

UCD APPLICATION INSTRUCTIONS

Erasmus exchange students



Please consider the environment before printing this document.

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/ (Click "Apply to UCD")

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	Other Contacts APPLY TO UCD	Applicants for September 2016 intal	ke, please note that applications will open on 01 October 2015.	
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Click "Start a new Course Application"

Click on "Create a New Account"

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D Privacy Statement				

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

UCD Service Portal > Login > InfoHub	> SISWeb	
Create a new Account		
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Create Account		

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*.

UCD Service Portal > Login > Infolfub > SISWeb
Online Applications
Your account has been successfully created. An email has been sent to with your account details.
If you are a UCD student or alumnus, then you should login using your existing student number so that you do not have to provide transcripts and other information relating to your time in UCD.
Staff should not use their InfoHub account but instead create a new account with a non-staff email address.
Visitors who already have a V number should login using this number.
UCD Privacy Statement

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.

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Course									
Select a Course									

Note:

<u>Please complete these details carefully as they will be used for official purposes.</u> <u>Your home address must be correct and fully complete (including postal code). Your UCD transcript</u> <u>will be sent to this address.</u>

Click "Save & Return" once you are finished.

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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 <u>Erasmus+ ICM</u> – these are for students from outside of Europe only.

UCD Service Portal >	Flexible & Lifelong Learning	Academic Services	Payments	Campus Services UCard		Quick Links
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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".

Content Gearch: Courses open for applications - /		ina - An types -	An disciplines - An coneges	
Course (click to view course web page)	Description	For Entry in	Closing Date (if applicable)	Click to
Erasmus Agriculture & Food Science Full Year(CA04)	Occasional	Sep 2015	Open for Applications	Apply
Erasmus Agriculture & Food Science Sem1(CA02)	Occasional	Sep 2015	Open for Applications	Apply
Erasmus Agriculture & Food Science Sem2(GA03)	Occasional	Sep 2015	Open for Applications	Apply
Erasmus Arts & Celtic Studies Full Year(CF11)	Occasional	Sep 2015	Open for Applications	Apply
Erasmus Arts & Celtic Studies Sem 1(CF09)	Occasional	Sep 2015	Open for Applications	
Erasmus Arts & Celtic Studies Sem 2(CF10)	Occasional	Sep 2015	Open for Applications	Apply
Erasmus Business Full Year(CB28)	Occasional	Sep 2015	Open for Applications	Apply
Erasmus Business Sem 1(CB28)	Occasional	Sep 2015	Open for Applications	Apply
Erasmus Business Sem 2(CB27)	Occasional	Sep 2015	Open for Applications	Apply
Erasmus Engineering & Architecture Full Yr(CV03)	Occasional	Sep 2015	Open for Applications	Apply
Erasmus Engineering & Architecture Sem 1(CV01)	Occasional	Sep 2015	Open for Applications	Apply
Erasmus Engineering & Architecture Sem 2(CV02)	Occasional	Sep 2015	Open for Applications	Apply
Erasmus Health Sciences Full Yr(CT03)	Occasional	Sep 2015	Open for Applications	Apply
Frasmus Health Sciences Sem 2(CT02)	Occasional	Sep 2015	Open for Applications	Apply

Select:

If you are studying:

Erasmus Arts & Humanities	 Art History & Cultural Policy Classics English, Drama & Film History Irish, Celtic Studies & Folklore Languages, Cultures & Linguistics Music
Erasmus Social Sciences	 Archaeology Economics Education Geography Information & Communication Studies Philosophy Politics & International Relations Psychology Social Justice, Social Work & Social Justice Sociology
Erasmus Health & Agricultural Sciences	 Agriculture & Food Science Medicine Nursing, Midwifery & Health Systems Public Health, Physiotherapy & Sports Science Veterinary Medicine
Erasmus Science	 Biology & Environmental Science Biomolecular & Biomedical Science Chemistry Computer Science Earth Sciences Mathematics & Statistics Physics
Erasmus Exchange Engineering & Architecture	 Architecture Landscape & Civil Engineering Chemical & Bioprocess Engineering Electrical, Electronic & Mechanical Engineering

Click "Add a College".

