



# **Study Abroad Applicant Guidelines**

## UL Study Abroad Website

### 1(a). New Applicant to the University of Limerick for Study Abroad Students

- o Create a profile using “New User”.
- o Fill in details, remembering to put date of birth in the format of **DDMMYYYY** day month year.
- 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. Study Abroad to UL 1 Semester	SABRUL1SBD	0007	25/11/2020	EXCHANGE FT	2020/1

You are applying for Study Abroad to UL 1 Semester to start in January 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?

## UL Study Abroad Website

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

- o 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.
- o Enter date of birth to log on. Remember the date of birth should be in **DDMMYYYY** format.

**Your Application**

Selected Programme(s)	Programme Code	Programme Sequence	Programme Start date	Mode of Attendance	Academic Year
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**Applied online already?**

Email Address

Password

**New to online applications?**

# Study Abroad Applicant Guidelines

2. Please fill in Forename and Last name/Surname as they appear on your form of identification. A form of identification is your Passport.
  - o 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.

Create New User

Forename \*

Surname \*

Date of birth \*

Create your login details

Email address \*

Confirm email address \*

Password \*

Confirm password \*

We will process your Personal Data in accordance with our Student Privacy Notice which can be accessed here <https://uliffes.ul.ie/corporatesecretary/data-protection>

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/stataprotection](http://www.ul.ie/stataprotection).

# Study Abroad Applicant Guidelines

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

## 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.

Go

# Study Abroad Applicant Guidelines

Before beginning the application, please take note of the sections that need to be completed before submission. These are on the application screen.

- Personal Details
- Contact Details
- Other Information
- Qualifications
- Passport and Visa
- Submission

- o When a section is complete, it will be displayed with a green tick mark.
- o When the section requires further information, it will be displayed with a red X.

The screenshot shows a 'Your Application' checklist with the following items and their completion status:

Section	Status
Checklist	Green tick mark (Complete)
Personal Details	Green star icon (Not started)
Contact Details	Green star icon (Not started)
Agent	Green star icon (Not started)
Other Information	Green star icon (Not started)
Qualifications	Green star icon (Not started)
Submission	Green star icon (Not started)

Below the checklist is a 'Preview' section and an 'Icon Guide'.

**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

# Study Abroad Applicant Guidelines

5. Please click “Start Application” to begin. Please ensure you have your mandatory documents ready to upload.
  - o **PASSPORT**
  - o **OFFICIAL TRANSCRIPT**

### Checklist

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.

[Start Application](#)

-  [Personal Details](#)
-  [Contact Details](#)
-  [Agent](#)
-  [Other Information](#)
-  [Qualifications](#)
-  [Submission](#)

# Study Abroad Applicant Guidelines

## Personal Details

6. Complete all relevant sections of the Personal Details section.
7. Click “Save and continue” to proceed.

### Personal Details

\* Denotes a mandatory field

#### Personal Details

Title \*

Forename \*  ?

Known as  ?

Surname \*  ?

Date of birth \*

Gender \*

Nationality \*  ?

Country of domicile \*  ?

Have you previously applied to or studied with us? \*  ?

# Study Abroad Applicant Guidelines

## Contact Details

8. All sections of the Home Address must be completed.
9. Please ensure you provide your [full address including postcode](#).
  - o County is not applicable to international students.
10. Click “Save and continue” to proceed.

### Contact Details

\* Denotes a mandatory field

#### Home Address

Please provide your permanent residential address.

Country *	<input type="text" value="Please select"/>	
Eircode/Postcode/Zipcode*	<input type="text"/>	
Address Line 1 *	<input type="text"/>	
Address Line 2	<input type="text"/>	
Address Line 3	<input type="text"/>	
County	<input type="text"/>	
Telephone (Inc Country Code)	<input type="text"/>	
Mobile (Inc Country Code) *	<input type="text"/>	
Email Address *	<input type="text"/>	This field is required
Confirm Email Address *	<input type="text"/>	This field is required

## UL Online Application Instructions

### 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

### 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?

### Agent

11. If you are applying through an agency or third-party provider, please select "Yes" in the dropdown. Otherwise, please select "No".
  - o If yes, an agent should be applying on your behalf.

