



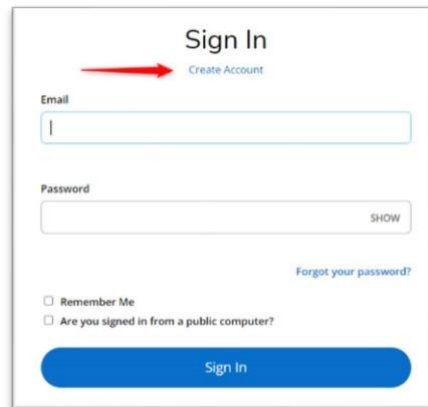
ACE AT UCC ONLINE APPLICATION



ONLINE APPLICATION OVERVIEW

Navigate to <https://ucc.elluciancrmrecruit.com/Apply>

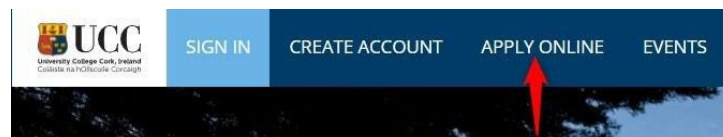
Click the **Create Account** button to create your UCC Apply account. If you have already created an account, you can click **Sign In** and continue with your application.



The screenshot shows a 'Sign In' page. At the top, there is a 'Sign In' title and a 'Create Account' link. A red arrow points to the 'Create Account' link. Below the title are two input fields: 'Email' and 'Password'. The 'Password' field has a 'SHOW' button. Below the input fields is a 'Forgot your password?' link. At the bottom, there are two checkboxes: 'Remember Me' and 'Are you signed in from a public computer?'. A blue 'Sign In' button is at the bottom.

Please note that during your account creation, you shall be asked to choose a course. This does not create an application.

Once you have created your account, click Apply Online from the top menu.



Click **Start a New Adult & Continuing Education Application (option 4)**.

4. Adult and Continuing Education Application

Use this application type if you wish to study a course under the category of Adult & Continuing Education – See list of courses

[Start a new Adult & Continuing Education Application](#)

Select **2024** as the Entry Year and click **Submit**

Entry Year *

Please select the year that you wish to commence your programme from the following options:

You will be presented with a **Personal** Information tab, fill in the required information (any field marked with an asterisk * is mandatory). Once complete, click **Save and Continue** to move to the **Academic Level** tab.

Level Selection

Academic Level *

Please select the type of programme you wish to apply for. Once you have selected the appropriate category you will be able to select your programme.

Course Type *

Academic Programme *

On the **Academic Programme** tab, from the drop-down menu, select the course title.

Click **Save and Continue** to move to the **Education** tab.

Higher Education Institution

Higher Education Institution / Other Relevant Qualification 1

[- Delete Higher Education Institution / Other Relevant Qualification](#)

Organisation Name (full or partial)

In order to search by name, enter at least 3 characters of the name. Click on School Not Found if school not available in the dropdown list

Country

[+ Add Higher Education Institution / Other Relevant Qualification](#)

Details of Post Primary Education

Details of Post Primary Education 1

[- Delete Details of Post Primary Education](#)

School Name or City (full or partial)

In order to search by name, enter at least 3 characters of the name. Click on School Not Found if school not available in the dropdown list

Country

[+ Add Details of Post Primary Education](#)

Click Add Higher Education detail or/or Add Post Primary Education detail and click **Save & Continue** to move to the **Programme** tab.

Programme Details

Academic Term *

Mode of Study *

Location *

Intake

Sponsored Application

Are you receiving financial support for full or partial payment of your fees from your employer or sponsoring organisation?

Select the relevant options for Location and Intake.
Answer the Sponsorship question.
Click **Save and Continue** to move to the **English Proficiency** tab.

On the next screen answer the English Proficiency questions; if you have taken an English equivalency test you will need to upload your certificate after submitting your application. Applicants whose first language is not English must have attained IELTS Level 6.5 or the equivalent TOEFL or Duolingo English Test score. Click **Save & Continue** to move to the Work Experience tab.

Would you like to add Work Experience?

Work Experience Confirmation

Yes No

Click **Yes** to add work experience.

Click **Save & Continue** to move to the **Additional Questions** tab. Answer any questions that appear here.

Click **Save & Continue** to move to the **Confirmation** tab.

Certification

Please confirm the following before you submit your application. Please be aware that should your answer be 'No' to any of the statements below, your application will not be processed.

I confirm that the information given on this form is true, complete and accurate and no information that has been requested has been omitted.

Yes No

By creating this account I give my consent to the processing of my data by University College Cork in order to review and consider this application <https://www.ucc.ie/en/it-policies/policies/privacy/>

I agree that university can contact me in regards to my application. This could involve tasks such as requesting further information or arranging interview days

Yes No

Once you submit your application, you will be asked to provide supplemental items to support your application. Details of the documents required will be provided once you submit your application.

By signing and submitting your application form, you agree to submit supplemental items as requested by UCC, in order to process your application.

Yes No

The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is factually true.

First Name Surname

Signature Date *

08/02/2024

Accept each confirmation by clicking Yes, insert your name and click **Preview before Submission**. You will be presented with the information you input during your application. Click **Edit Application** if you would like to update any portion of your application. Click **Submit** if the detail is correct.

For the majority of courses, half of the course fee is due during application. This is fully refundable if you are not accepted onto the course, the course doesn't proceed, or you withdraw your application before acceptance. Please contact acefinance@ucc.ie with any fee queries or refund requests.

DESCRIPTION	TOTAL
Certificate - UCC (part-time)	€400.00
Subtotal:	€400.00
Fee Waiver:	€0.00
Total:	€400.00

If you have been provided with a code to waive the application fee, please enter it here. If you wish to go back and make a final review of your application, please do so before entering and applying the code.

Apply

Make Online Payment

Once submitted click the link 'Click to check your application status' to finalise your application.

Apply Online

Your application has been submitted!

[Click to check your application status](#)

Click **View** to begin uploading the required documentation. Click the 'Upload Supporting Documentation' tab.

My Applications

APPLICATION	STATUS	ACTION
> Autumn 2024	Action Required	View

Click **Choose File** and **Upload** to add each required document. You shall be registered under the name on your 'Proof of Identity' document. Once all documents are uploaded your application can be reviewed.

Required Documents (document upload is mandatory if a red asterisk appears before item name)

ITEM	SUBMISSION STATUS	ACTION
* Passport Photo Please upload a passport style photo. Do not upload a photo of your passport in lieu of a passport style photo.	Not Received	<input type="button" value="Choose Files"/> No file chosen
* Proof of Identity Please upload a clear readable copy of one of the following documents: Birth Certificate/Photo page of Passport/Irish NDLS Driving Licence (new credit card format only)/Marriage Certificate. You will be registered as per the name presented on the uploaded ID document. Please ensure that the document uploaded is from an original and is not a copy of a copy.	Not Received	<input type="button" value="Choose Files"/> No file chosen

The 'Passport Photo' to be used for your student card:

- We need a passport-style photo.
- A selfie is accepted once it is against a plain background.
- Ensure you are alone in the photo.
- The photo needs to be from your shoulders upwards to just above your head.
- You have full permission to smile in your photo

*Note: Do **not** send a photo of your Passport/Driver's Licence or crop the photo on your Passport/Driver's Licence. We need only a clear passport-size/style photo*

After submitting your application, you can visit <https://ucc.elluciancrmrecruit.com/Apply/> to view the status of your application.

Any questions please email ace@ucc.ie