

# Application User Guide to Summer School at the University of Limerick



UL Study Abroad Website

## 1(a). New Applicant to the University of Limerick for Summer School Students.

- Create a profile using “New User”.
- Fill in details, remembering to put date of birth in the format of **DDMMYYYY** – we use this format in Ireland.
- E.g. If your date of birth is the 1<sup>st</sup> of September 2000, this will transfer to 01092000

Logged In:

Your Application					
Selected Programme(s)	Programme Code	Programme Sequence	Programme Start date	Mode of Attendance	Academic Year
1. Summer School in Irish Studies	SSIRISUMCD	0008	13/Oct/2020	EXTRA MURAL STU	2020/1

You are applying for Summer School in Irish Studies to start in October 2020. Please log in using your email address and password below. If you have not applied to us using the online application form before please select New User.

Applied online already?

Email Address

Password

New to online applications?

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## 1 (b). Existing Applicant/Returning Student

- Log on using existing username and password. If you are a returning student from a previous Academic Year, but cannot remember your password, please visit [https://www.si.ul.ie/urd/sits.urd/run/siw\\_pqs.forgot?](https://www.si.ul.ie/urd/sits.urd/run/siw_pqs.forgot?) to reset.
- Enter date of birth to log on. Remember the date of birth should be in **DDMMYY** format.

Logged In:

Your Application					
Selected Programme(s)	Programme Code	Programme Sequence	Programme Start date	Mode of Attendance	Academic Year
1. Summer School in Irish Studies	SSIRISUMCD	0008	13/Oct/2020	EXTRA MURAL STU	2020/1

You are applying for Summer School in Irish Studies to start in October 2020. Please log in using your email address and password below. If you have not applied to us using the online application form before please select New User.

Applied online already?

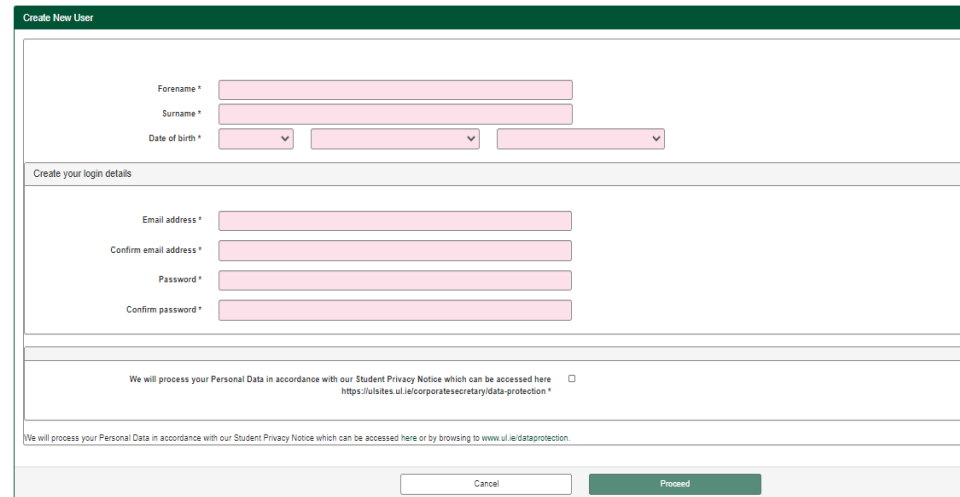
Email Address

Password

New to online applications?

## Application User Guide to Summer School at the University of Limerick

2. Please fill in Forename and Last name/Surname as they appear on your official identification. A sample of identification is your passport.
  - Password should be at least 8 characters long and contain a capital letter, number and special symbol. (e.g. \*,&,\$)
3. Please read and tick the Student Privacy Notice before proceeding.



### **STUDENT DATA PROTECTION PRIVACY NOTICE**

The University of Limerick (the University) must process the personal data of its students (you) in order to carry out its functions and manage its operations. The processing of this data is carried out in accordance with the General Data Protection Regulation (GDPR) / Data Protection Acts 1988-2018 and with the University's Data Protection Policy. The University is the Data Controller for personal data we process about you. The purpose of this Student Data Protection Privacy Notice is to explain how the University uses personal data we collect and hold about prospective, current and graduated students of the University. This notice should be read in conjunction with the University's Data Protection Policy (available at [www.ul.ie/dataprotection](http://www.ul.ie/dataprotection)).