# Study Abroad Applicant Guidelines

Your Application	
Checklist	✓
Personal Details	✓
Contact Details	✓
Agent	✓
Other Information	☆
Qualifications	☆
Submission	☆

Other Information	
* Denotes a mandatory field	
<h3>Home University</h3>	
Please input the country where your University is located *	<input type="text" value="Please select"/> ?
Current year of study at Home University *	<input type="text" value="Please select"/> ?
Degree Course at Home University*	<input type="text" value=""/> ?
Please indicate major e.g. English Literature*	<input type="text" value=""/> ?
Average Grade/Current Cumulative GPA.*	<input type="text" value=""/> ?

## Other Information

**12.** Complete all relevant sections of the Home University section.

- o Current year of study – please select Year 1 for Freshman, Year 2 for Sophomore etc.

# Study Abroad Applicant Guidelines

## 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.

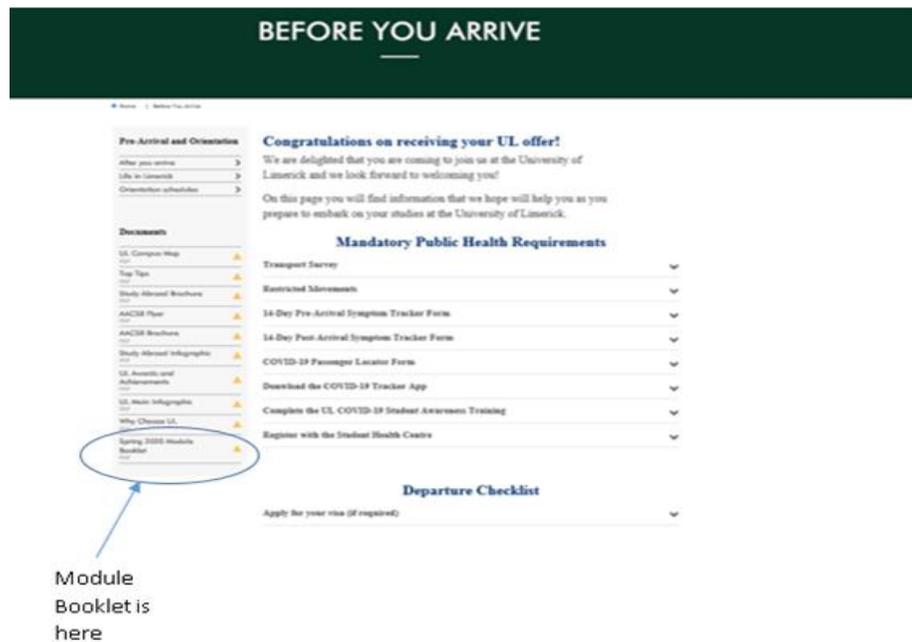
Surname*	<input type="text"/>
Forename*	<input type="text"/>
Address Line 1*	<input type="text"/>
Address Line 2*	<input type="text"/>
Address Line 3*	<input type="text"/>
Postcode/Zip code*	<input type="text"/>
Coordinator Email Address*	<input type="text"/>
Coordinators Office telephone number (inc 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"/>

**13.** Please fill out the details of your Coordinator in your Home Institution. Make sure to include all required information including area codes for phone numbers.

- o In order to complete this section, students may need to ask their coordinator who the Emergency Contact is in their Home University.

**14.** Please note if your coordinator speaks English.

# Study Abroad Applicant Guidelines



## 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. For spring semester we only have access to last year's options. Please note that we will update you on spring semester modules as soon as it is available. The selection is provisional and we do not guarantee access to any modules.

### Spring

UL Module Code 1 \*

UL Module Code 2 \*

UL Module Code 3 \*

UL Module Code 4 \*

UL Module Code 5 \*

UL Module Code 6 \*

UL Module Code 7 \*

UL Module Code 8 \*

UL Module Code 9 \*

UL Module Code 10 \*

Save

Save and continue

### 15. Please enter the module codes of your provisional modules (classes) selection.

- o We ask that you chose ten classes as there is always a possibility that one of your core choices does not run or clashes with another timetabled class. Please list in order of priority i.e. if you need access to a module in order to remain degree compliant, list as number one etc.
- o Please click [this link](#) for the list of available modules. The link will bring you to the screen shot above where the International Book of Modules is available.

