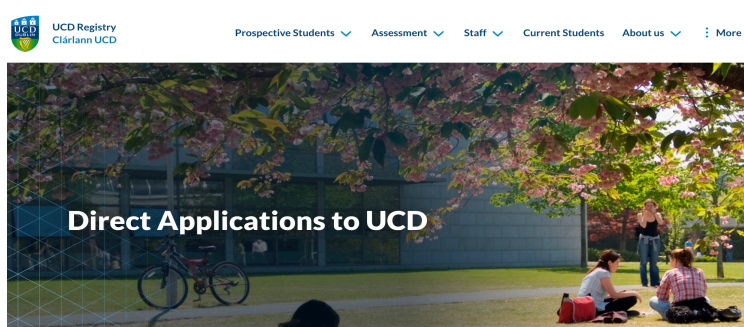# Guidance on How to Apply

The Apply tab on the course webpage will lead you to UCD's Direct Applications page.
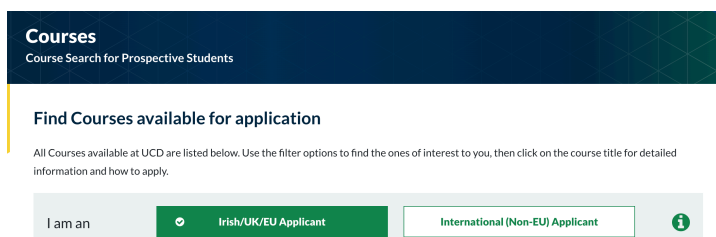

Scroll down this page and use the Apply to UCD tab.

When you use that Apply tab you will go to a Course Search page. Then choose either the box for Irish/UK/EU student or the box for International/Non-EU student.
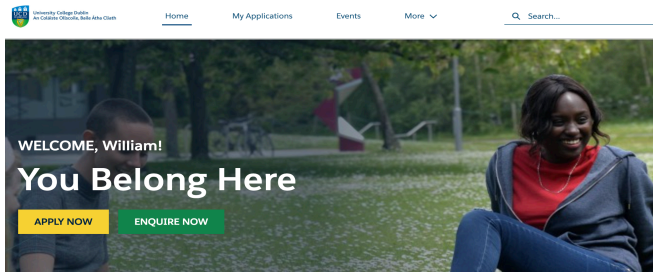

Then scroll down to the Keyword box to find your course – enter the word Reporting in the keyword box and then scroll down to find your course. Choose one.
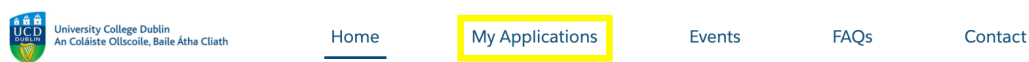

Then you will go to the Course page and scroll down to the yellow Apply tab. (Note, ignore references here and elsewhere to September).

You will then go to a Login/Application page. Opt to create an account. Once you create the account you will be taken to a Welcome page.

Click on the "My Applications" tab at top of the page (**not the Apply Now button**)

On the next page use the Manage Application tab and this will take you to a page of Application Tasks where you fill in personal and educational details.

Note, there is a References Task but you do <u>not</u> need to submit a letter of reference and can simply enter No.

Note, under Files Task – a CV is optional, not required.

If you have any queries about the application process, please email Catherine.Carey@ucd.ie