



Applying to the UCD Quinn School of Business Study Abroad Programme (Fall/ Spring/ Full Year)

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

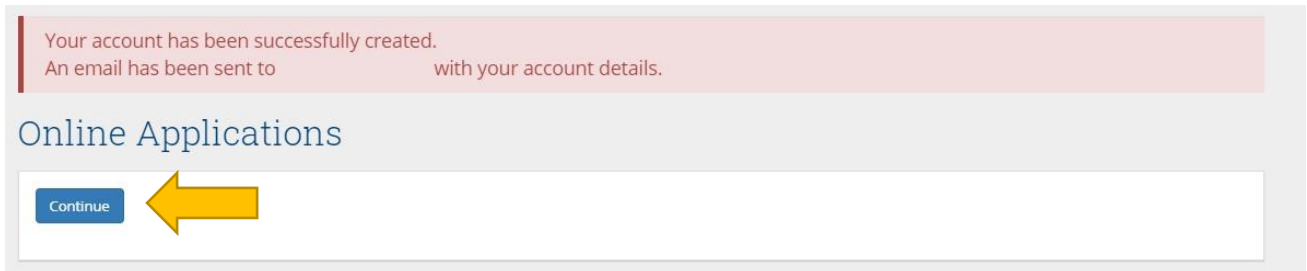
Creating a new account is easy and only takes a minute - you will be asked for name, contact details and a password.

[Create a New Account](#)

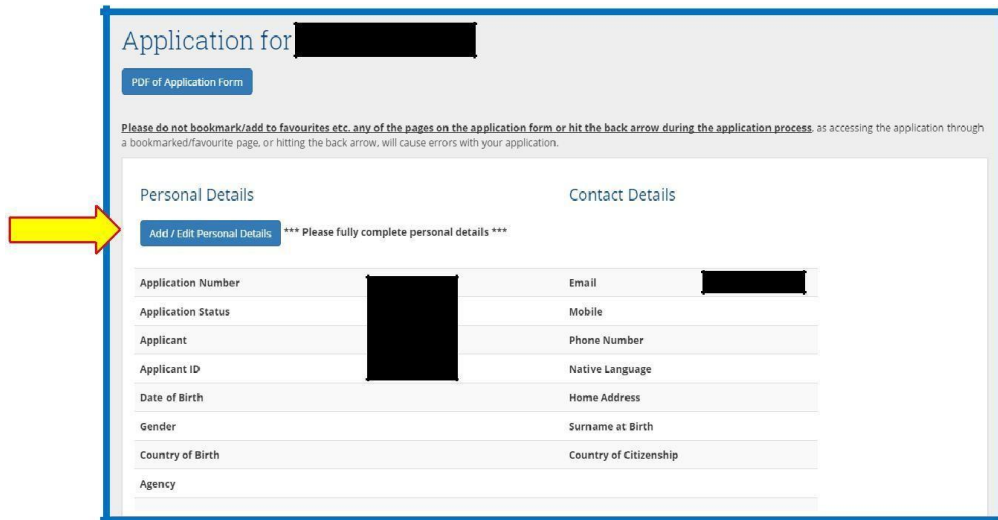


NOTE

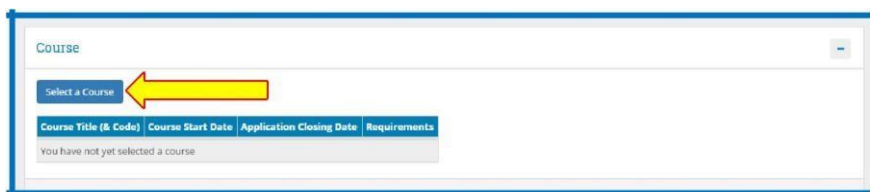
- Remember to note your log in details for future use.
- Complete the form. You will be sent an e-mail confirming your password and UCD Application Number.
- You will be then brought to your Application Page.