This notice extends to all your personal data as defined under Article 2(1) of the General Data Protection Regulation (EU) 2016/679.

<https://www.ul.ie/international/study-abroad-and-summer-school>

## Application User Guide to Summer School at the University of Limerick

4. Enter date of birth to log on. Remember date of birth should be in **DDMMYYYY** format.
  - o E.g. if your date of birth is the first of September 2000 this will transfer to 01092000

Logged In:

Your Application					
Selected Programme(s)	Programme Code	Programme Sequence	Programme Start date	Mode of Attendance	Academic Year
1. Summer School in Irish Studies	SSIRISUMCD	0008	13/Oct/2020	EXTRA MURAL STU	2020/1

### Security Questions

#### Questions

Answer the questions below.

Please answer this security question correctly.

Question	Date of Birth
Answer	<input type="text"/>
Hint	Please enter your date of birth in the format DDMMYYYY.

## Application User Guide to Summer School at the University of Limerick

Your Application	
Checklist	
Personal Details	
Contact Details	
Agent	
Other Information	
Qualifications	
Submission	
Preview	

**Icon Guide**

Please complete as many fields as possible to assist with processing your application

- This page has not been started
- Outstanding information required for mandatory fields
- All mandatory information has been provided

5. Before beginning the application please take note of the sections that need to be completed before submission listed on the application screen.

- Personal Details
- Contact Details
- Agent
- Other information
- Qualifications
- Submission

When a section is complete, it will be displayed with a **green tick mark.**

When the section requires further information, it will be displayed with a **red X.**

## [Application User Guide to Summer School at the University of Limerick](#)

6. Click 'Start Application' to begin. Please ensure you have your mandatory documents ready to upload.
  - **PASSPORT**
  - **OFFICIAL TRANSCRIPT**
  - If you do not have these documents when you are submitting your application, you will be issued a "Conditional Offer" until the documents have been uploaded.

The screenshot displays two main panels. The left panel, titled 'Your Application', contains a vertical list of sections: Checklist (with a green checkmark icon), Personal Details (with a star icon), Contact Details (with a star icon), Agent (with a star icon), Other Information (with a star icon), Qualifications (with a star icon), Submission (with a star icon), and Preview. Below this list is an 'Icon Guide' section with the text 'Please complete as many fields as possible to assist with processing your application'. It includes three items: a star icon for 'This page has not been started', a red X icon for 'Outstanding information required for mandatory fields', and a green checkmark icon for 'All mandatory information has been provided'. The right panel, titled 'Checklist', contains the text 'Below are the sections of the form that you will be required to complete. Click any section heading to go directly there or click the button below.' and a 'Start Application' button. Below the text is a vertical list of sections, each with a star icon: Personal Details, Contact Details, Agent, Other Information, Qualifications, and Submission.

## Application User Guide to Summer School at the University of Limerick

### Personal Details

7. Complete all relevant sections of the Personal Details section.
8. Click 'Save and continue' to proceed.

**Personal Details**

\* Denotes a mandatory field

**Personal Details**

Title *	<input type="text" value="Please select"/>	▼				
Forename *	<input type="text"/>	?				
Known as	<input type="text"/>	?				
Surname *	<input type="text"/>	?				
Date of birth *	<input type="text"/>	▼	<input type="text"/>	▼	<input type="text"/>	▼
Gender *	<input type="text" value="Please select"/>	▼				
Nationality *	<input type="text" value="Please select"/>	▼	?			
Country of domicile *	<input type="text" value="Please select"/>	▼	?			
Have you previously applied to or studied with us? *	<input type="text" value="Please select"/>	▼	?			

### Contact Details

<https://www.ul.ie/international/study-abroad-and-summer-school>

## Application User Guide to Summer School at the University of Limerick

9. Complete all relevant sections of the section of Home Address.
10. Please ensure you provide your full address including postcode,
  - o County is not applicable to international students.
11. Click 'Save and continue' to proceed.

**Contact Details**

\* Denotes a mandatory field

### Home Address

Please provide your permanent residential address.

Country \*

Eircode/Postcode/Zipcode\*

Address Line 1 \*

Address Line 2

Address Line 3

County

Telephone (Inc Country Code)

Mobile (Inc Country Code) \*

Email Address \*  ✘ This field is required

Confirm Email Address \*  ✘ This field is required



## Agency

12. If you are applying through an agency or 3<sup>rd</sup> party provider, please select 'Yes' in the dropdown. Otherwise, please select 'No'.

