




UCD APPLICATION INSTRUCTIONS

Erasmus exchange students

2018/19

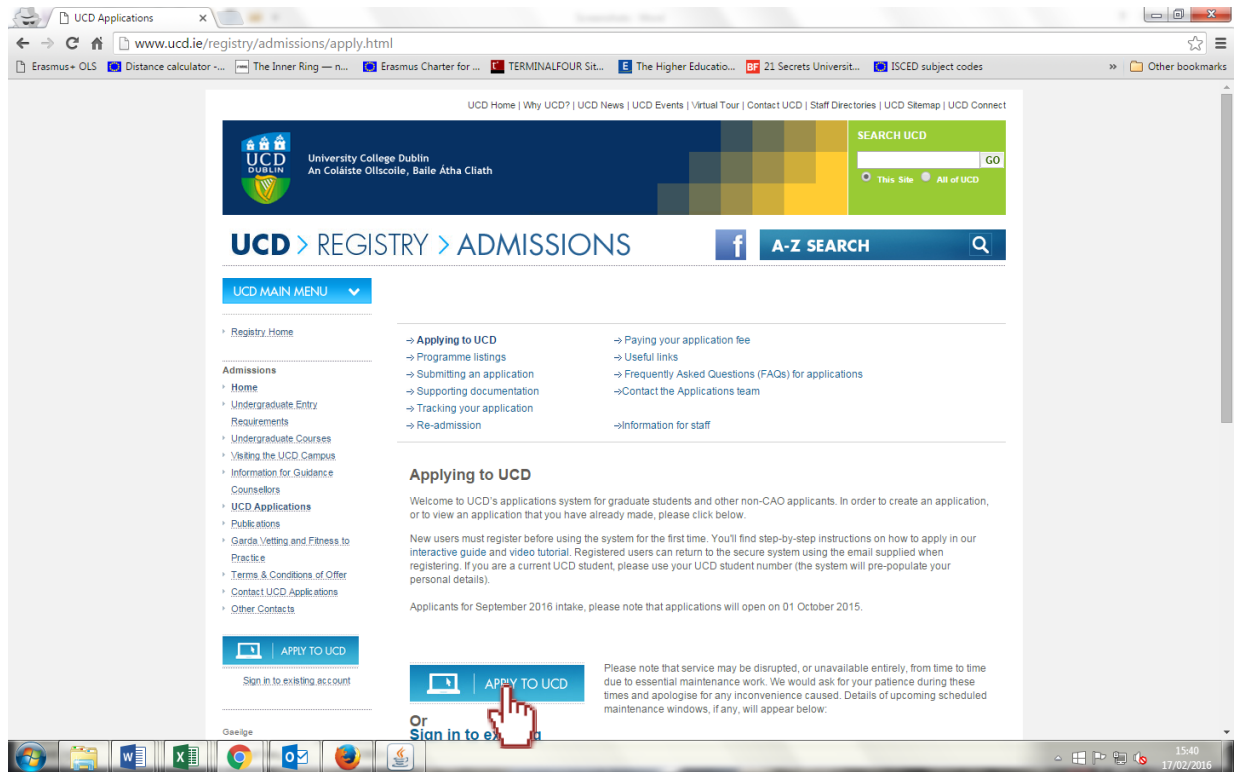


Thank you for applying to UCD. Please follow the instructions and the symbol  in every image to successfully apply.

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/> (Click “Apply to UCD”)



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University College Dublin
An Coláiste Ollscoile, Baile Átha Cliath

SEARCH UCD
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UCD > REGISTRY > ADMISSIONS

UCD MAIN MENU

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Applying to UCD

Welcome to UCD's applications system for graduate students and other non-CAO applicants. In order to create an application, or to view an application that you have already made, please click below.

New users must register before using the system for the first time. You'll find step-by-step instructions on how to apply in our interactive guide and video tutorial. Registered users can return to the secure system using the email supplied when registering. If you are a current UCD student, please use your UCD student number (the system will pre-populate your personal details).

