UL Online Application Instructions

*We advise that you complete your application in one sitting, as you will be unable to reopen your application once it has been submitted. Please have an electronic copy of your up to date transcript ready to upload*

Go to Ul.ie/international and select the ‘Study Abroad’ tab, and ‘How to Apply’ as per the below screen shot:
The below screen should appear, then click on ‘Study Abroad Application’
You will then be brought to the Application Links, click on whichever semester(s) you wish to apply for as per below screenshot:

**Deadlines:** Autumn Semester 31st May and Spring Semester 31st October

GPA of 2.9 on a 4.0 scale is required for direct entry. Exceptions apply - please contact us at study.abroad@ul.ie for more information.

If you would like to see more information before you apply please see how to apply.

**Application Links**

- Autumn 2019
- Spring 2020
- Full Year 2019/20
Logging in
You will be presented with two options. Please see below for if you are a ‘new applicant’ or if you have been here before.

New Applicant

1. Create a profile using “New to online applications”. Please see screenshot below.

2. Fill in your details.

   • Remember to put your date of birth in the format of DDMMYY – we use this format in Ireland.
   • Your username can be anything.
   • Your password must contain uppercase and lowercase letters, a special character and a number.
Or if you have been here before,

1. Log on using your existing username and password (if you have previously created one or are a returning Study Abroad student). If you have already created an account and saved an application but cannot remember your username/password, please email Study.Abroad@ul.ie and we will reset it for you. Please do not create a new account.
2. Enter your date of birth to log on. Remember your date of birth should be in **DDMMYY format**

When you are ready to proceed with your application, please click ‘Continue with my application’. This next page will be for uploading documentation.

*Remember that if you choose this option, you will need to log in again using the Existing Applicant/Returning Student option on Page 3 of this document to submit your application finally*

**Uploading Documentation**

1. Click upload.
2. Click browse and then select the file you want to upload.
3. Click Upload again. Please see screenshot below.
4. Ensure you can view the document you have uploaded.
5. Select “Continue with my application”
• You will not be able to continue with your application unless you supply the required documentation.
• It is most important that you upload a transcript.
• If you forget to upload documentation, you cannot open your application after it has been submitted. Additional documentation should be emailed to study.abroad@ul.ie

When you are ready to proceed with your application, please click ‘Continue with my application’.
**Personal Details**

1. Complete all relevant sections of the Personal Details section.

2. If you are applying through a provider or your home school’s study abroad office, please answer **YES** to the education agent/provider information question. This is for tuition fee purposes and to ensure your record is accurate on our system.
   - If you are coming through a third-party provider, please name the provider
   - If you are coming through a University with a Direct Enrol Partnership with UL, please list your university.
Address Details and module selection

1. Complete all the required information in the Address Details screen.
2. Select your choice of modules in order of preference. You can see what modules are available here, or go to UL.ie/International > Study Abroad > Classes and Credits > Classes and Course Information. Please ensure to pre-select a minimum of eight modules.
   - Under ‘Degree Course at Home University’ (arrow), insert your current degree.

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### University of Limerick Study Abroad Application Form Page 3 of 4

#### Home University Information

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<th>Description</th>
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<td>Country of Home University</td>
<td>Please select</td>
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<td>US State if applicable</td>
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<td>Name of Home University</td>
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<td>Number of prior years of study at Home University</td>
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<td>Degree Course at Home University</td>
<td>*Please indicate major e.g. English Literature</td>
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<td>Current Cumulative GPA</td>
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#### Module Selection

You must receive pre-approval from your home college/university for all 10 modules before starting your semester at UL. On arrival at UL you will take five modules from your pre-approved list. Please note: The availability of modules is subject to academic prerequisites and timetabling constraints.

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<tr>
<th>Semester Module Code</th>
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#### Medical Condition or Special Needs Requirements

Please indicate if you have a Medical Condition or any Special Needs Requirements
Home University and Emergency Contact Details Screens

1. Complete all the required information in the Home University and Emergency Contact Details screens.

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

3. If you need to review the application further and would like to submit it at a later date, click “Save and Exit”. Remember that if you choose this option, you will need to log in again using the Existing Applicant/Returning Student option on Page 2 of this document to submit your application finally.

For any questions on the online application, please email study.abroad@ul.ie.
What happens now?

- You will receive an automatic email from study.abroad@ul.ie confirming your application has been submitted. Put this address in your contacts.
- Your application will be processed within one-two working days.
- Your PDF offer will be sent to your home university or agent if you are applying through them. If you are applying as an individual, your offer will be sent directly to you.
  - Your offer letter will contain your student ID and the next steps. Please read these carefully.
- You will be added to a mailing list and you will be sent emails from study.abroad@ul.ie. Please read these carefully.