



Applying to the Science Study Abroad Programme

1. Go to UCD www.ucd.ie/apply to apply. Please note that no application fee is required for the UCD enrollment system.
2. Click on 'Start a New Course Application'.

UCD Service Portal > Login > InfoHub > SISWeb

UCD Applications Flexible & Lifelong Learning Academic Services Payments Campus Services UCard

Home > Applications

New Applications System

UCD has developed a new Course Applications System to allow you to apply for further study in UCD. The new system was launched on 1 October 2013. Click here to start browsing available courses.

- 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
- US Financial Aid Applications
US Financial Aid

For help during the application process please contact the admissions team [here](#)

For help with Scholarship Applications, please click [here](#) for contact details.
For Fellowship Applications ONLY, visit www.ucd.ie/energy21 or click [here](#), e-mail energy21@ucd.ie or phone +353-1-716 4062.

3. Click on 'Create a New Account'

Please login or create an account to access this page

<p>Use an existing Account</p> <p>Email Address, ID Number or Connect Username <input style="width: 80%;" type="text"/></p> <p>Password <input style="width: 80%;" type="password"/> Forgot Password</p> <p>Login</p>	<p>Create a new Account</p> <p>Creating a new account is easy and only takes a minute - you will be asked simply for your email address, Password, name and security question</p> <p>Create a New Account</p>
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- Complete the form. You will be sent an email confirming your password and your UCD Application Number.
- You will then be brought to your Application Page.

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

Personal Details

[Edit Personal Details](#)

5. Click on 'Select a Course'.

Course

[Select a Course](#)



6. To filter your options: In the Course Finder (A-Z) – Go to Special Groups

The screenshot shows the 'Course Finder (A - Z)' page. At the top, there is a navigation bar with 'UCD Service Portal', 'InfoHub', 'SISWeb', 'My Profile', and 'Logout'. Below this is a secondary navigation bar with 'UCD Applications', 'Flexible & Lifelong Learning', 'Academic Services', 'Payments', 'Campus Services', 'UCard', and 'Quick Links'. The main content area has a breadcrumb trail: 'Home > Applications > Application for Annabelle Kehoe > Course Finder (A - Z)'. There are 'Print' and 'Previous Page' links. The filter section contains three columns: 'Filter Options' with a search box and checkboxes for 'Open for Applications', 'Full-Time Only', and 'Part-Time Only'; 'Filter by Course Type' with radio buttons for 'Graduate Research', 'Graduate Taught', 'Undergraduate Cert and Diploma', 'Undergraduate Degree (Non EU)', and 'All'; and 'Filter by Discipline', 'Filter by College', and 'Special Groups' dropdown menus. A 'Search' button is at the bottom right. A red arrow points to the 'Special Groups' dropdown menu.

**Please note your search options will clear after each search. Choosing a specialist group where applicable will negate other search options.

7. Select 'Study Abroad' and click Search

This screenshot shows the 'Course Finder (A - Z)' page with the 'Special Groups' dropdown menu expanded. The 'Study Abroad' option is selected with a radio button. Other options in the list include 'BCL Maltese', 'Beijing Dublin International College', 'Continuing Professional Education', 'Erasmus', 'Erasmus Work Experience', 'Freshman Study Abroad', 'HETAC/IT Transfer', 'IFY Pathway', 'MA Qualifier', 'Non EU Exchange', 'Non EU Undergraduates', 'Occasional', 'Online Courses', 'Pre Masters Programme', 'Quinn CDL - Hong Kong, Singapore, Sri Lanka', 'Scholarship Application Brazil', 'Scholarship Application-China', 'Smurfit School Masters - All', 'South China Agricultural University Undergraduate', 'Summer Internship', 'UCD XMU Pathway', 'Undergraduate Degree Transfer/Readmission', and 'VMCAS Supplemental Application'. A 'Search' button is at the bottom right.



All Visiting Student courses populate. Find the correct course for you from the below three options depending on whether you are coming for Fall, Spring or the Full year and click 'Apply'. After this step, you will be brought back to your Application Page.

- Study Abroad Science Semester 1 (CU10) - Fall
- Study Abroad Science Semester 2 (CU11) - Spring
- Study Abroad Science Full Year (CU20) – Full Year

Select a Course

Your Current Search: Courses open for applications > Available to all students > All types > All disciplines > All colleges