Applicants for September 2016 intake, please note that applications will open on 01 October 2015.

Please note that service may be disrupted, or unavailable entirely, from time to time due to essential maintenance work. We would ask for your patience during these times and apologise for any inconvenience caused. Details of upcoming scheduled maintenance windows, if any, will appear below:

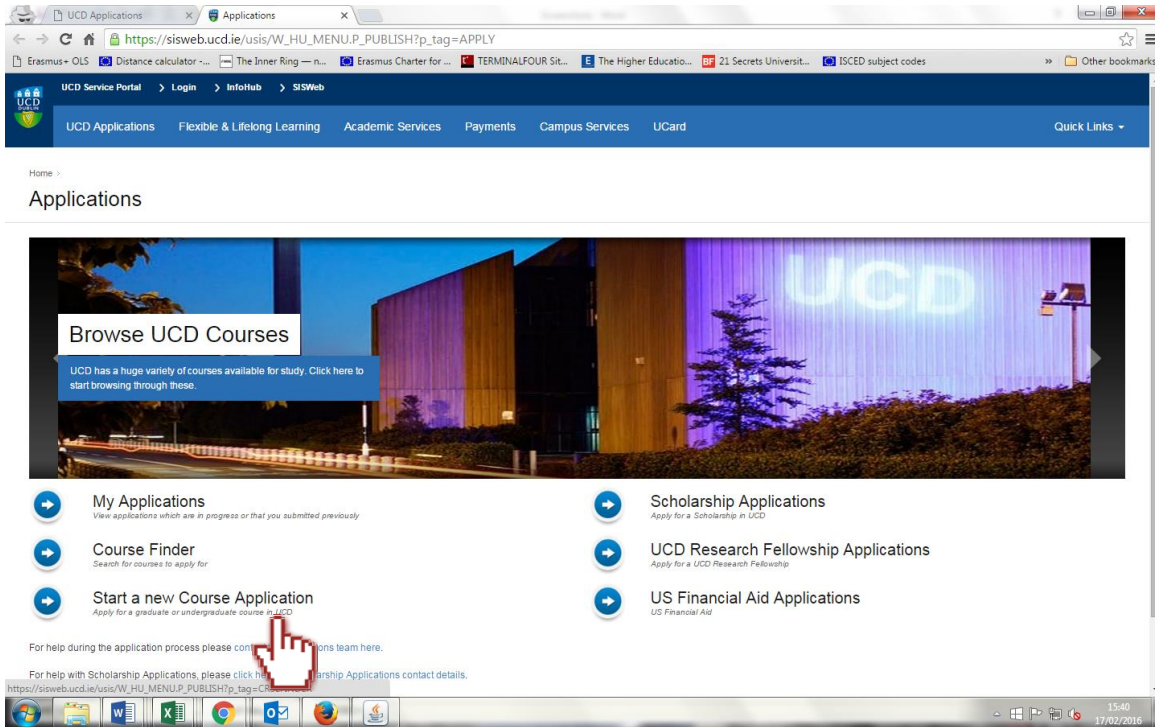
APPLY TO UCD
Sign in to existing account

