1. Create your Account

**Step 1:** Access the link to the applicant portal [here](#) and click on ‘Create Account’.
1. Create your Account

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

**Step 3:** You will receive an email with an account activation link. Follow the link to verify your email address and activate your account.

**Step 4:** You will be prompted to sign in by clicking the ‘Sign In’ option in the navigation menu.
Step 5: Enter your log-in details when prompted.
3. