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

2. Click on ‘Start a new Course Application’.

3. Click on ‘Create a New Account’.

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

Your account has been successfully created.
An email has been sent to with your account details.

Online Applications

Continue
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 (*).

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](#).
12. When you are satisfied that your application is complete, read the declaration statement and click ‘Submit Application’.

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.