### Agent

\* Denotes a mandatory field

## Agent Details

If you are an agent applying on behalf of a student or if you have been referred to the University by an agent and you know the details of your agent please find and select your agent using the dropdown below. If your Agent/Agency is not listed, please select "Other" and fill in the additional details. This will ensure that your application is linked to the correct agent.

Please note that by naming a designated agent you will be giving them full access to all data relating to your application including the ability to provide or amend information on your behalf.

Are you applying through an agent? \*

## Other Information

13. Complete all relevant sections of the section of Home University.
  - Current year of study – please select Year 1 for Freshman, Year 2 for Sophomore etc.
  - If you have not yet attended University please select year 0.
14. Please enter your GPA in U.S. terms.

**Other Information**

\* Denotes a mandatory field

### Home University

Please input the country where your University is located \*

Please select ▼ ?

Current year of study at Home University \*

Please select ▼ ?

Degree Course at Home University\*

Please indicate major e.g. English Literature\*

Average Grade/Current Cumulative GPA.\*

- 15.** Please fill out the details of your Coordinator in your Home Institution. Make sure to include all required information including international area codes on phone numbers.
- In order to complete this section, students may need to ask their coordinator to query who the Emergency Contact is in their Home University.
- 16.** Please note if your coordinator speaks English.

## Home University Coordinator

All applicants applying via third party providers/agents are required to enter emergency contact details for the applicant. For direct Freshman applicants please enter a contact in an emergency.

Surname*	<input type="text"/>
Forename*	<input type="text"/>
Address Line 1*	<input type="text"/>
Address Line 2*	<input type="text"/>
Address Line 3*	<input type="text"/>
Postcode/Zip code*	<input type="text"/>
Coordinator Email Address*	<input type="text"/>
Coordinators Office telephone number (inc international dialing code)	<input type="text"/>
University Emergency (Out of hours) telephone number to include international dialing code*	<input type="text"/>
Does the University coordinator speak English? *	<input type="text" value="Please select"/> ▼

I understand that in an emergency situation this person may be contacted on my behalf by the University of Limerick \*

**17.** You are required to choose 3 modules (classes) to take.

- This is a provisional selection which can be chosen from a list [here](#)

**18.** Click 'Save and continue' to proceed.

## Module Selection

Please enter the modules you wish to study. The modules you can select from can be found [here](#) – We ask that you input the module code for the modules below and be prepared for clashes, restricted access or unforeseen cancellations etc. The selection is provisional and we do not guarantee access to any modules.

### Summer

UL Module Code 1 \*

UL Module Code 2 \*

UL Module Code 3 \*

Save

Save and continue

## Qualifications

19. Fill out Qualification Information.
20. Upload latest transcript.
21. Click add qualification.

<https://www.ul.ie/international/study-abroad-and-summer-school>

- 22.** It should be noted that a qualification completion date can be in the future, if the student has not yet obtained the degree.
- 23.** Where applicable, upload latest English Language certificate results. We accept TOEFL, IELTS, OLS and equivalent certificates.
- 24.** Click add qualification.
- 25.** You must upload a recent form of identification. EU students may submit their Passport or National ID Card. Non-EU students must submit their Passport.
- If you do not submit the required documents, you will receive an email asking you to log onto [www.si.ul.ie](http://www.si.ul.ie) to upload.
  - Please note that applications will not be processed in full until we have these documents.

**Qualifications**

\* Denotes a mandatory field  
University entry requirements can be found here

**Qualification 1**

Country \*  ?

Institution/School/College\*  ?

Select Qualification \*  ?

Area of Study  ?

Completion Date \*

**Documents**

Please upload your Transcript  ?

**Additional Supporting Documents**

To allow for a more speedy assessment of your application, please upload any necessary documentation in support of your application. Programme specific requirements can be found on the entry requirements section of the programme webpage.

Please upload additional supporting documentation (maximum 5 documents)

- 26.** Read the Data Protection Statement and tick the box to indicate that they have done so and agree.
- After reading the Privacy Statement below please continue to step **27**.

<https://www.ul.ie/international/study-abroad-and-summer-school>

**Submission**

\* Denotes a mandatory field

### Your Uploaded Documentation

The following documentation has been uploaded by you within the qualifications tab of your application form.

[Transcript.docx](#)

### Data Protection Statement and Applicant Declaration

We will process your Personal Data in accordance with our Student Privacy Notice which can be accessed [here](#) or by browsing to [www.ul.ie/dataprotection](http://www.ul.ie/dataprotection).

