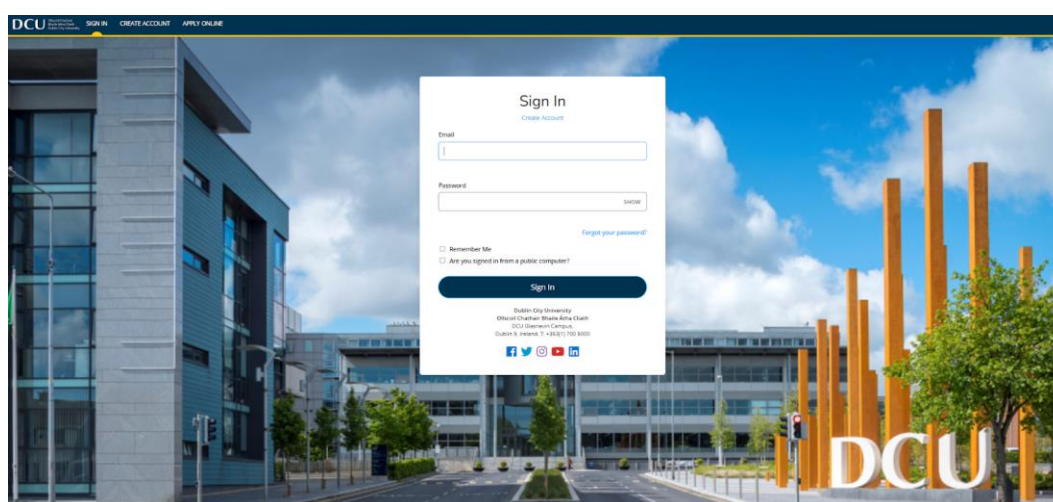


How to apply Guide

Student Application Portal

1. Create your Account

Step 1: To begin your application please visit the **DCU Student Application Portal** [here](#).



Step 2: Create an account by filling out the mandatory fields.

Create Account	
<p>Contact Information</p> <p>First Name * <input type="text"/></p> <p>Middle Name <input type="text"/></p> <p>Do you have a Last Name? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If you do not have a Last Name, please let us know here: <input type="text"/></p> <p>Mobile Phone Country Code * <input type="text"/></p> <p>Please include your international dialling code</p> <p>Date of Birth * <input type="text"/></p> <p>Please use the format DD/MM/YYYY. Kindly use your correct date of birth as it appears on your birth certificate or your passport.</p> <p>Email Address * <input type="text"/></p> <p>Confirm Email Address * <input type="text"/></p> <p>Study Information</p> <p>Are you a skillnet applicant? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Programme Group <input type="text"/></p>	<p>Programme Choice/Module Category * <input type="text"/></p> <p>Please select the programme/module category that you wish to study.</p> <p>Mode of Delivery * <input type="text"/></p> <p>When do you expect to start studying at DCU? * <input type="text"/></p> <p>I consent to DCU periodically contacting me with details of other courses or promotions. <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Please select Yes if you wish to proceed * <input type="text"/></p> <p>I have read and understood the DCU Privacy Policy and Student Application Portal Data Privacy Notice and consent to the collection, storage, and processing of my personal data accordingly.</p> <p>Account Information</p> <p>Please ensure that your password is at least 14 characters long. It should contain at least one lowercase and one upper alphabetical character.</p> <p>Password * <input type="text"/></p> <p>Confirm Password * <input type="text"/></p> <p>Create Account</p>

2. Create your application

Step 3: Click start a new application and read instructions before clicking “create a new application.”

Applications

Application Instructions

Please use this application form for:

- Postgraduate Taught Programmes (e.g. Postgraduate Cert, Diploma or Masters)
- Undergraduate International Applicants (i.e. those presenting qualifications from outside the EU)

Please do not use this application form for:

- Postgraduate Research Applications (Research Masters, Phd Track, Phd)
- Undergraduate Applicants presenting EU qualifications (please see [here](#) for further information).