APPLY TO UCD
Or Sign in to existing account

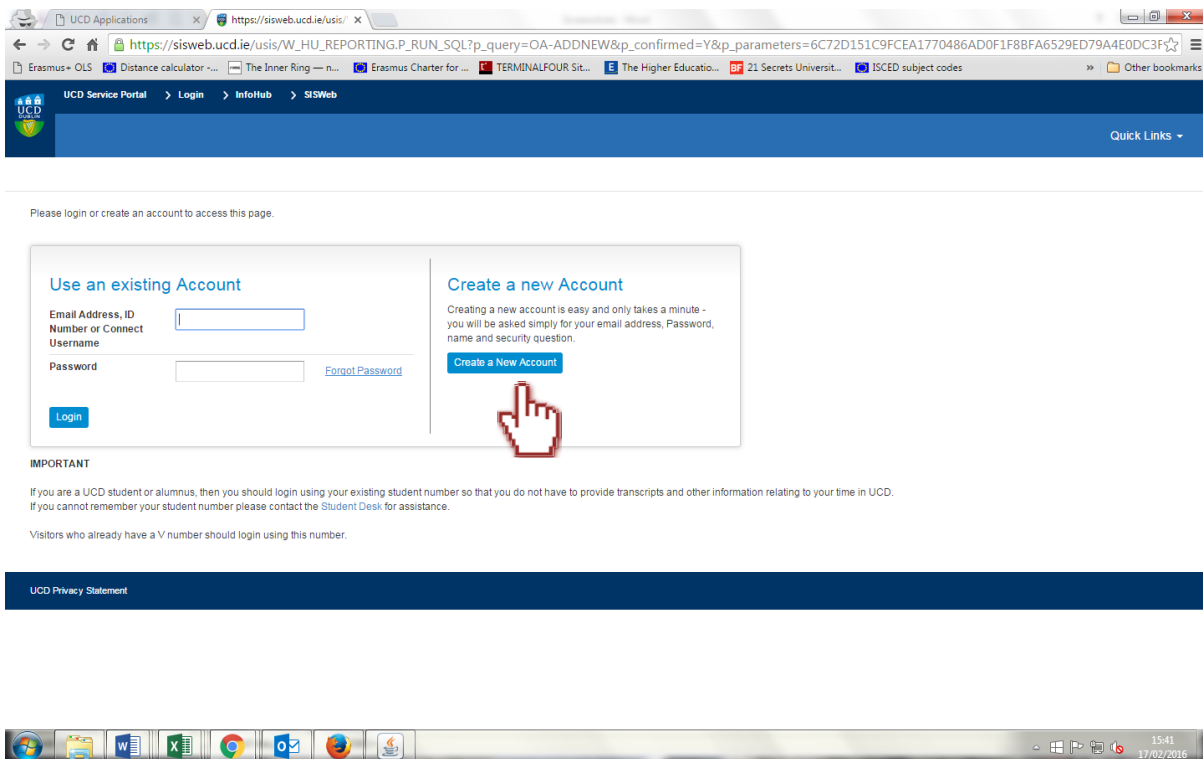
Geelgie

15:40
17/02/2016

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.

UCD Service Portal > Login > InfoHub > SISWeb

Create a new Account

If you are a UCD student or UCD alumnus then you should use your existing account
 Staff applying for courses through UCD Applications should not use their InfoHub account but instead create a new account with a non-staff email address.
 Staff applying for courses through Adult Education, CPD or booking events can use their existing account.

Please enter the details requested below including a password and a security question and answer.

* Indicates a required field.

Forename *

Surname *

Email *

Mobile Number

Phone Number

Password *

Re-enter Password *

Security Question *

Security Answer *

[Create Account](#)

The mobile and phone number must include the International Code of your country. All country codes are available here http://en.wikipedia.org/wiki/List_of_country_calling_codes

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 > InfoHub > SISWeb

Online Applications

Your account has been successfully created.
 An email has been sent to [redacted] with your account details.

[Continue](#)