**International Applicants.** Please note that

- We may also share your contact details with a third party company that is assisting us with applications from international students.
- We may also share your contact details with Campus Life Services for the purpose of booking your on-campus accommodation should your application be successful.

I confirm that the information provided in this application form is true and correct and that any supporting documentation submitted with my application is genuine. I understand that the University of Limerick may cancel my application, withdraw or amend its offer or terminate my registration at the University if any aspect of my application is found to have been falsified.

By ticking the checkbox below and submitting your completed online application form, you are confirming that the information given in this form is true, complete and accurate and that no information requested or other material information has been omitted.

You will not be able to change your application once you have submitted it. You will receive an auto-acknowledgement email confirming the submission of your application.

I have read, understand and agree to the above \*

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- 27.** Complete Marketing Data and indicate where you heard of the programme at our institution.
- 28.** Tick the permission box if you consent to being emailed about events etc.
- 29.** Click 'Save and continue' to proceed.

## Marketing Data

How did you find out about the course? \*

Please select



## Marketing and Contact

We may wish to notify you by email about events, news and services relating to UL and/or your application which we think may be of interest to you. Please tick the checkbox to give your consent to be contacted in this way. We will never pass your details to any third parties for marketing purposes. Please note, we will continue to send you communications directly related to your application even if you opt out of receiving other communications.

I consent to be contacted by email about events,  
news and services relating to UL.

Save and Continue

Save

**30.** If you are happy with all the information, you have entered click “Submit Application”

<https://www.ul.ie/international/study-abroad-and-summer-school>



31. If you need to review the application further and would like to submit it at a later date, click “Save and Exit”.

- If you choose this option, you will need to log in again using the Existing Applicant/Returning Student option to submit the application finally.

Logged In:

Your Application					
Selected Programme(s)	Programme Code	Programme Sequence	Programme Start date	Mode of Attendance	Academic Year
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You are applying for Summer School in Irish Studies to start in October 2020. Please log in using your email address and password below. If you have not applied to us using the online application form before please select New User.

Applied online already?

Email Address

Password

[Forgotten Password](#)

New to online applications?

- On submission, an email will be sent with the your application number. Please note that this number **IS NOT AN ID NUMBER**. Please refrain from using it to book accommodation.
- An ID will be issued once the application is processed and you will receive an offer letter with further information.

<https://www.ul.ie/international/study-abroad-and-summer-school>

## What happens now?

32. You can view the decision on your application and its status via our applicant portal. You will receive this link via email. You can log into your student portal by going to [www.si.ul.ie](http://www.si.ul.ie). Enter your username (email address) and password (DOB: DDMMYYYY).



### Log-in to the Student Administration Portal

This page is the Student Administration Portal log in screen. Please use the form below to supply your log in details and click the 'log in' button to access the system.

Student Administration Portal © University of Limerick (Cookie Statement) (Go to top)

33. When you have entered the applicant portal, click on the **my applications** tab on the top of the page to ensure that all of your documents have been accepted. Click on either **Documents** to upload outstanding documents, **Contact Us** to send an email to [study.abroad@ul.ie](mailto:study.abroad@ul.ie), or to **Withdraw your Application**.

Application(s)	
Exchange (International) to UL, 1 Semester	
Applicant ID	19340133
Course	Exchange (International) to UL, 1 Semester
Entry Year	2019/0
Faculty	Interfaculty
Decision	Unconditional offer
Response	Firmly accepted
Second Preference	Exchange full-time
Mode of Study	Exchange full-time
Start Month	September
Department	Interfaculty
Conditions	N/A

<https://www.ul.ie/international/study-abroad-and-summer-school>

34. If you require to upload any documents, please click on the upload tab to select your document.

<b>Course</b>	Exchange (International) to UL 1 Semester	<b>Mode of Study</b>	Exchange full-time
<b>Entry Year</b>	2020/1	<b>Start Month</b>	September
<b>Faculty</b>	Interfaculty	<b>Department</b>	Interfaculty

Documents					
Document Type	Status	Status updated	Files	Uploaded	Action
Transcripts and Cert Prior Learning	Required	15/10/20			<input type="button" value="Upload"/>
English Language Cert	Required				<input type="button" value="Upload"/>
Copy of Passport Page	Required				<input type="button" value="Upload"/>