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PDF of Application Form			TABLE OF CONTENTS •
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Application Status			Mobile
Applicant			Phone Number
Applicant ID			Native Language
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Gender			Surname at Birth
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Agency			
Course Change Course			
Course Title (& Code)	Course Start Date	Application Closing Date	Requirements
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Note:

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

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

Click "Save and Return"

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Please specify the period of study for which you wish to be considered*	Full Year 🔻			
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).*	● Yes ◎ No	Please click here for details	of EU Fee assessment.	
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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".

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Transcript from University of Innsbruck	Outstanding	Please upload a transcript of your previous studies. This is a re	quirement before your application can be submitted.	Upload	
Additional Documentation	Outstanding	Please upload any other documentation which you feel would to your application but which has not been specifically requeste You are not required to supply anything in relation to this item up	be beneficial ed. Inless you wish to do so.		
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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.

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

If successfully uploaded, the status will change from "Outstanding" to "Received"

Enamus Arts & Celtio Studies Full Year (CF11) Sep 2016 Enamus exchange students are not required to send proof of their E	inglish language level to UCD. When entering your previous College details list your ownent institution (i.e. your home university) only
Academic Record - Third Level Mag strings Table Academic Record - Third Level Cate at the set Backy Click to University of Regensitive BA 01 See 2013 to Sci. Reserve Academic Record Record	
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Read carefully the "Declaration" and the "Terms and Conditions".

General Questions						
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General Questions						
Please list the courses you would like to study while in UCD, including the course unit code and course unit title as indicated on http://www.ucd.ie/students/course_search.htm.			ECON20010			
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Have you been resident in Ireland or the E	U/EEA/ Swiss Confederation	n for 3 of the last 5 years?	Y			
pplication Checklist ur application form can be submitted onc equirement	e the form itself is complete	Any checklist items not currently available to you must be su Special Instructions	upplied afterwards.	Documents Uploaded		
ranscript from University of Regensburg	Received on 2 April 2015	Please upload a transcript of your previous studies. This is a	a requirement before your application can be submitted.	Academic Transcript.pdf	Upload Remove Document	
Additional Documentation	Outstanding	Please upload any other documentation which you feel would to your application but which has not been specifically requer You are not required to supply anything in relation to this iter	id be beneficial sted. m unless you wish to do so.		Upload	
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an with Course Applications please Crick (for contact details.					

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.

Question			Answer		
General Questions					
Please list the courses you would like to http://www.ucd.ie/students/course_search	study while in UCD, includin n.htm.	g the course unit code and course unit title as indicated on	ECON20010		
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pplication Checklist	e the form itself is complete	Any checklist items not currently available to you must be su	upplied afterwards.		
Requirement	Status	Special Instructions		Documents Uploaded	
Transcript from University of Regensburg	Received on 2 April 2015	Please upload a transcript of your previous studies. This is a	requirement before your application can be submitted.	Academic Transcript.pdf Uploa	d Remove Documents
Additional Documentation	Outstanding	Please upload any other documentation which you feel would be beneficial by our application but which has not been specifically requested. You are not required to supply anything in relation to this term unless you wish to do so.			
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Declaration by clicking SUBMIT below, I confirm the fol . I have read the instructions relating to the . I understand that any offer of admission t	lowing: a programme for which I am o me by UCD is subject to I	applying and I declare that the particulars given in the applicati JCD Terms and Conditions of Offer of Admission available here	on are in every respect accurate, true and complete. and I confirm that I have read and understood these terr	ns and conditions.	
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YOUR APPLICATION IS NOT YET COMPLETE

Please print the <u>Confirmation of Nomination</u> 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

1. Print this page only (page 7	4)	
	CONFIRMATION OF NO ERASMUS 2018/	MINATION 19
2. Complete your details		
Student's Name (IN CAPI	[ALS):	
UCD Applicant ID: A	FIRST NAME	FAMILY NAME(s)
Field of study:		
Home University:		
 3. To be completed by your n Duration of Exchange: I hereby confirm that the a College Dublin for the 2017 follow his/her studies in UC Co-ordinator's name: 	 Dime Institution □ 1st semester (Sept-Dec) □ 2nd s above student is an approved candi 7/18 academic year. I also confirm that D. 	emester (Jan-May)
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Co-ordinator's Signature:	<u> </u>	Date:
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4 Return the form to us		otamp.
The completed page should	he sent by email fax or post to:	
	Erasmus UCD International Gerard Manley Hopkins Centre University College Dublin Belfield, Dublin 4 Ireland E: +353 1 716 1165	
	Email: erasmus@ucd.ie	