

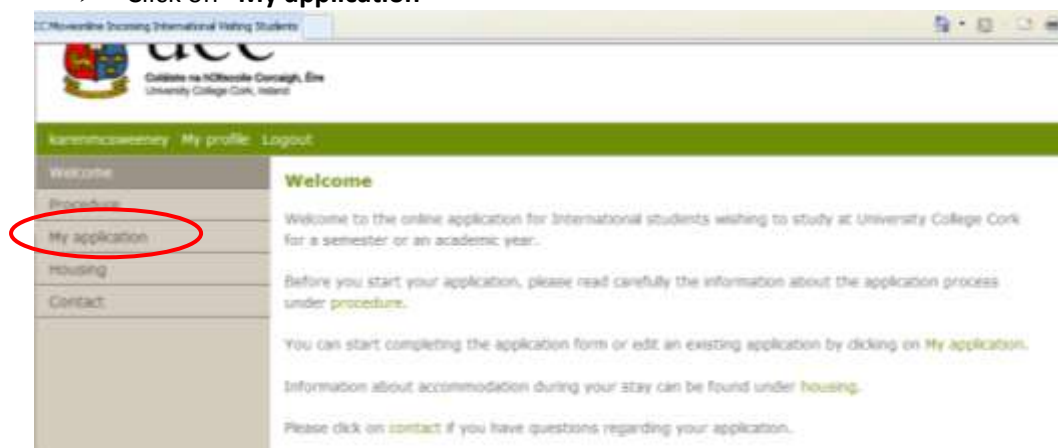
## University College Cork

### Application for Incoming International Visiting Students: 2013-2014 academic year

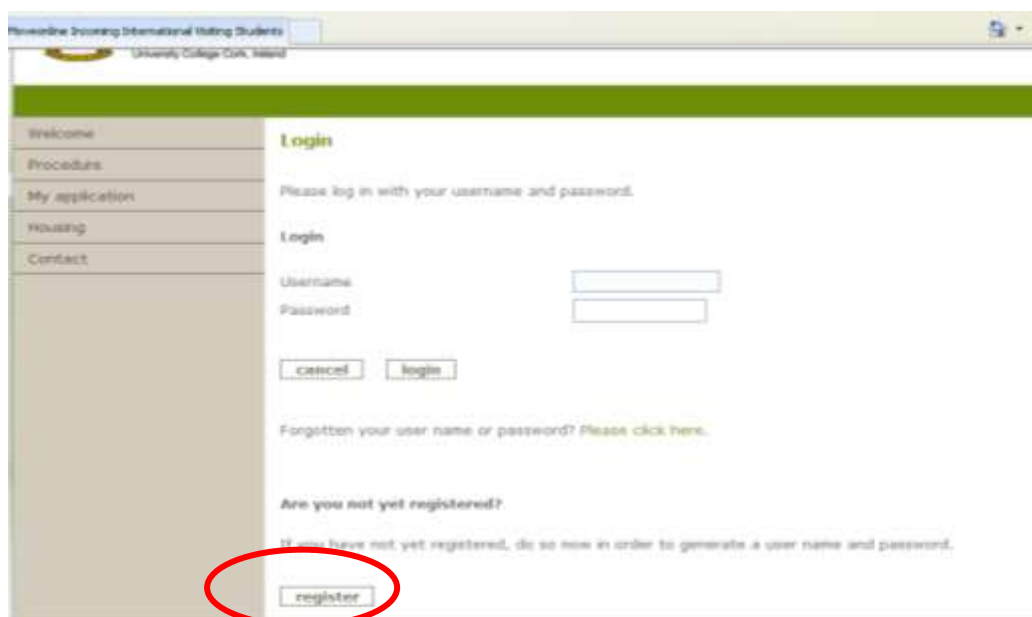
#### Instructions on how to complete online application

Online Application form is available at <https://ucc.moveonnet.eu/moveonline/incoming/welcome.php>

- Click on **“My application”**



- Students are required to register a new account – click on **“register”**



## Enter your personal details

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### New account

Please enter the registration details for your online application account. Your username should contain between 6 and 10 characters and your password have to consist of at least six characters (including at least one figure and one letter).

All fields marked with (\*) are mandatory fields.

Family name(\*)

First name(\*)

Date of birth(\*)

E-mail address(\*)

Username(\*)

Password(\*)

Repeat password(\*)

cancel next

**Username** should contain between 6 and 10 characters  
**Password** must consist of at least 6 characters and contain letters and numbers

Click on “next” and then click “send”

- Log in with your username and password (please do not loose these details) and click on “Start”
- There are five sections to the application form:
  - Personal data
  - Previous and current studies
  - Preferred mobility
  - Language skills
  - Miscellaneous information

Each section must be completed in order to successfully submit your application online. Click the “Edit” button to complete each section:

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### My application

Please complete the application form with all the information required. Click on “edit” to fill out a form part.

