

## Research Postgraduate Application, Admission & Enrolment Process

This step by step guide (including a flow chart on page 3) below outlines the application, admission and enrolment process for research postgraduate students. **Please Note:** If you have already identified a supervisor, skip to point 4 below.

1. A prospective applicant who **has not** identified a supervisor should complete an Expression of Interest (EOI) form available from: [how to apply](#). Non-EU applicants should familiarise themselves with any visa requirements, further details available from <http://www.ul.ie/international/>.
2. A prospective applicant must complete all the sections of the EOI form and include a three page research project proposal to enable the faculty and department to identify where possible a potential supervisor(s). The completed EOI form should be submitted to the Postgraduate Admissions Office, Graduate School, Foundation Building or email: [postgradadmissions@ul.ie](mailto:postgradadmissions@ul.ie)
3. The completed EOI form is sent to the relevant faculty or department. The faculty or department advise (after 1-2 weeks) the Graduate School whether or not a potential supervisor has agreed to have preliminary discussion with a prospective student. At this stage the applicant will be advised if they should complete a research postgraduate application form, available from [how to apply](#). If no supervisor has been identified, the applicant is informed by the relevant faculty, department or Graduate School.
4. A prospective applicant **who has** identified a supervisor and agreed a research project with their proposed supervisor(s) should complete a research application form. Applicants who have been awarded a research postgraduate scholarship from an external funding agency (E.G Irish Research Council) must complete the application process. Application forms for are available from [how to apply](#). Non-EU applicants should familiarise themselves with the visa requirements, further details available from <http://www.ul.ie/international/>.
5. In order to avoid any unnecessary delay, the applicant should ensure that their research application form is **fully completed** and includes a research proposal, a copy of the official transcript of results, (where relevant) confirmation of English Language requirements and academic reference letters. Applications are accepted on an ongoing basis. The timeline from submitting a fully completed application and research proposal to receiving an offer letter is normally 3-4 weeks.
6. As part of the process, funded applicants (e.g IRC, PRTL, SFI or other funding agencies) should ensure that a Financial Aid form is completed (in conjunction with their supervisor) signed and submitted to the Salaries Office (Main building A2-029). The financial form is available at [financial aid form](#) Please note students will not

receive their stipend (maintenance payment) or have their fees paid until a financial aid form is submitted. Self-funded applicants are not required to complete a Financial Aid form.

7. The completed application form should be submitted to the Postgraduate Admissions Office. Graduate School, Foundation Building or Email: [postgradadmissions@ul.ie](mailto:postgradadmissions@ul.ie)
8. When the completed application form is received by Postgraduate Admissions, the application is recorded on the student record system (SI) and returned to the faculty administrator, for approval by the Faculty Postgraduate Research Committee (or equivalent). The application form and research proposal (sections 24 and 25) must be signed-off by the Supervisor(s) and the Head of Department. Interfaculty applications must be approved and signed-off by the relevant supervisor(s) and Head of Department within each faculty
9. Following a meeting of the Faculty Postgraduate Research Committee. The Assistant Dean presents the applications pertaining to their faculty for review at the monthly University Postgraduate Research Committee (PGR) (Chaired by the Dean, Graduate School). After each monthly PGR meeting decision letters are sent to the applicants. The decision letters are normally issued within 2-3 working days after the meeting.
  - 9a) where applications are not approved, these applicants receive a letter outlining the reason(s) as advised by the relevant faculty why their application was not approved. In addition, they are advised of the Admissions Appeals Process available at: [Admissions Appeals Process](#).
10. On receipt of an offer letter and enrolment form, applicants who wish to accept the offer must contact the fees office (Main Building E001a) to pay their fees and have their enrolment form stamped. Applicants must provide official written confirmation that their fees are being paid by a particular funding agency (IRC, SFI, UL cost centre). Self-funded applicants pay one year's fees.
11. After the fee payment has been approved and the enrolment form is stamped, applicants must go to postgraduate admissions (located Level 2 Foundation building (F2-018) to enrol and receive a UL student ID card. Applicants (except UL Graduates) must bring the original certification of their primary/undergraduate degree and/or masters qualifications. Where relevant, non-EU applicants from non English speaking countries must provide original certification that they meet the English Language Requirements.
12. After enrolment, a student record is created on the student record system by Student Academic Administration. When this process has been completed the student is formally registered (please note the date that your record is activated is your official start date). ITD will provide information to new (registered) students in relation to accessing a UL email computer account and on-line Library resources further details available from [ITD](#)

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