Course (click to view course web page)	Description	For Entry in	Closing Date (if applicable)	Click to
Occasional Engineering & Architecture Full Year (CV26)	Occasional	Sep 2015	Open for Applications	Apply
Occasional Engineering & Architecture Sem 1 (CV24)	Occasional	Sep 2015	Open for Applications	Apply
Occasional Engineering & Architecture Sem 2 (CV25)	Occasional	Sep 2015	Open for Applications	Apply
Occasional Nursing Midwifery & Health Systems Summer/2 (CT26)	Occasional	Sep 2014	Open for Applications	Apply
Pre Medical Study Abroad Full Year (CU22)	Occasional	Sep 2015	Open for Applications	Apply
Pre Medical Study Abroad Semester 1 (CC14)	Occasional	Sep 2015	Open for Applications	Apply
Pre-Physical Therapy Study Abroad Full Year (CT38)	Occasional	Sep 2015	Open for Applications	Apply
Pre-Physical Therapy Study Abroad Semester 1 (CT27)	Occasional	Sep 2015	Open for Applications	Apply
Study Abroad Agriculture, Food & Nutrition Full Year (CA23)	Occasional	Sep 2015	Open for Applications	Apply
Study Abroad Agriculture, Food & Nutrition Sem 1 (CA11)	Occasional	Sep 2015	Open for Applications	Apply
Study Abroad Architecture Full Year (CV21)	Occasional	Sep 2015	Open for Applications	Apply
Study Abroad Architecture Sem 1 (CC08)	Occasional	Sep 2015	Open for Applications	Apply
Study Abroad Arts & Humanities Full Year (CF19)	Occasional	Sep 2015	Open for Applications	Apply
Study Abroad Arts & Humanities Sem 1 (CF12)	Occasional	Sep 2015	Open for Applications	Apply
Study Abroad Business Full Year (CB58)	Occasional	Sep 2015	Open for Applications	Apply
Study Abroad Business Sem 1 (CB20)	Occasional	Sep 2015	Open for Applications	Apply
Study Abroad Engineering Full Year (CV22)	Occasional	Sep 2015	Open for Applications	Apply
Study Abroad Engineering Sem 1 (CV10)	Occasional	Sep 2015	Open for Applications	Apply
Study Abroad Nursing, Midwifery & Health Systems Full Year (CT36)	Occasional	Sep 2015	Open for Applications	Apply
Study Abroad Nursing, Midwifery & Health Systems Sem 1 (CT10)	Occasional	Sep 2015	Open for Applications	Apply
Study Abroad Pre-Law Semester 1 (CB53)	Occasional	Sep 2015	Open for Applications	Apply
Study Abroad Science Full Year (CU20)	Occasional	Sep 2015	Open for Applications	Apply
Study Abroad Science Sem 1 (CU10)	Occasional	Sep 2015	Open for Applications	Apply
Study Abroad Sport & Exercise Full Year (CT25)	Occasional	Sep 2015	Open for Applications	Apply
Study Abroad Sport & Exercise Sem 1 (CT23)	Occasional	Sep 2015	Open for Applications	Apply





8. Click 'Add a College' to complete your Academic Record. Complete the form with your university details, taking note to complete areas marked with a red star (*)

Academic Record - Third Level

[Add a College](#)

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

Institution

Institution Name

If your college is not listed above - then enter it below providing the name, country and website url of the institution

Institution Name

Country

URL for Institution Website

Complete your University details here only if it does not appear in the drop-down list

Qualification

Title of Qualification *

Attended from (approx) *

Attended Until (if finished)

Date Awarded

Subjects Studied

Overall Result

If your qualification is still in progress please provide the following details:

Expected Complete Date

Expected Result

You can give an estimation!

Enter the title of the degree programme that you are currently studying

[Save and Return](#)



9. Click 'Answer these Questions' and complete all questions taking note to complete areas marked with a red star (*). Make sure to complete the question on "Subject Choice" using the range of modules found in the [Course Search website](#) (all modules). When researching modules check that you meet all pre-requisite requirements. A handy link to the UCD Science undergraduate programme is www.ucd.ie/programmes/bhsci001 Level 4 modules are masters level. Access to level 4 modules from the undergraduate programme is possible, but do liaise with your home institution to ensure you have the necessary academic background.

General Questions

Answer these Questions

Question
<input type="checkbox"/> General Questions
Have you been resident in Ireland or the EU/EEA/ Swiss Confederation for 3 of the last 5 years?
If accepted on to the programme would you prefer accommodation
<u>Class Standing</u> Please indicate whether you are currently a Freshman, Sophomore Junior, Senior
I receive scholarship/ financial aid assistance
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):

Science Module Levels

Level 1 = Elementary

Level 2 = Intermediate

Level 3 = Advanced

Level 4 = Masters Level



10. You must upload a copy of your passport or Birth Certificate, and a copy of your grade transcript. **You must include all documents before your application will be considered.**

Application Checklist

The following items must be submitted in order for your application to be deemed valid. However, any items which are not currently available to you can be supplied after you submit the application form.

Requirement	Status	Special Instructions	Documents Uploaded
Transcript from Northeastern University	Outstanding	Please upload a transcript	<input type="button" value="Upload"/>
Birth Cert/Passport (Copy)	Outstanding		<input type="button" value="Upload"/>
Academic Reference	Outstanding	Applications from UCD Partner institutions do not require a reference.	<input type="button" value="Upload"/>

An Academic Reference is not required if you are applying from a Partner University

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

What Happens Next?

- **No application fee applies**
- You need to upload all relevant documents before your application can be processed.
- You will receive automatic emails from applications@ucd.ie keeping you updated on your application status.
- 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.
- You will then receive an automatic email from UCD stating your new UCD Student Number. Please note this number and keep it in a safe place.