IMPOR

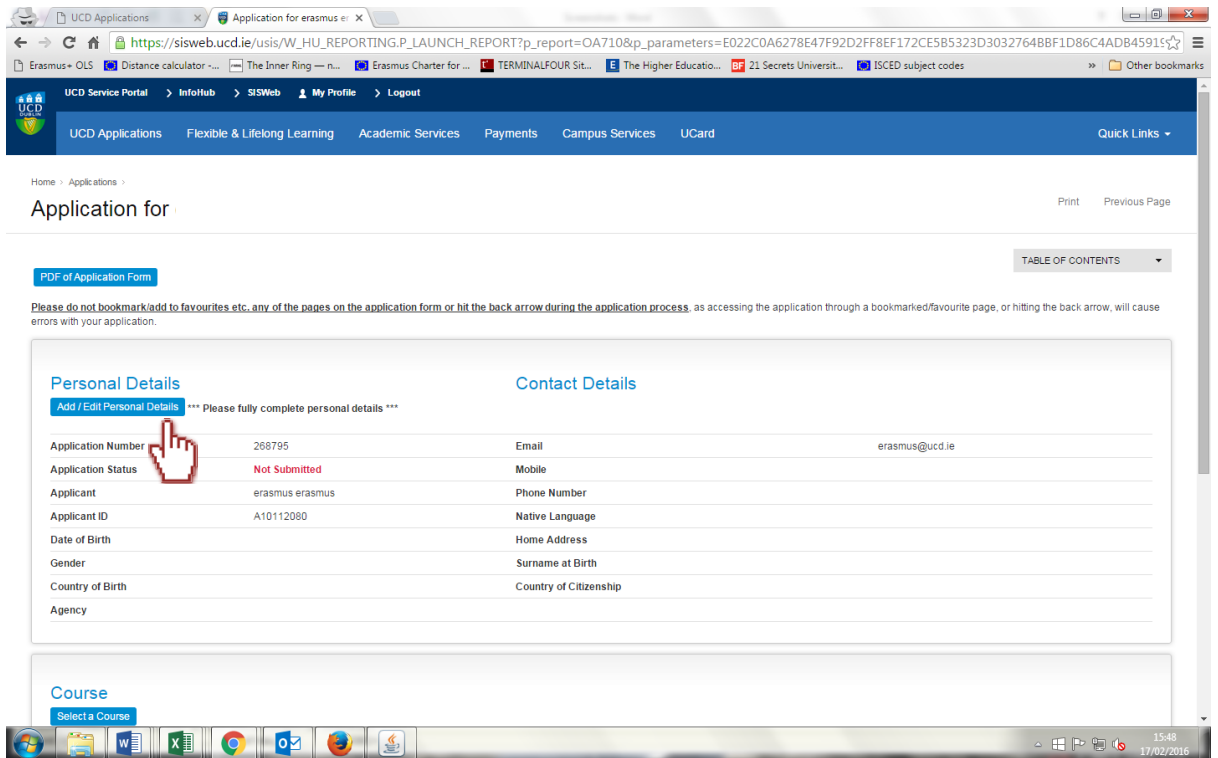
If you are a UCD student or alumnus, then you should login using your existing student number so that you do not have to provide transcripts and other information relating to your time in UCD.

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

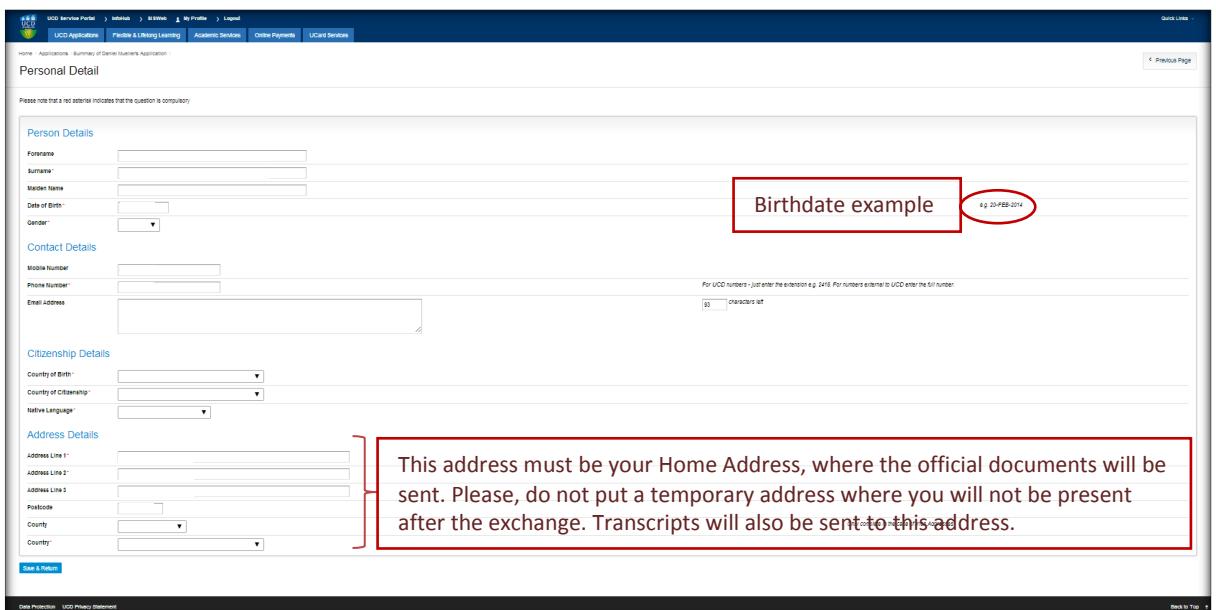
You will then come to a new screen showing the personal details you entered previously. Select “Edit Personal Details” to input the remaining compulsory details.