Personal data (To be completed)

Previous and current studies (To be completed)

Preferred mobility (To be completed)

Language skills (To be completed)

Miscellaneous information (To be completed)

edit

edit

edit

edit

edit

close

Once all compulsory form fields are completed, the button “send” appears with which you can submit your application. You can close your application at any time and continue it at a later stage. To do so click in this case on “close”. Your application will then be automatically saved.

**Note:** All fields marked with (\*) are mandatory fields.

## 1. Personal Data

Please complete all details and click “Next”

## 2. Previous and current studies

Click “Edit”

Example

The screenshot shows a web form titled 'Previous and current studies'. A sidebar on the left contains a menu with options: Welcome, Procedure, My application, Personal data, Previous studies (selected), Preferred mobility, Language skills, Miscellaneous information, Housing, and Contact. The main form area has a heading 'Previous and current studies' and a note: 'All fields marked with (\*) are mandatory fields.' The form is divided into sections: 'Home university' and 'Current studies'. In the 'Home university' section, the 'Country(\*)' dropdown is set to 'United States'. The 'Home University (EU only) ?' dropdown is empty, circled in red, with an arrow pointing to a text box that says 'Please leave blank. Erasmus Programme refers to students from European universities'. The 'Home University (non-EU only) ?' dropdown is set to 'University of X'. The 'Major' dropdown is set to 'History'. In the 'Current studies' section, the 'Bachelor Degree(\*)' dropdown is set to 'Bachelors Degree'. The 'Study level(\*)' dropdown is set to 'First cycle / Undergraduate / Bachelor'. The 'Study area(\*) ?' dropdown is set to '224 - History, philosophy and related subjects'. The 'Number of years studied prior to mobility(\*)' dropdown is set to '2'. The 'Sending Study Abroad Agency (only relevant for Visiting students)' section has an 'Agency Name ?' dropdown that is empty, with an arrow pointing to a text box that says 'Please click if relevant'. At the bottom of the form, there is a 'Browse...' button and a note: 'file type(s): pdf. Maximum allowed filesize: 2000 kbyte'. At the very bottom, there are 'cancel' and 'next' buttons.

### ➤ Current studies

<b>Bachelor Degree</b>	Name of degree you are studying at your home university
<b>Study level</b>	Three Choices: <ul style="list-style-type: none"><li>➤ First cycle / Undergraduate / Bachelor</li><li>➤ Second cycle / Postgraduate / Master</li><li>➤ Third cycle / Doctorate / PhD</li></ul> Please choose the relevant level.
<b>Study area</b>	Please choose one of your main subjects that you are studying at your home university
<b>Number of years studied prior to mobility</b>	Number of years completed at university prior to study abroad period

### ➤ Transcript of records (Official Examination Results)

The screenshot shows a web form titled 'Transcript of records (Official Examination Results)'. It has a text input field for 'Transcript of record(\*) ?' with a 'Browse...' button next to it. Below the input field, it says 'file type(s): pdf' and 'Maximum allowed filesize: 2000 kbyte'. At the bottom, there are 'cancel' and 'next' buttons.

Please upload your official university transcript of records in pdf format. Please name the file as follows: Familyname, Firstname

Then click “Next”

### 3. Preferred mobility

Click "Edit"

#### ➤ Details of mobility

<b>Mobility programme</b>	Please choose "Non-EU Study Abroad Student"
<b>Faculty</b>	Please choose the main faculty/college that you will study with at UCC
<b>Field of study/Major</b>	Main subject you will study at UCC. This will not limit the courses that you can study at UCC
<b>Study level</b>	Three choices: <ul style="list-style-type: none"><li>➤ First cycle / Undergraduate / Bachelor</li><li>➤ Second cycle / Postgraduate / Master</li><li>➤ Third cycle / Doctorate / PhD</li></ul> Please choose the relevant level.
<b>Study area</b>	Please choose one of your main subjects. This will not limit the courses that you can study at UCC

#### ➤ Additional Study programmes

<b>Early Start Programmes</b>	Please choose relevant programme if you wish to participate in a Early Start Programme
<b>Certificate/Diploma</b>	Please choose if relevant

#### ➤ Mobility period

Requested period of study at UCC

<b>Start Semester</b>	Please choose the semester that you will begin your studies  <b>AS 2013/14:</b> Students beginning their studies in the autumn/winter semester (includes early start semester period if relevant)  <b>SS 2014:</b> Students beginning their studies in the spring semester
<b>Duration (semesters)</b>	<ul style="list-style-type: none"><li>○ <b>Autumn semester students</b> = 1 semester (this includes early start semester)</li><li>○ <b>Full Year students</b> = 2 semesters</li><li>○ <b>Spring semester students</b> = 1 semester</li></ul>