[Start a new Application](#)

My Account

Welcome, Caroline! Dublin City University (DCU) is a young, dynamic, and ambitious university with a distinctive mission to transform lives and societies through education, research and innovation.

Note: The applications listed below are in the order of the date of starting the application with the latest at the top. However the application priority will be decided in the order of the submission.

My Applications

You do not currently have any applications.

[Create a New Application](#)

Events

You are not currently registered for any events.

My Profile

[View Profile](#)

Caroline Brady
carolinebrady84@gmail.com

Area of Interest

Entry Term	Academic Level	Academic Programme	Admit Type	Location
Autumn 2024	Post-Graduate Taught	DCS16 - MSc in Digital Marketing		


Need Help?

Registry Admissions
Henry Grattan Building
DCU Glasnevin Campus

Telephone: 01-700 5338.
E-mail: registry@dcu.ie.
Web: www.dcu.ie/registry.

[f](#) [t](#) [i](#) [y](#) [in](#)

Programme Spotlight



Over 140 valedictorians chose to enrol at this university this autumn.

You will be then brought directly to the application form, please see sample below.

Autumn 2024 - DC516 - MSc in Digital Marketing

[Review](#) [Supplemental Items & Documents](#)

Application Number ea850b19b2895b7a [Print](#)

[Personal Information](#) [Study Plans](#) [Qualifications](#) [Experience](#) [Confirmation](#)

By beginning this application, you confirm that you have read and understood the [DCU Privacy Policy](#) and [Student Application Portal "Data Privacy Notice"](#) and consent to the collection, storage, and processing of my personal data accordingly.

Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

Name Information

Please note that this is the name that will appear on your transcripts.

Title

First Name *

Middle Name

Do you have a Last Name? ☒ Yes ☐ No

If you do not have a Last Name, please let us know here:

First Name on birth certificate if different to above

Date of Birth *

Known As

Last Name *

Last Name on birth certificate if different to above

Gender *

Step 4: Please complete all the mandatory fields in the Application form by moving through each of the tabs, Personal Information, Study Plans, Qualifications, Experience and Confirmation.

Application Number 37b849cf9158df87 [Print](#)

[Personal Information](#) [Study Plans](#) [Qualifications](#) [Experience](#) [Confirmation](#)

You can Click 'Save and Continue' to move to the next tab. Or click 'Save Application' to save your form if you wish to exit and complete it at another time.

[Save Application](#) [Save & Continue](#)

Step 5: When you reach the final 'Confirmation' tab, click the 'Submit Application' button to submit your completed Application form. You can preview your submission before submitting by selecting the 'Preview Before Submission' button.

Confirmation

Please affirm the following before you submit your application.

- ☐ I confirm that all of the information provided is, to the best of my knowledge, true and accurate. *
- ☐ I agree that members of staff at DCU may contact me in relation to my application. *
- ☐ I understand that my application will not be assessed until I submit the required supplemental items *

These items will be requested via the Student Application Portal after Upload Application has been completed.

The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is factually true. Once you type in your name, this will count as your electronic signature.

Signature *

Signature Date *

26/10/2023

Previous Page

Save Application

Preview Before Submission

Submit Application

3. Pay Application Fee

Step 6: On submission of your application, you will see an order summary with details of your application fee. Select 'Make Online Payment' to proceed with your application payment.

Applicants who are applying for a second or third programme may have a voucher code / promo code. To use the voucher code, you can enter it in the promo code field and select 'Apply' to apply the discount to the application fee.

