



UCD+NCAD Architecture, Art & Design Summer School June 2017

ONLINE APPLICATION INSTRUCTIONS

Step 1 – applying online

- Go to <http://www.ucd.ie/apply/> and select the 'APPLY TO UCD' button.
- Select 'Start a new course application'
- As a first time applicant, click on **Create a new account** and create your own Login ID (max 9 characters alpha-numeric) and a PIN (six characters, numeric). After entering the Login ID and the PIN, click on LOGIN.
- Take a note/record of your login and password.
- Create the security question and then select 'continue'
- You have the option here to edit your personal details
- Choose the 'Select a Course' tab. Under 'Special Groups' select the 'Study Abroad' group and hit the Search button
- Select your Programme choice which is UCD+NCAD Architecture, Art and Design Summer School (CV17) and hit the apply button. The 2017 Summer School is attached to the September 2016 academic term.
- Complete the 'General Questions' section by answering all questions asked
- Under 'Application Checklist' please upload supporting documents
- Applicants may upload their supporting documentation once the application has been submitted. Please note that this is the preferred method of submission for all courses. The supporting documents include;
 - ❖ An official copy of your academic transcript
 - ❖ A copy of your passport
 - ❖ A 1-page Personal Statement
- You may save your application and return to it before you finally submit it, but please remember to select the '**submit**' option when you are finished.
- Please take a record of your UCD application number which is a 9 digit number beginning with the letter 'A'.

NOTE: SUMMER SCHOOL APPLICANTS ARE NOT REQUIRED TO PAY AN APPLICATION FEE OR DEPOSIT.

For application queries, please contact:

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