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.

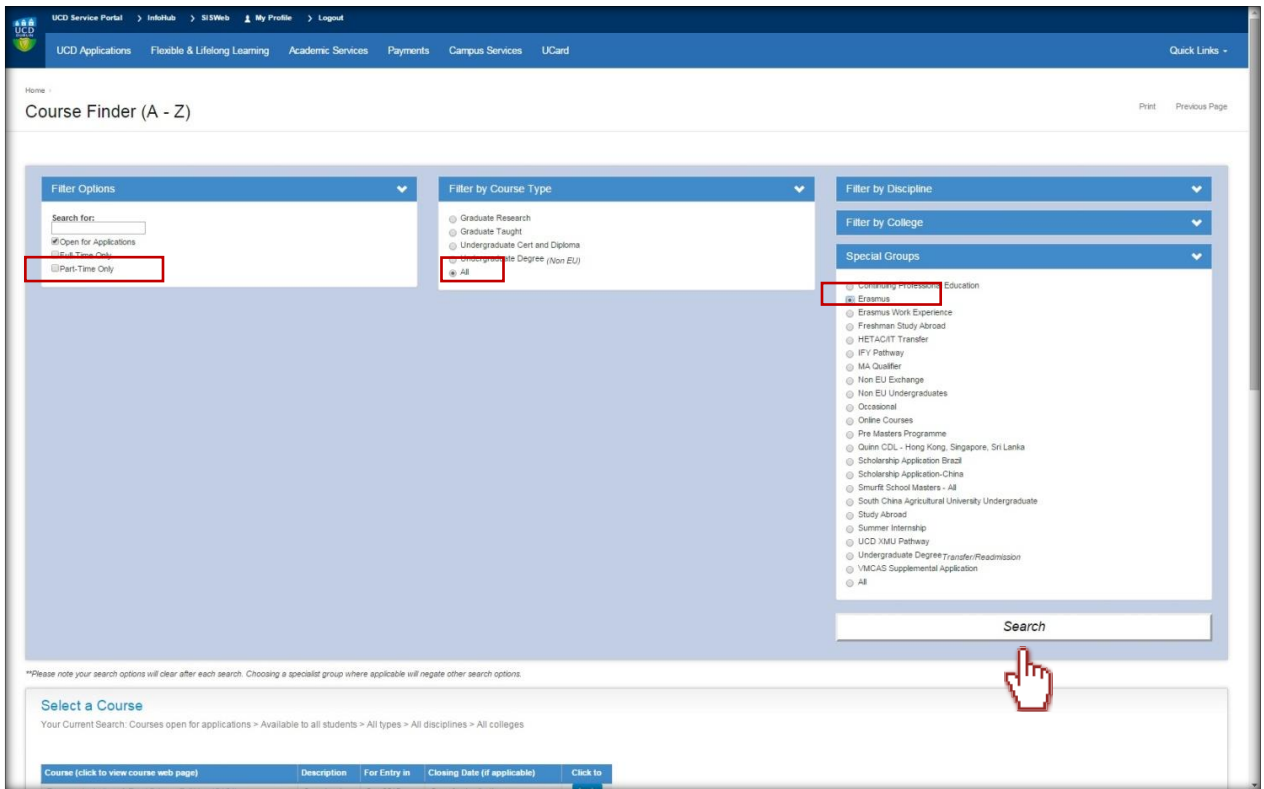
The screenshot shows the 'Summary of Application' page. It has a navigation bar at the top with links like 'UCD Applications', 'Facilities & Library Learning', 'Academic Services', 'Online Resources', and 'UCD Services'. Below the navigation bar, there are tabs for 'Personal Details' and 'Contact Details'. The 'Personal Details' section includes fields for Application Number, Application Status, Applicant, Applicant ID, Date of Birth, Gender, and Surname at Birth. The 'Contact Details' section includes fields for Email, Mobile, Phone Number, Native Language, and Home Address. Below these sections is the 'Course' section, which has a 'Select a Course' button. A red hand cursor is pointing to this button. At the bottom of the page, there is an 'Application Checklist' section with a 'Click to' button.

