



## Applying to the UCD Freshman Study Abroad Programme

1. Go to UCD apply online link: [click here](#). Please note that no application fee is required for the UCD enrollment system.
2. Click on 'Start a New Course Application'.

UCD Service Portal > Login > InfoHub > SISWeb

UCD Applications | Flexible & Lifelong Learning | Academic Services | Online Payments | UCard Services

### New Applications System

UCD has developed a new Course Applications System to allow you to apply for further study in UCD. The new system was launched on 1 October 2013. Click here to start browsing available courses.

UCD Staff should not use their InfoHub account to create an application but instead create a new account with a non-staff email address.

**My Applications** *View applications which are in progress or that you submitted previously* →

**Course Finder** *Search for courses to apply for*

**Start a new Course Application** *Apply for a graduate or undergraduate course in UCD*

**Scholarship Applications** *Apply for a Scholarship in UCD*

For help with Course Applications please email [onlineapps@ucd.ie](mailto:onlineapps@ucd.ie). For help with Scholarship Applications, please [click here](#) for contact details.

3. Click on 'Create a New Account'

Please login or create an account to access this page

**Use an existing Account**

Email Address, ID Number or Connect Username

Password  [Forgot Password](#)

[Login](#)

**Create a new Account**

Creating a new account is easy and only takes a minute - you will be asked simply for your email address, Password, name and security question

[Create a New Account](#) →

- Complete the form. You will be sent an email confirming your password and your UCD Application Number.
- You will then be brought to your Application Page.

4. Click on 'Edit Personal Details' to complete your contact details. When creating an account name use your husky email address.

**Personal Details**

[Edit Personal Details](#)



5. Click on 'Select a Course'.

## Course

Select a Course

6. Type 'Freshman' into the keyword box and click 'Search'.

**Keyword:** Freshman

**Course Type**

Graduate Research  
 Graduate Taught  
 Occasional  
 Undergraduate Cert and Diploma  
 Undergraduate Degree (ex CAO)  
 All

**Colleges**

Agriculture, Food & Vet Med  
 Arts & Celtic Studies  
 Business & Law  
 Engineering & Architecture  
 Health Sciences  
 Human Sciences  
 Science

Open For Applications  
 All

**Search**

**Specific Groups**

7. All Freshman courses will be displayed. Find the correct course for you -*Freshman Study Abroad Programme Semester 1 (CD19)*- and click 'Apply'. After this step, you will be brought back to your Application Page.

## Select a Course

Your current search is Keyword(Freshman) > Courses open for applications > Available to all students > All types > All disciplines > All colleges

Course (click to view course web page)	Description	For Entry in	Closing Date (if applicable)	Click to
<a href="#">Freshman Study Abroad Programme Autumn (CD19)</a>	Occasional	Sep 2020	Open for Applications	<a href="#">Apply</a>
<a href="#">Freshman Study Abroad Programme Full Year (CD21)</a>	Occasional	Sep 2020	Open for Applications	<a href="#">Apply</a>
<a href="#">Freshman Study Abroad Programme Science Autumn (CD23)</a>	Occasional	Sep 2020	Open for Applications	<a href="#">Apply</a>
<a href="#">Freshman Study Abroad Programme Science Full Year (CD25)</a>	Occasional	Sep 2020	Open for Applications	<a href="#">Apply</a>

8. Click 'Add a College' to complete your Academic Record. Please enter "Northeastern University" under Institution Name, your future qualification e.g. "BS Architecture" under Title of Qualification and "01 June 2020" under Attended from.

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

UCD Applications Flexible & Lifelong Learning Academic Services Online Payments Campus Services UCs

**Institution**

Institution Name: United States of America - Northeastern University

If your college is not listed above - then enter it below providing the name, country and website url of the institution

Institution Name:   
Country: United States  
URL for Institution Website:

**Qualification**

Title of Qualification\*: BS Biology

Attended from (approx)\*: 01 Sep 2014

Attended Until (if finished):

Date Awarded:



9. Click 'Answer these Questions' and complete all questions as below. Please enter NA under the "Subject Choice" section, as subject choices will be made in agreement with your Northeastern Student Advisor. Your International Office Advisor should be Kate Berge.

General Questions	
Question	Answer
General Questions	
Have you been ordinarily resident in the EU/EEA/ Swiss Confederation for 3 of the last 5 years (i.e. a minimum of 183 days per calendar year)?	N
If accepted on to the programme would you prefer accommodation	on campus
Class Standing Please indicate whether you are currently a Freshman, Sophomore Junior, Senior	Freshman
I receive scholarship/financial aid assistance	N
Subject Choice: Students take between 4 and 6 classes at UCD. The majority of these classes are in the programme you apply to. Please list up to 6 modules (classes) that you hope to take at UCD.	NUin
Name of International Office co-ordinator(s) in the University from which you are applying:	Kate Berge
If English is not your first language, please choose the English exam you have taken. Copies of results must be submitted.	
Test date (e.g. 25NOV2016)	
English test score (if known):	

10. N.U.in students – please upload your birth certificate/passport. As you do not have a Transcript from Northeastern University, please upload acceptance letter/email from the NUin here.

Application Checklist			
The following items must be submitted in order for your application to be deemed valid. However, any items which are not currently available to you can be supplied after you submit the application form.			
Requirement	Status	Special Instructions	Documents Uploaded
Transcript from Northeastern University	Outstanding	Please upload a transcript	<input type="button" value="Upload"/>
Birth Cert/Passport (Copy)	Outstanding		<input type="button" value="Upload"/>
Academic Reference	Outstanding	Applications from UCD Partner institutions do not require a reference.	<input type="button" value="Upload"/>

11. When you are satisfied that your UCD application is complete, read the declaration statement and click 'Submit Application'.

#### What Happens Next?

- **No application fee applies – N.U.in students are exempt from paying an UCD application fee/deposit.**
- You will receive automatic emails from [applications@ucd.ie](mailto:applications@ucd.ie) keeping you updated on your application status.
- When you are made an offer you will receive an email stating that your application status has changed.
- Log into [www.ucd.ie/apply](http://www.ucd.ie/apply) and click on 'My Applications' - Click 'Accept' to accept your offer.
- You will then receive an automatic email from UCD stating your new UCD Student Number.
- You will receive further information from Katherine Mulfaul, UCD Study Abroad Programme Manager, regarding accommodation, registration and UCD orientation, so please check your emails regularly as this information can be time sensitive!