded			
Transcript from University of Melbourne	Outstanding	Please upload a transcript		Upload		
Application Fee	Outstanding			Payment		
Copy of school leaving exams	Outstanding	Please upload a copy of your school leaving exam results		Upload		
Additional Documentation	Received on 31 October 2013	Please upload any other documentation which you feel would be beneficial to your application but which has not been specifically requested. You are not required to supply anything in relation to this item unless you wish to do so.	Testdock	Upload	Remove Documents	

**11. Uploading Documents:** You can upload new documents to the application or you can select documents that you have already uploaded e.g. from a previous application. If you are having difficulty uploading documents please contact UCD International [representatives@ucd.ie](mailto:representatives@ucd.ie)

Home > Course Finder (A to Z) > Application for Jenette Carson >

## Upload Documents

Please provide a copy of your 2 Recommendation Forms either by uploading new documents or by linking to documents which you uploaded previously. Only the following file extensions may be uploaded: pdf, doc, docx, rtf, xls, xlsx, bmp, gif, jpg, jpeg. The size limit for a document is 3MB. Filenames must be in the Roman alphabet only and not include dashes or commas. Filenames containing other alphabets – Mandarin, Arabic etc - must not be used as this will cause a problem during upload.

### Upload new Documents

Select Document

Browse... No files selected.

Upload

OR

### Use Previously Uploaded Documents

Filename	Date Uploaded	Use Selected Documents
		<input type="checkbox"/>

You have not uploaded any documents

**17. Submitting the Application:** Once you have completed the application please select 'Submit Application'. Applications will not be reviewed unless they have been submitted.

## Declaration

By clicking SUBMIT below, I confirm the following:

1. 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.
2. 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.

Submit Application

Once the application has submitted you will be redirected to the home page. You will see the new application listed beside the candidate name in 'My Current Applications'. To add a new application please select 'Add Application'.

## EDITING YOUR APPLICATIONS

The 'My Current Applications' section should be used to edit applications and candidates personal details.

To edit your candidate's personal details:

1. In the 'My Current Applications' section – select 'Edit Candidate'.
2. Make the necessary changes and click 'submit' to save the record.

### My Current Applications

[Create New Candidate](#) [View All Applications](#)

		Current Applications				
Name	ID Number	Unsubmitted Applications	Applications	Offers Awaiting Acceptance	Click to	Click to
Councillor - Jenette Carson						
Jenette Carson	A10012593	1	1	0	Add Application	Edit Candidate
Peter Rabbit	A10013937	0	2	0	Add Application	Edit Candidate

To edit your candidates application:

1. The easiest way to view and edit applications is to click on the relevant number in the 'Applications' column
2. You will be directed to a screen listing the applications for the candidate
3. To view and edit the individual application please select 'View'.

Home > My Candidate's Applications >

### My Candidate's Applications

[PDF](#) [Print](#) [Previous Page](#)

### Submitted Applications

Application Number	Course	For Entry in	Date Created	Checklist Items Outstanding	Status	Click to	Click to
61337	Dip in Sports Management PT(X096)	2014/2015 September	03 Feb 2014	5	Not Accepted		<a href="#">View</a>
61355	Agricultural Science - Omnibus(UAS1)	2014/2015 September	12 Feb 2014	3	Incomplete, Submitted		<a href="#">View</a>
61380	Actuarial & Financial Studies(BSS3)	2014/2015 September	18 Feb 2014	3	No Offer		<a href="#">View</a>
61421	BBS Finance (Intake 2 - Hong Kong) (May) PT(BSSW)	2013/2014 May	25 Feb 2014	3	Offer	<a href="#">Accept or Reject</a>	<a href="#">View</a>

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[Back to Top](#)

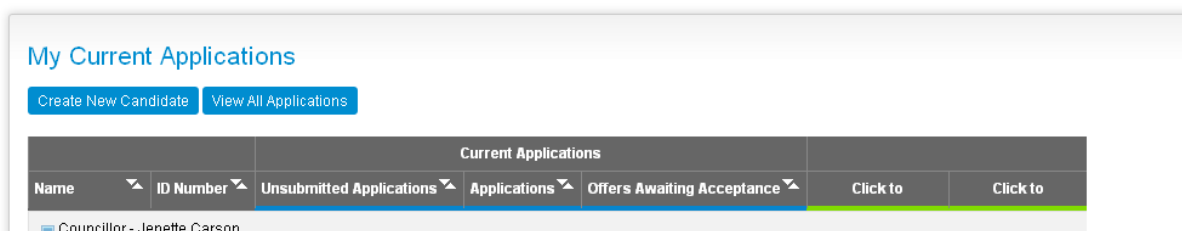


## **MONITORING YOUR APPLICATIONS**

The home screen of the portal contains two information boxes:

1. My Application Summary
  - i. Summary of all applications made by the organization. The applications for each year will be recorded here. You will be able to track your progress between years.
2. My Current Applications
  - i. Summary of all applications made this academic year.

### **My Current Applications**



My Current Applications						
<a href="#">Create New Candidate</a> <a href="#">View All Applications</a>						
Current Applications						
Name ▾	ID Number ▾	Unsubmitted Applications ▾	Applications ▾	Offers Awaiting Acceptance ▾	Click to	Click to
Councillor - Jenette Carson						

Select 'View all Applications'. You will be directed to a page with detailed information about all current applications.

You can sort this information by clicking on the small arrows beside the column heading.

You can download this data to an excel spreadsheet by clicking 'export to excel'. This is located below the list of students.

To see the individual application please select 'view'.


## My Application Summary

Need help on how to make an online application or policy information please click [here](#) .

### My Applications Summary

Historical Summary Report

Term Description	Applicants	Unsubmitted Applications	Applications	Offer Stage			Acceptance Stage	
				Offers	No Offers	Awaiting Decision	Non-Acceptances	Acceptances
2014/2015 September	6	1	11	3	1	7	1	2
2013/2014 May	3	0	4	2	0	2	0	1
Total		1	15	5	1	9	1	3

2 rows took 1.58 seconds to run  [Export to Excel](#)

Select 'Historical Summary Report'.

The applications for each year will be recorded here. You will be able to track your progress between years.

By clicking on the blue numbers you will be directed to a screen listing the relevant students. e.g. by clicking on the number of applications you will be directed to a list of all applications.

This screen will contain additional information about the students applications e.g application status, outstanding supporting documentation, status of deposit payment, application submission date etc