Applying to the UCD Summer Internship Programme 2014

1. Go to www.ucd.ie/apply and click on ‘Apply Online’ or follow this link. You should note that no application fee is required.
2. Click on ‘Start a New Course Application’.

3. Click on ‘Create a New Account’
   
   - Complete the form. You will be sent an email confirming your password and your UCD Application Number.
   - You will then be brought to your Application Page.

4. Click on ‘Edit Personal Details’ to complete your contact details.

5. Click on ‘Select a Course’.
6. Select ‘Visiting Students’ and ‘Business and Law’ and click ‘Search’.

7. The Visiting Student courses will be displayed. Find Summer Internship (CB04) and click ‘Apply’.

You will be brought back to your Application Page.

8. Click ‘Add a College’ to complete your Academic Record. Complete the form with your University Details taking note to complete areas marked with a red star (*).

9. Click ‘Referees’ to provide details of at least 1 academic referee. Complete the form with your Referees’ Details taking note to complete areas marked with a red star (*)
10. Click ‘Answer these Questions’ and complete all questions. Ensure that you complete the questions ‘Option 1’, ‘Option 2’ and ‘Option 3’ taking into account that you must select the area that you wish to complete an internship in: please ensure to supply us with three options in order of preference. UCD will endeavour to gain you a placement in one of these options and will be in contact with you if accepted on to the programme to further discuss internship options open to you.

11. You must upload an academic reference, Curriculum Vitae, cover letter, a copy of your passport, an English Language Cert if applicable and a transcript of your results. You must include all documents before your application will be considered.

12. When you are satisfied that your application is complete, read the declaration statement and click ‘Submit Application’.

What Happens Next?

- Please note that on acceptance a mandatory deposit of 500 euro needs to be paid to secure your place.
- You will receive automatic emails from applications@ucd.ie keeping you updated on your application status.
- When you are made an offer you will receive an email stating that your application status has changed.
- Log into www.ucd.ie/apply and click on ‘My Applications’- Click ‘Accept’ to accept your offer.
- You will then receive an automatic email from UCD stating your new UCD Student Number.
- You will receive further information from Madeline Molyneaux (Study Abroad Programme Manager) at the UCD Lochlann Quinn School of Business regarding Accommodation, Registration and Orientation, so check your emails regularly as this information can be time sensitive!
- Madeline Molyneaux can be contacted at madeline.molyneaux@ucd.ie +353 1 716 4710