



Applying to the UCD Quinn School of Business Summer Internship Programme - CB04

1. Go to www.ucd.ie/apply and click on '[Apply to UCD](#)'. You should note that no application fee is required.

ucd.ie/registry/prospectivestudents/admissions/graduateapplicants/applying/

UCD Registry

PROSPECTIVE STUDENTS STAFF ABOUT US CURRENT STUDENTS REGISTRY A-Z CONTACT

How do I apply?

APPLY TO UCD

If you are not a UCD student and have not applied previously, you must register before using the system for the first time. You'll find step-by-step instructions on how to apply in our [instructions for applicants \[pdf\]](#) and [video tutorial](#).

If you have already registered you can return to the secure system using the login details you registered with. If you are a current or previous UCD student, please use your UCD student number (the system will pre-populate your personal details and you will not be requested to send transcripts).

[Sign in to existing account](#)

Due to essential maintenance work, the service may be disrupted, or unavailable entirely, from time to time. Please be patient during these times. We apologise for any inconvenience caused. Details of upcoming scheduled maintenance windows, if any, will appear on the right.

How do I access an application I've already started?

Click on [Sign in to existing account](#) and choose "login to existing account"

2. Click on 'Start a new Course Application'.

Applications

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

3. Click on 'Create a New Account'.

Use an Existing Account

Email Address, ID Number or Connect Username

Password

[Login](#) [Forgot Password](#)

Create a New Account

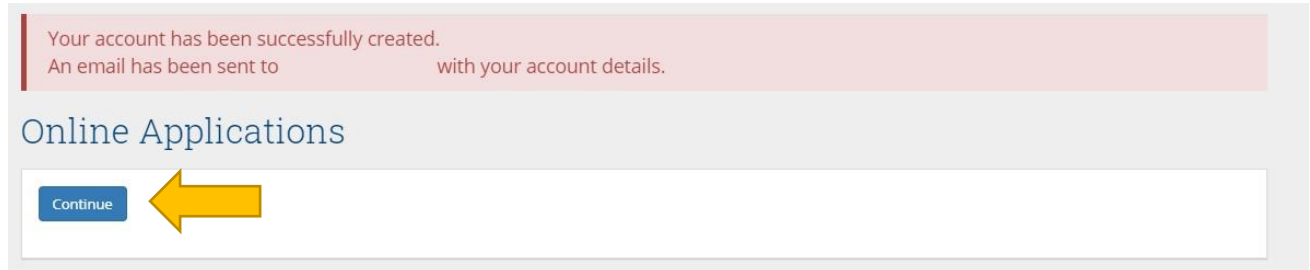
Creating a new account is easy and only takes a minute - you will be asked for name, contact details and a password.

[Create a New Account](#)