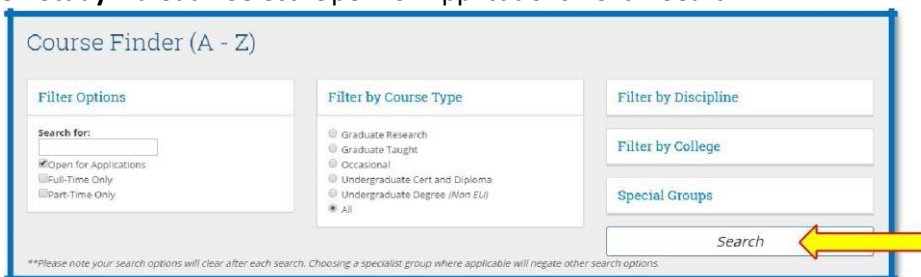
4. Click on 'Add/Edit Personal Details' to complete your contact details.



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 'Study Abroad'. Select 'Open for Applications'. Click 'Search'.





- The Study Abroad courses will appear, with Sept 2022 listed as the entry date. The business course codes you should be aware of are the following:

Full year: CB58
Business Semester 1: CB20
Business Semester 2: CB21

- Select the course you would like to apply for and then hit the 'Apply' button. You will go to the Application page.
- Click 'Add a College' to complete your Academic Record. There are three sections; Institution, College within Institution and Qualification. Complete the form with your University Details taking note to complete areas marked with a red star (*). Once complete, hit 'Save and Return' to return to the Application Page.

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

- 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 (*).

Question	Answer
General Questions	
Second Email address:	
Have you been resident in Ireland or the EU/EEA/ Swiss Confederation for 3 of the last 5 years? Excluding any period of residence as holder of a student visa (Stamp 2).	
If accepted on to the programme would you prefer accommodation:	
I receive scholarship/ financial aid assistance	
Class Standing Please indicate whether you are currently a Freshman, Sophomore/Junior, Senior	
Subject Choice: Students take between 4 and 6 classes at UCD. The majority of these classes are in the programme you apply to. Please list up to 6 modules (classes) that you hope to take at UCD.	
Name of International Office co-ordinator(s) in the University from which you are applying:	
If English is not your first language, please choose the English exam you have taken. Copies of results must be submitted.	
Test date (e.g. November 25 2014)	
English test score (if known):	

Make sure to complete the question on Subject choice using the range of modules found on the [Quinn Website \(Business Modules\)](#) and the [Course Search website \(all modules\)](#).

When researching modules check that you meet all prerequisite requirements.

It is not possible to take Level 4 Business modules (i.e. ACC40020) or Business modules ending in B, D, or S (i.e. ACC1001D). **Therefore, please do not include them here.**



11. You must also upload a copy of the identity page of your passport. You must upload a copy of your official grade transcript. You must include this document before your application will be considered.

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'.

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

Once your application has been reviewed if you are successful and receive an offer, you must contact **Quinn Study Abroad** immediately to inform us if you require a Visa to study at UCD.

Remember

- 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.
- NB: Applications for the Fall 2022 semester will be processed after the May 1 deadline.
- If you are in need of quicker processing, for Visa reasons please email quinnstudyabroad@ucd.ie as soon as possible after application.

What happens now?

- You will receive automatic emails from applications@ucd.ie and/or noreply@ucd.ie keeping you updated on your application status. Put these addresses in your contacts.
- When you are made an offer, you will receive an email stating that your application status has changed.
- Log into www.ucd.ie/apply and click on 'My Applications'- Click 'Accept' to accept your offer.



Scoil Ghnó Lochlann Uí Chuinn UCD
UCD Lochlann Quinn School of Business

Once you receive an Offer

- **You will next receive an automatic email from UCD stating your new UCD Student Number. Please note this number and keep it in a safe place.**
- **You will receive further information from the Study Abroad Programme Manager at the UCD Lochlann Quinn School of Business regarding Accommodation, Registration and Orientation, so check your emails regularly as this information can be time sensitive! If you are Fall 2022 student please note this information will be sent to you during the summer months (July / August).**

The Business Study Abroad Programme Manager is your first point of contact for all business applications and questions about study abroad. Email: quinnstudyabroad@ucd.ie