When all sections are completed please click on "next"

### 4. Language Skills

**Only relevant for non-English speaking students**

Please click on "next"

### 5. Miscellaneous information – Disability and special needs

Please complete and click on "next"

Then click "Menu"

UCC Myonline Incoming International Visiting Students

kennmcsweney Logout

Welcome

Procedure

**My application**

- Personal data (Complete)
- Previous studies (Complete)
- Preferred mobility (Complete)
- Language skills (Complete)
- Miscellaneous information (Complete)

Housing

Contact

**My application**

Please complete the application form with all the information required. Click on "edit" to fill out a form part.

edit	view
edit	view
edit	view
edit	view
edit	view

Once all compulsory form fields are completed, the button "send" appears with which you can submit your application. You can close your application at any time and continue it at a later stage. To do so click in this case on "close". Your application will then be automatically saved.

All mandatory fields of your application have been filled up, but your application has not been sent yet. To send your application, please click on the button "send" below.

close send

Please click on the "send" button if all sections have been completed

UCC Myonline Incoming International Visiting Students

UCC Galíleia na hOllscolaíocht, Éire University College Cork, Ireland

Application for Incoming International Visiting Students

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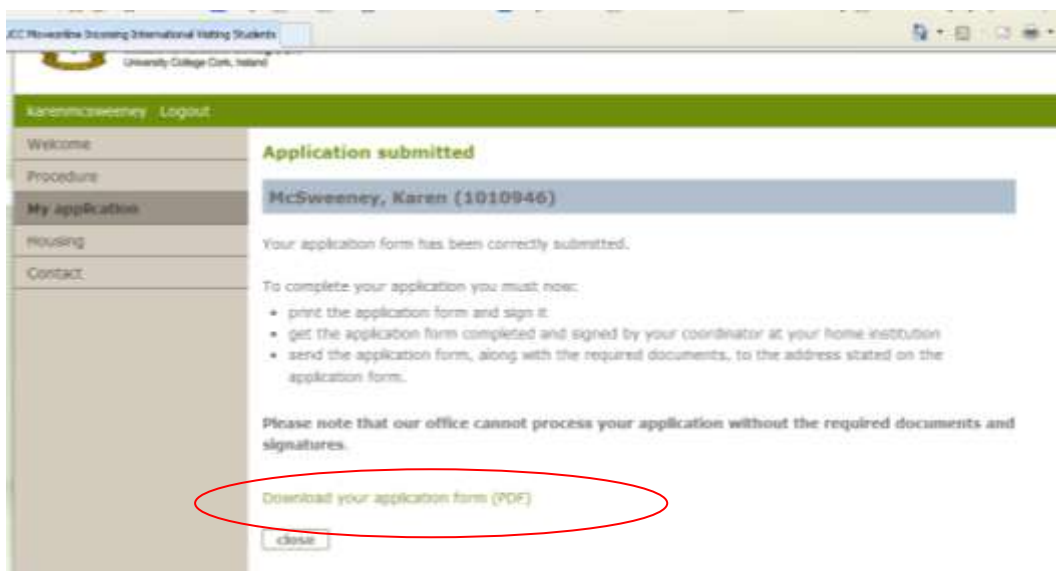
**Submitting application**

Please notice that you will not be able to make any further changes after submitting your application!

Do you really want to submit your application?

No Yes

Please click "Yes" in order to submit your application



Please download and print your application form. The application form should be signed by both you and your coordinator.

**Documents to be posted with completed application form:**

1. Health & Safety Information Questionnaire
2. Study Abroad Approval Form
3. Completed Online Learning Agreement
4. Academic Reference from your academic advisor or a professor at your home institution
5. Official Transcript of Records

**Health & Safety Information Questionnaire and Study Abroad Approval Form** are available to download at: <http://www.ucc.ie/en/study/international/visiting/apply/>

**Online Learning agreement**

Available at <https://etranscript-ucc.moveonnet.eu/e-mobility/>

Instructions on how to complete the learning agreement is available online at <http://www.ucc.ie/en/study/international/visiting/apply/>

**All of the above documents should be posted to:**

Victoria Pearson  
International Education Office  
University College Cork  
Roseleigh  
Western Road  
Cork  
Ireland

**Application deadline:**

Autumn Semester/Full Academic Year: 7 June 2013

Spring Semester: 25 October 2013

Any queries please email Victoria Pearson at [v.pearson@ucc.ie](mailto:v.pearson@ucc.ie)