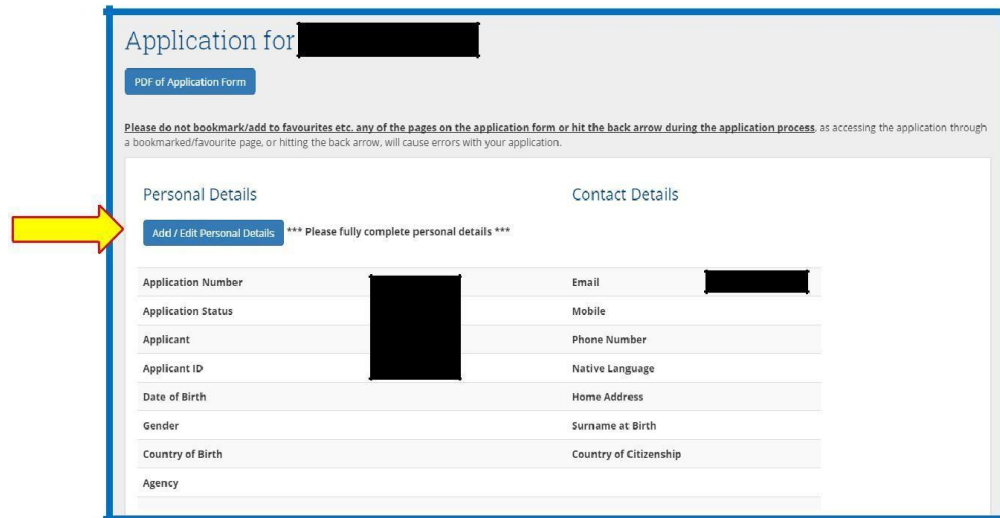


NOTE

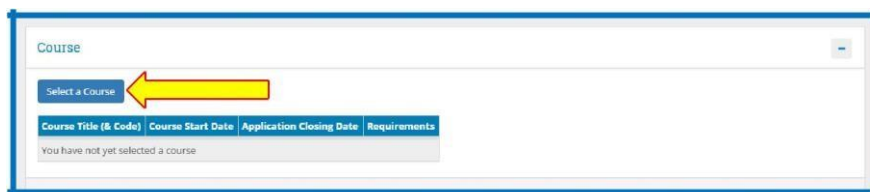
- Remember to note your log in details for future use.
- Once you complete the new account form you will be sent an e-mail confirming your password and UCD Application Number.
- You will be then brought to your Application Page.



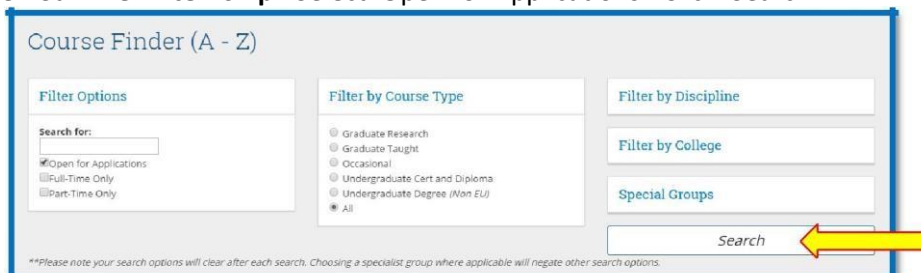
4. Click on 'Add/Edit Personal Details' to complete your contact details.



5. Click on 'Select a Course'.



6. To find Study Abroad courses in the Course Finder, use the 'Filter Options'. In the 'Search for' function enter 'Summer Internship'. Select 'Open for Applications'. Click 'Search'.





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

Note: Although the application states 'Sep 2021', this is the correct selection for Summer 2022!

You will be brought back to your Application Page next.

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 (*).

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

9. From the Application page, go to the section 'General Questions'. Click 'Answer these Questions' and complete all questions taking note to complete areas marked with a red star (*).

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 allocate you a placement in one of these options. Students should be aware 2022 internships may be in-person or hybrid in format. Students accepted onto the programme will be invited to a Zoom interview to further discuss their experience in order to aid the internship placement process.

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'; 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](#).

Requirement	Status	Special Instructions	Documents Uploaded
Birth Cert/Passport (Copy)	Outstanding		Upload
Additional Documentation	Outstanding	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.	Upload



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

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.

Please Note: Your application form can be submitted once the form itself is complete. Any checklist items not currently available to you can be supplied afterwards

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 the Business Study Abroad Programme Manager with an update on your application.
- An offer to the 2022 programme will be subject to your application review. Your GPA and your Personal Statement indicating your motivation for studying on the Summer Internship Programme will be taken into consideration for selection.
- Please input your personal statement either into the "Reasons for Doing Programme" question on the application form or attach it as an additional document to the application. This statement should be 600 words max. It can be inputted into the question box or uploaded as a document.
- Offers will be issued in March 2022 and a waiting list may apply. We will communicate your application decision by email.

What happens if I receive an offer?

- Should you be successful and receive an offer to the programme, you should accept the offer right away. To do this, 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.
- An interview (over Zoom) with the UCD Lochlann Quinn School of Business Placements Team will be scheduled for those who receive an offer to the 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!
- Your Offer Letter will be sent to you via email.
- The Quinn Study Abroad office can be contacted at: quinnstudyabroad@ucd.ie or via phone at +353 1 716 4710

Remember

- There is no application fee applies.
- Note your log in details for future use.
- You need to upload all relevant documents before your application can be processed.