Applying to the UCD Summer Internship Programme

1. Go to [http://www.ucd.ie/registry/admissions/apply.html](http://www.ucd.ie/registry/admissions/apply.html) 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 ‘Create a New Account’

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

5. Click ‘Select a Course’.

6. Enter ‘Summer Internship’ in the Search Box and click ‘Search’
7. Summer Internship (CB04) will be displayed. Click ‘Apply’.
   **Note: Although the application states ‘Sep 2018’, this is the correct selection for Summer 2019!**
   You will be brought back to your Application Page.

8. Under Academic Record – Third Level, click ‘Add a College’.
   Complete the form with your University Details taking note to complete areas marked with a red star (*).

9. Under General Questions, 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.
   **Regarding the Internship Component section**, you are asked to review five options in relation to your placement and select the areas you would like to be placed in order of preference. Please ensure that you complete ‘Option 1’, ‘Option 2’ and ‘Option 3’ 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.

10. 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 (*).

11. ‘Application Checklist’; In order to complete your application, you must upload a Curriculum Vitae and a cover letter (one document), a copy of your passport and an official transcript of your results. You must include these documents before your application will be considered. Please note UCD has a strict policy on the format of your curriculum vitae/resume and cover letter. The document must be in the format outlined on our website [here](#).

12. 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 Darien Gandia, who is your Programme Manager for the duration of your time at 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