Order Summary

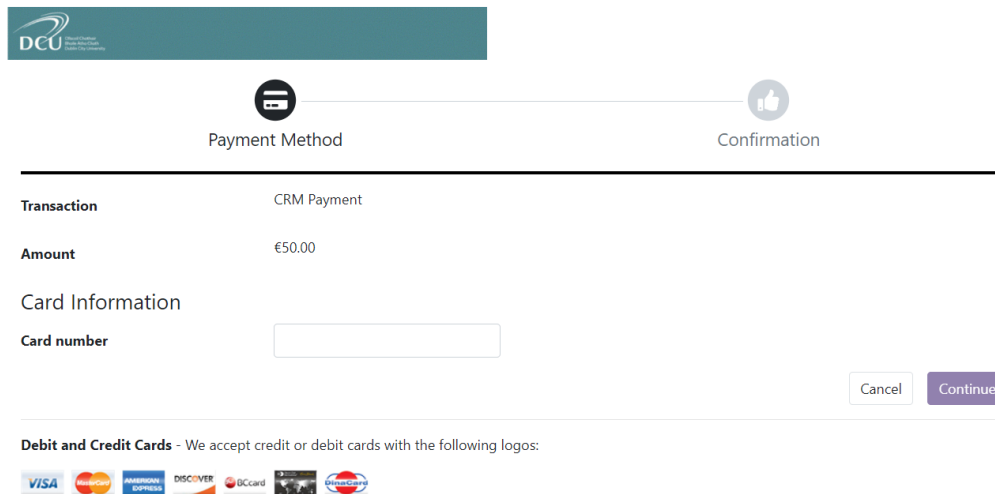
DESCRIPTION	TOTAL
Application Fee	€50.00
	Subtotal: €50.00
	Discount: €0.00
	Total: €50.00

Enter a promo code:

Apply

Make Online Payment

Step 7: Enter your payment details.

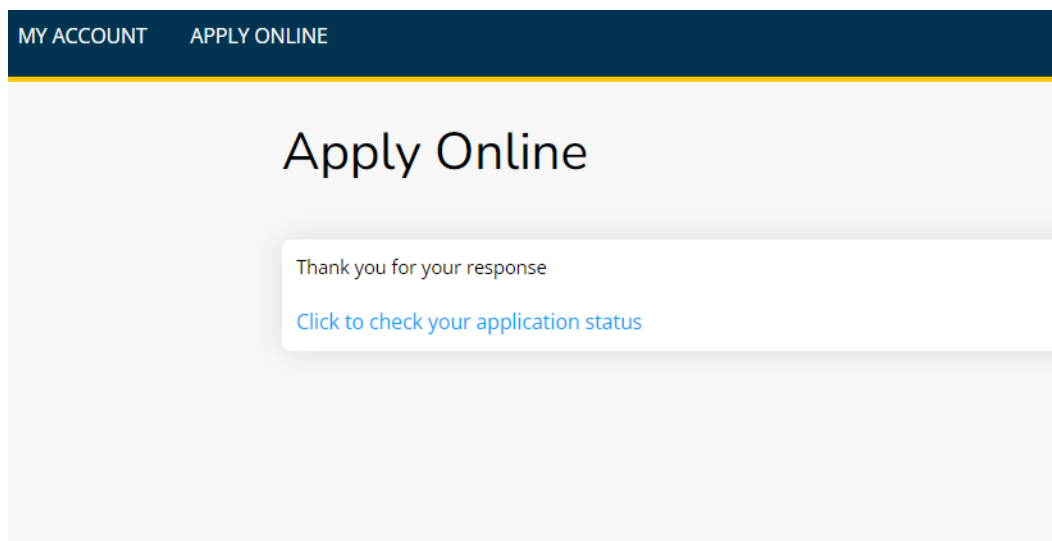


The screenshot shows the DCU CRM Payment interface. At the top is the DCU logo. Below it is a progress bar with two steps: 'Payment Method' (active) and 'Confirmation'. The main form area displays the following details:

Transaction	CRM Payment
Amount	€50.00
Card Information	
Card number	<input type="text"/>

At the bottom right of the form are 'Cancel' and 'Continue' buttons. Below the form, a section titled 'Debit and Credit Cards' states: 'We accept credit or debit cards with the following logos:'. Below this text are logos for VISA, Mastercard, AMERICAN EXPRESS, DISCOVER, and DCcard.

Step 8: After inputting your details, you will receive confirmation of your payment and find details of a link to check your application status.

