



University College Dublin  
Ireland's Global University

# **International Pre-Master's Pathway Programme**

## **How to Apply Guide**

INTERNATIONAL  
**PATHWAY**  
PROGRAMMES




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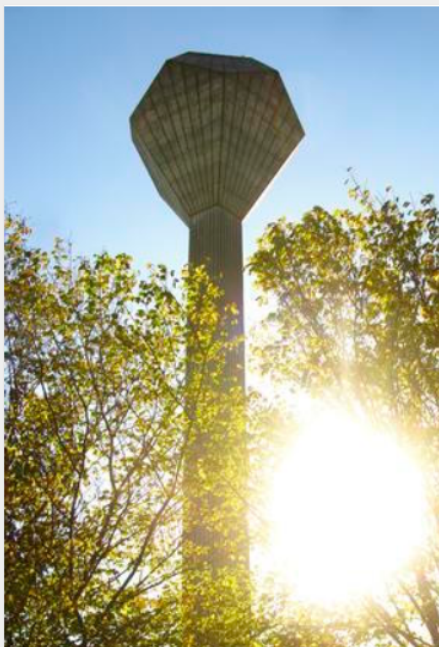
1. Go to [www.ucd.ie/apply](http://www.ucd.ie/apply)

2. Select 'Apply to UCD'

How do I apply?

|   |  |
|---|--|
|  | If you are not a UCD student and have not applied previously, you must register before using the system for the first time. You'll find step-by-step instructions on how to apply in our <a href="#">instructions for applicants [pdf]</a> and <a href="#">video tutorial</a> .                          |
| OR<br><a href="#">Sign in to existing account</a>                                   | If you have already registered you can return to the secure system using the login details you registered with. If you are a current or previous UCD student, please use your UCD student number (the system will pre-populate your personal details and you will not be requested to send transcripts). |

3. Select 'Course Finder'



- › 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
- › UCD Research Fellowship Applications  
Apply for a UCD Research Fellowship



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## 4. In course finder, search:

'**DB04**' for University Diploma International Pre-Masters Pathway (September start)

'**DB05**' for University Certificate International Pre-Masters Pathway (January start)

Select a Course

Your current search is 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="#">University Certificate International Pre-Masters Pathway (DB05 )</a> | Occasional  | Jan 2018     | Open for Applications        | <a href="#">Apply</a> |
| <a href="#">University Diploma International Pre-Masters Pathway (DB04 )</a>     | Occasional  | Sep 2018     | Open for Applications        | <a href="#">Apply</a> |

## 5. Select 'Apply'



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## 6. Sign in or create an account

### Apply for a Course

You must login with an Existing Account or create a New Account to access this page.  
N.B. Please DO NOT create a New Account if you already have an Existing Account (See IMPORTANT notice below).

#### If you have a UCD Connect Account

All users with a UCD Connect account must use Single Sign On by selecting the "Log in via SSO" button.

[Log in via SSO](#)

#### Use an Existing Account

Email Address, ID Number or Connect Username

Password

[Log in](#) [Forgot Password](#)

#### Create a New Account

Creating a new account is easy and only takes a minute - you will be asked for name, contact details and a password.

[Create a New Account](#)

## 7. If required, you will be asked to fill in personal details

### Application for [REDACTED]

[PDF of Application Form](#)

Please do not bookmark/add to favourites etc. any of the pages on the application form or hit the back arrow during the application process, as accessing the application through a bookmarked/favourite page, or hitting the back arrow, will cause errors with your application.

#### Personal Details

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

|                    |               |                        |            |
|--------------------|---------------|------------------------|------------|
| Application Number | 466387        | Email                  | [REDACTED] |
| Application Status | Not Submitted | Mobile                 | [REDACTED] |
| Applicant          | [REDACTED]    | Phone Number           |            |
| Applicant ID       | [REDACTED]    | Native Language        |            |
| Date of Birth      | [REDACTED]    | Home Address           |            |
| Gender             |               | Surname at Birth       |            |
| Country of Birth   |               | Country of Citizenship |            |
| Agency             |               |                        |            |

#### Contact Details



## 7. Fill in university education

Academic Record - Third Level

[Add a College](#) ←

| Institution Name                        | Title of Qualification | Dates of Study | Click to |
|---|------------------------|----------------|----------|
| You have not entered any prior colleges |                        |                |          |

## 8. Answer questions

[Answer these Questions](#)

| Question  | Answer |
|---|--------|
| <b>General Questions</b>  |        |
| Have you (or your parents if you are under 23) been ordinarily resident in the EU (including Ireland) /EEA/ Swiss Confederation/UK for 3 of the last 5 years (minimum of 183 days per calendar year)? |        |
| Where did you hear about the programme?   |        |
| <b>English language</b>   |        |
| What English language test have you taken?  |        |
| If other, please specify:   |        |
| English test date:  |        |
| English test score (if known):  |        |
| <b>Masters Pathway Preferences</b>  |        |
| International Pre Masters Programme Preference 1  |        |
| International Pre Masters Programme Preference 2  |        |
| International Pre Masters Programme Preference 3  |        |
| <b>Skype ID or WeChat ID (Chinese Applicants)</b>   |        |
| Please detail your SKYPE ID or WeChat ID (Chinese applicants). If an interview is required, Zoom (no login required) or an alternative platform may be used at the School's discretion.               |        |



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Questions marked with \* are mandatory

Enter your choice of Masters pathway programme **in order of preference**. You can enter a **maximum of 3**

### Masters Pathway Preferences

Please indicate, in order of preference, the masters you wish to apply for. For the list of masters pathway programmes, please see [here](#).

International Pre Masters Programme  
Preference 1\*

International Pre Masters Programme  
Preference 2

International Pre Masters Programme  
Preference 3



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9. Upload supporting documents - university transcript and accepted English language test are required for a full offer.

You can upload any additional documentation that may support your application (i.e. personal statement, references)

#### 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 .....    | Outstanding | Please upload a transcript   |                    |
| 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. |                    |
| English Language Test    | Outstanding | Please upload an English Language Cert   |                    |



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## 10. Click 'submit'

### Declaration

By clicking SUBMIT below, I confirm the following:

1. 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.
2. 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

If you have any questions, contact  
[premasters@ucd.ie](mailto:premasters@ucd.ie)