UCD APPLICATION INSTRUCTIONS
Erasmus exchange students

2018/19
Thank you for applying to UCD. Please follow the instructions and the symbol in every image to successfully apply.

*Please note that applications must be submitted before the deadlines shown below:*

- **Semester 1 (Sept-Dec 2018) and Full Year students:** 15 May 2018
- **Semester 2 (Jan-May 2019):** 15 October 2018

Go to [http://www.ucd.ie/apply/](http://www.ucd.ie/apply/) (Click “Apply to UCD”)
Click “Start a new Course Application”

Click on “Create a New Account”
Fill in basic details such as name, e-mail address, phone numbers and a password. Click “Create Account” on this screen.

Click “Continue”. An e-mail will be sent to the e-mail address you provided. This e-mail is a confirmation of your account with UCD. Please keep this for future reference.

You will then come to a new screen showing the personal details you entered previously. Select “Edit Personal Details” to input the remaining compulsory details.
Note:

*Please complete these details carefully as they will be used for official purposes.*

*Your home address must be correct and fully complete (including postal code). Your UCD transcript will be sent to this address.*

Click “Save & Return” once you are finished.
You will return to the main screen with your updated details displaying. Click “Select a Course” to select your area of study.

The next screen will show you all the courses available in UCD. You may use the search bar at the top left hand corner to search for a course.

Ensure “Open for Applications” is selected. Ensure “All” is clicked for “Course Type”. Click “Special Groups” and then click “Erasmus”. Click “Search”

Be careful:

Note: Please do not apply to any courses called *Erasmus+ ICM* – these are for students from outside of Europe only.
Select a course and click “Apply”. (Please check the list in page 8 for information on what course to apply to.)

Select:
“Sem 1” If you are coming from September to December.
“Sem 2” If you are coming from January to May.
“Full Yr” If you are coming from September to May.

Example:

An Erasmus exchange Student who has been nominated by his/her home university to come to UCD from September to December to study Engineering must select: “Erasmus Engineering & Architecture Sem 1”.

Select: If you are studying:
Click “Add a College”.

Note:

- Erasmus exchange Students are not required to submit any proof of English language level to UCD.
- When entering your College details, list your current institution only.

Add your current university’s details and your current degree programme.

Click “Save and Return”
Answer the three general questions. Click “Answer these Questions”

When answered, click ‘Save and Return’.

Note:

The courses listed will be reviewed and considered for reference only. This course list is not final and we will contact you at a later date regarding module registration.

Upload your current academic transcript. Click “Upload”.
Note:

- **You must upload your Transcripts** in order to successfully submit your application. This is a compulsory step in the application process for Erasmus students.

Click “Choose Files”. When the file is selected, click “Upload”.

If successfully uploaded, the status will change from “Outstanding” to “Received”.

Maximum file size is 3MB.
Read carefully the “Declaration” and the “Terms and Conditions”.

...
Double check your application and make sure everything is complete and correct and that the Transcripts are uploaded. Click “Submit Application”.

**Note:**

- Please make sure your application is fully complete before you submit the application.

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**YOUR APPLICATION IS NOT YET COMPLETE**

Please print the Confirmation of Nomination on page 14 (in printing settings select page 14 only). This form must be completed and returned to UCD International by the application deadline. Applicants must submit the Confirmation of Nomination in order to complete the application process.

Please note that you will not be contacted immediately by UCD International. We will contact students in May if you apply for Semester 1 or Full Year, and September if you apply for Semester 2.

For more information about your Erasmus exchange, please see:

www.ucd.ie/international/exchange-programmes
CONFIRMATION OF NOMINATION
ERASMUS 2018/19

2. Complete your details

Student’s Name (IN CAPITALS): ___________________________________________  
FIRST NAME  FAMILY NAME(s)
UCD Applicant ID: A __ __ __ __ __ __ __ __
Field of study: ____________________________________________________________
Home University: __________________________________________________________

3. To be completed by your home institution

Duration of Exchange: □ 1st semester (Sept-Dec) □ 2nd semester (Jan-May) □ Full year (Sept- May)

I hereby confirm that the above student is an approved candidate for an Erasmus exchange in University College Dublin for the 2017/18 academic year. I also confirm that s/he has sufficient English language skills to follow his/her studies in UCD.

Co-ordinator’s name: ________________________________________________________
Function: ___________________________________________________________________
Co-ordinator’s Signature: __________________________________ Date: __ __ - __ __ - ______
Stamp: ______________________________________________________________________

4. Return the form to us.

The completed page should be sent by email, fax or post to:

Erasmus
UCD International
Gerard Manley Hopkins Centre
University College Dublin
Belfield, Dublin 4
Ireland
F: +353 1 716 1165
Email: erasmus@ucd.ie