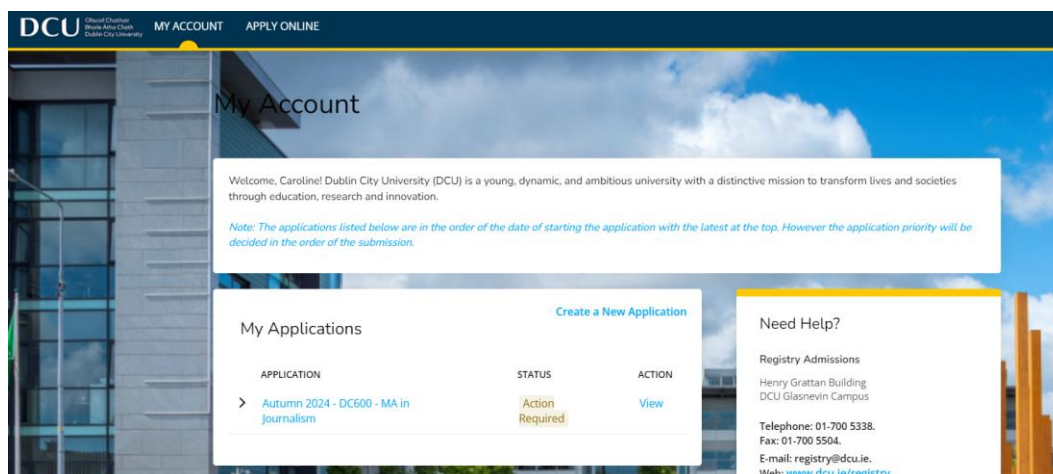


The screenshot shows a confirmation page with a dark blue header containing 'MY ACCOUNT' and 'APPLY ONLINE'. The main heading is 'Apply Online'. Below this, a white box contains the text 'Thank you for your response' and a blue link: 'Click to check your application status'.

4. Supplementary Items

Step 9: If you have supplementary items associated with your application, the status of the application may read 'Action Required'.

Click on 'View' to see the supplementary items associated with the application as shown below.



Step 10: Click on 'Choose Files' to select the supplementary item files and Click 'Upload' to submit each item one at a time.

If you have Recommendation Request as a supplemental item, please note that this item will remain outstanding on your record until your referee has completed the recommendation request.

[Review](#) [Supplemental Items & Documents](#)

Supplemental Items

ITEM	SUBMISSION STATUS	ACTION
* Evidence of Primary Degree / Parchment Please upload a copy of your parchment / degree certificate	Not Received	Choose Files Transcript example.png Upload
* Passport Please upload a scan of the data page of your passport. This is the page that includes your photo, name, date of birth, etc.	Not Received	Choose Files No file chosen
* Personal Statement Please submit a personal statement detailing your experience and interest in the course. Your personal statement should be unique and tailored to the programme for which you are applying. Some guidelines on writing a personal statement can be found here: https://www.dcu.ie/registry/Personal-Statement-Guidelines.shtml# Please refer to your programme online prospectus for more details.	Not Received	Choose File No file chosen

Recommendation Requests

REQUEST	RECOMMENDER	STATUS	STATUS DATE	ACTION
* Letter of Recommendation: Academic		Not Started		Start
* Letter of Recommendation: Academic	Olivia McGinn	Sent	27/10/2023	Cancel

Step 11: When you return to your ‘My Account’ page, the status of your application should now be at ‘Submitted’.

An e-mail will be issued to you noting that your application has been received.

MY ACCOUNT

APPLY ONLINE

My Account

Welcome, Caroline! Dublin City University (DCU) is a young, dynamic, and ambitious university with a distinctive mission to transform lives and societies through education, research and innovation.

Note: The applications listed below are in the order of the date of starting the application with the latest at the top. However the application priority will be decided in the order of the submission.

Create a New Application

APPLICATION	STATUS	ACTION
Autumn 2024 - DC600 - MA in Journalism	Submitted	View

Need Help?

Registry Admissions
Henry Grattan Building
DCU Glasnevin Campus

Telephone: 01-700 5338.
Fax: 01-700 5504.
E-mail: registry@dcu.ie.