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”.

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(CA03)	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	Apply
Erasmus Business Full Year(CB28)	Occasional	Sep 2015	Open for Applications	Apply
Erasmus Business Sem 1(CB26)	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
Erasmus 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”.

Home > Course Finder (A-Z) > Application for

PDF of Application Form

TABLE OF CONTENTS

Personal Details
Add / Edit Personal Details *** Please fully complete personal details ***

Application Number
Application Status
Applicant
Applicant ID
Date of Birth
Gender
Country of Birth
Agency

Contact Details
Email
Mobile
Phone Number
Native Language
Home Address
Surname at Birth
Country of Citizenship

Course
Change Course

Course Title (& Code)	Course Start Date	Application Closing Date	Requirements
Erasmus Arts & Celtic Studies Full Year (CF11)	Sep 2015		Erasmus exchange students are not required to send proof of their English language level to UCD. When entering your previous College details list your current institution (i.e. your home university) only.

Academic Record - Third Level
Add a College

Institution	Time	Title of Qualification	Dates of Study	Click to
You have not yet added any prior colleges				

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”

InfoHub News 11 Tasks 0 Favourites ? Help My Profile Logout

InfoHub Systems Students Human Resources Research My UCard

Third level (i.e. university) only. Previous High School/Secondary School details should NOT be included

Compulsory questions are marked with a red asterisk

Institution

Institution Name These are the 250 most frequently used institutions

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

Qualification

Title of Qualification*

Attended from (approx)* If you only know the year - then enter 1 January and the Year e.g. 25-FEB-2014

Attended Until (if finished) Leave blank if still attending e.g. 25-FEB-2014

Date Awarded e.g. 25-FEB-2014

Subjects Studied 200 characters left

Overall Result

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

Expected Complete Date e.g. 25-FEB-2014

Expected Result

Save and Return

Application for Daniel Briede

PDF of Application Form

Personal Details Contact Details

[Add / Edit Personal Details](#) *** Please fully complete personal details ***

Application Number	201458	Email	danielbriede@ucd.ie
Application Status	Not Submitted	Mobile	004971655042
Applicant	Daniel Briede	Phone Number	004971655042
Applicant ID	A10085148	Native Language	Dutch
Date of Birth	11 Mar 1990	Home Address	International Office, UCD, France
Gender	Male	Surname at Birth	
Country of Birth	Angola	Country of Citizenship	Barbados
Agency			

Course

[Change Course](#)

Course Title (E Code)	Course Start Date	Application Closing Date	Requirements
Erasmus Arts & Celtic Studies Full Year (CF11)	Sep 2015		Erasmus exchange students are not required to send proof of their English language level to UCD. When entering your previous College details list your current institution (i.e. your home university) only.

