UCD Registry
Clárlann UCD

HOW TO
APPLY
TO UCD

Direct applications only

A STEP-BY-STEP GUIDE TO THE UCD APPLICATIONS SYSTEM

Contents

Need help with your application?
Contact us, we are happy to help.

Video tutorial How to apply UCD

This video shows you how to create an account and apply for courses through the UCD Applications System. A text version of these instructions can be found on the following pages.
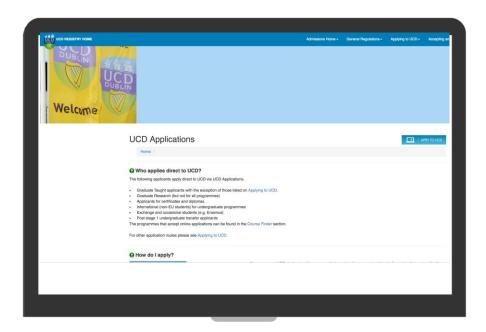
Tip #1: Video not playing? Click here to watch on YouTube

Step 1 Setting up an account

To access the UCD applications system*, go to www.ucd.ie/apply
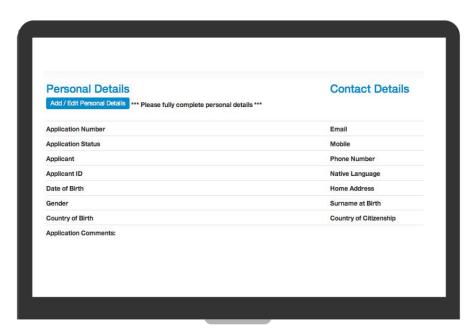
Click on **Apply to UCD** and then click **Start a new course application**. Here you can create a new account. If you are a current UCD student or if you have studied in UCD before, please use your existing login details to access the system.

Once you have logged in, fill in your personal details and click **Create account**.

When all the information has been provided, an automatic confirmation email will be sent to you which will contain your applicant ID number. If you are an existing or current student, this section will be pre-populated and the applicant ID number you receive will be the same as your UCD student number.

UCD's application system is for applicants who are applying to UCD for graduate taught, graduate research and other non-CAO courses. This includes: non-EU applicants, transfer applicants and students applying for re-admission. Those applying for the Professional Diploma in Education (previously Grad Dip in Education) and the Graduate Diploma in Nursing (Public Health) should apply through the Postgraduate Application Centre (PAC). Undergraduate EU applicants (including Irish applicants) should apply through the Central Applications Office (CAO).
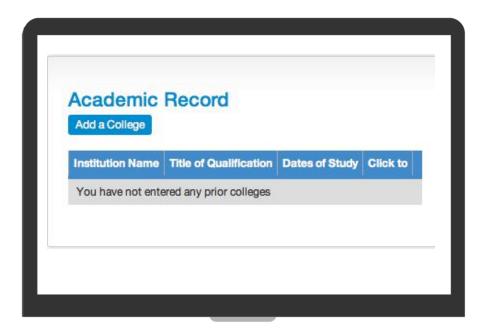
Step 2 Applying for a course

In the application screen, fill in the rest of your personal details, then scroll down to the course section and click **Select a course**.

You can choose your preferred course using the **Course Finder** function or search for a programme by typing in a particular keyword or phrase that can be refined by category.

You can also search by 'course type' and by the college that the course belongs to. Then click **Apply** to apply for the course you have selected.
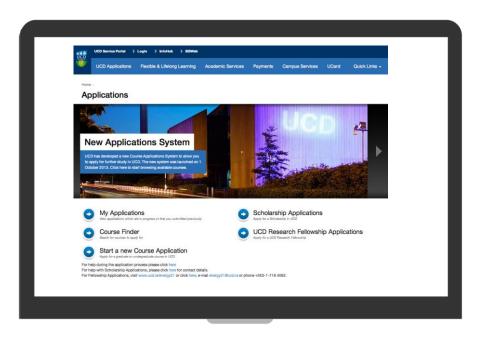
Step 3 Filling in course details

Each course will have specific **course requirements**, for example; academic record, employment history or references, etc. Complete these fields and click **Save and return** when you are finished.

All course applications will contain a number of questions, some of which are general and others which are tailored to the course. **Some of these questions will be compulsory**.

For most courses, you will be required to upload **supporting documents** before your application can be assessed. Some courses will also require you to upload specific documents before you can submit the application. The majority of courses also require payment of an application fee. If you do not see a payment option in the **Application Checklist**, it means that an application fee is not required for that particular course.

Once you have completed all **compulsory items** in the application form you can **submit your application**. When the application has been submitted it is no longer possible to amend any course information. Personal details however can be changed, if necessary, after submission of the application. You can also upload supporting documentation and pay the application fee after submission.
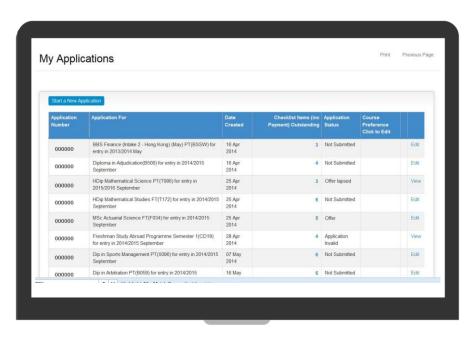
Step 4 Logging back into your account

If you have already started an application, you will be able to view it under the **My Applications** section.

This will allow you to both **view and edit any** applications which you have not submitted and view any applications which you have already submitted.

If you have submitted an application but no longer wish to continue with it, you can use the **Withdraw** button in your application.
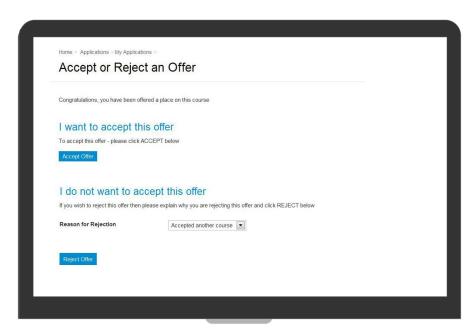
If you have started an application but do not wish to submit it you do not need do anything further.

Step 5 Checking your application status

You can check the progress of your application by logging in to your application account and viewing your **Application Status** (e.g. offer, no offer, etc.)

Step 6 Accepting your offer

Home > Applications > My Applications >

Accept or Reject an Offer

Congratulations, you have been offered a place on this course

I want to accept this offer
To accept this offer - please click ACCEPT below

Accept Offer

I do not want to accept this offer
If you wish to reject this offer then please explain why you are rejecting this offer and click REJECT below

Reason for Rejection   Accepted another course ▼

Reject Offer

If you receive an offer of a place in UCD, your application status will change to **Offer** the next time you log back in.

Click on **Accept** or **Reject.** This will take you to a page where you can either accept, and pay the deposit if appropriate, or decline the offer. Your acceptance will not be complete until you successfully record your acceptance and, where appropriate, pay the deposit.

Once you accept your offer, UCD will automatically **create a student record** for you. You will receive **email confirmation** of your acceptance and your UCD student number.

If you receive a **Conditional Offer**, the acceptance procedure is the same but no student record is created. If you fulfil the conditions (e.g. achievement of a specific grade in your final examinations) you will be issued with a firm offer.

Need help with your application?
Contact us, we are happy to help.

University College Dublin
An Coláiste Ollscoile, Baile Átha Cliath