### 16. Click "Save and continue" to proceed.

# Study Abroad Applicant Guidelines

**Your Application**

- Checklist
- Personal Details
- Contact Details
- Agent
- Other Information
- Qualifications
- Submission
- Preview

**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)



## Qualifications

17. Please fill out Qualification Information. Qualification completion dates can be a time in the future if no previous degree is held.
18. Upload the latest transcript.
19. Click add qualification.
20. Please upload latest English Language certificate results, where applicable and click add qualification. We accept TOEFL, IELTS, OLS and equivalent certificates.
  - o All students are required to upload a recent form of identification. Students living within the EU may upload a National ID card or Passport. Students from outside the EU must upload a Passport.
  - o 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 the mandatory documentation ie. Passport and official transcript.
  - o Please note that applications will not be processed in full until we have received your mandatory documents.
21. Additional supporting documents may be submitted if appropriate.

# Study Abroad Applicant Guidelines

Your Application	
Checklist	<input checked="" type="checkbox"/>
Personal Details	<input checked="" type="checkbox"/>
Contact Details	<input checked="" type="checkbox"/>
Agent	<input checked="" type="checkbox"/>
Other Information	<input checked="" type="checkbox"/>
Qualifications	<input checked="" type="checkbox"/>
Submission	<input type="checkbox"/>

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

Submission
<p>* Denotes a mandatory field</p> <h3>Your Uploaded Documentation</h3> <p>The following documentation has been uploaded by you within the qualifications tab of your application form.</p> <p>Transcript.docx</p> <h3>Data Protection Statement and Applicant Declaration</h3> <p>We will process your Personal Data in accordance with our Student Privacy Notice which can be accessed here or by browsing to <a href="http://www.ul.ie/dataprotection">www.ul.ie/dataprotection</a>.</p> <p><b>International Applicants.</b> Please note that</p> <ul style="list-style-type: none"><li>We may also share your contact details with a third party company that is assisting us with applications from international students.</li><li>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.</li></ul> <p>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.</p> <p>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.</p> <p>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.</p> <p>I have read, understand and agree to the above * <input type="checkbox"/></p> <h3>Marketing Data</h3> <p>How did you find out about the course? * <input type="text" value="Please select"/></p> <h3>Marketing and Contact</h3> <p>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.</p> <p>I consent to be contacted by email about events, news and services relating to UL. <input type="checkbox"/></p> <p><b>Save and Continue</b></p>

22. Please tick the box indicating that you have read and understand the Privacy statement.
23. Please complete Marketing Data and indicate where you heard of the programme in our institution.
24. Tick the permission box if you consent to being emailed about events etc.
25. Click "Save and continue" to proceed.

- 26.** If you are happy with all the information you have entered, click “Submit Application”.
- 27.** If you need to review the application further and would like to submit it at a later date, click “Save and Exit”.
- o 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.
  - o On submission, you will receive an email with your application number. Please note that this number IS NOT YOUR ID NUMBER. Please refrain from using it to book accommodation.
  - o Your University of Limerick ID will be issued once your application is processed and you will receive an email with further information.

## 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. The full, printable version of the University’s Student Privacy Notice can be viewed [here](#).

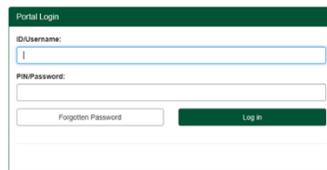
# Study Abroad Applicant Guidelines

## What happens now?

- 28.** 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.



The screenshot shows a login form titled "Portal Login". It contains two input fields: "ID/Username:" and "PIN/Password:". Below the "PIN/Password:" field are two buttons: "Forgotten Password" and "Log In".

Student Administration Portal © University of Limerick. [Cookie Statement](#) | [Go to top](#) (2)

- 29.** 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 Application” to withdraw your application.



The screenshot shows the "Application(s)" page for an "Exchange (International) to UL, 1 Semester". The page displays the following details:

Application(s)	
Exchange (International) to UL, 1 Semester	
Applicant ID	10340133
Course	Exchange (International) to UL, 1 Semester
Entry Year	2019/0
Faculty	Interfaculty
Decision	Unconditional offer
Response	Firmly accepted
Second Preference	
Mode of Study	Exchange full-time
Start Month	September
Department	Interfaculty
Conditions	N/A

At the bottom of the page, there are three buttons: "Documents" (blue), "Contact Us" (green), and "Withdraw Application" (grey).

# Study Abroad Applicant Guidelines

30. If you are required 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			<a href="#">Upload</a>	
English Language Cert	Required				<a href="#">Upload</a>	
Copy of Passport Page	Required				<a href="#">Upload</a>	