Academic Record - Third Level

[Add a College](#)

Institution Name	Title of Qualification	Dates of Study	Click to Edit
University Of Regensburg	BA	01 Sep 2013 to	Remove Academic Record

General Questions

[Answer these Questions](#)

Question	Answer
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
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?	Y

Answer the three general questions. Click "Answer these Questions"

UCD Applications

Other Questions

UCD Service Portal > InfoHub > SISWeb > My Profile > Logout

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

Home > Application for erasmus erasmus > Other Questions > Previous Page

Other Questions

This already exists

Please note that a red asterisk indicates that the question is compulsory

Answers should be in English (except where the question is in Irish)

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.

Please specify the period of study for which you wish to be considered*

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).*

Full Year

Yes No

Please click [here](#) for details of EU Fee assessment.

[Save and Return](#)

Data [UCD Privacy Statement](#)

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".

The screenshot shows the 'Application Checklist' section of the UCD Erasmus application form. It contains a table with the following data:

Requirement	Status	Special Instructions	Documents Uploaded
Transcript from University of Innsbruck	Outstanding	Please upload a transcript of your previous studies. This is a requirement before your application can be submitted.	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

Below the checklist is the 'Declaration' section, which includes a 'Submit' button. A red hand cursor is pointing to the 'Upload' button for 'Additional Documentation'.

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"

The screenshot shows the 'Upload Documents' section of the UCD Erasmus application form. It includes instructions on file formats and a maximum file size of 3MB. There are two options for uploading documents:

Upload new Documents

Select Document: No file chosen

OR

Use Previously Uploaded Documents

Filename	Date Uploaded	Use Selected Documents
You have not uploaded any documents		

A red box highlights the text "Maximum file size is 3MB". Red hand cursors point to the "Choose Files" button and the "Upload" button.

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

Erasmus Arts & Culture Studies Full Year (CF11) Sep 2016 Erasmus exchange students are not required to send proof of their English language level to UCD. When entering your previous College details list your current institution (i.e. your home university) only.

Academic Record - Third Level

[Add a College](#)

Institution Name	Title of Qualification	Dates of Study	Click to
University Of Regensburg	BA	01 Sep 2013 to	Edit Remove Academic Record

General Questions

[Answer Basic Questions](#)

Question	Answer
<p>General Questions</p> <p>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/courses_search.htm.</p>	ECON2010
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?	Y

Application Checklist

Your application form can be submitted once the form itself is complete. Any checklist items not currently available to you must be supplied 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 Upload Remove Documents
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

Declaration

By clicking SUBMIT below, I confirm the following:

- 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.
- 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](#)

1 row took 01 seconds to run

For help with Course Applications please click [here](#) for contact details.

Data Protection UCD Privacy Statement

Read carefully the “Declaration” and the “Terms and Conditions”.

General Questions

[Answer Basic Questions](#)

Question	Answer
<p>General Questions</p> <p>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/courses_search.htm.</p>	ECON2010
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?	Y

Application Checklist

Your application form can be submitted once the form itself is complete. Any checklist items not currently available to you must be supplied 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 Upload Remove Documents
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

Declaration

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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](#)

1 row took 01 seconds to run

For help with Course Applications please click [here](#) for contact details.

Data Protection UCD Privacy Statement

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.

General Questions

Answer these Questions

Question	Answer
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
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?	Y

Application Checklist

Your application form can be submitted once the form itself is complete. Any checklist items not currently available to you must be supplied 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 <input type="button" value="Upload"/> <input type="button" value="Remove Documents"/>
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.	<input type="button" value="Upload"/>


Declaration

By clicking SUBMIT below, I confirm the following:

- 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.
- 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

1 rows to go 1 seconds to run

For help  Applications please click [here](#) for contact details.

Data Protection [UCD Privacy Statement](#)

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

1. Print this page only (page 14)



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: _____

D D - M M - Y Y Y Y

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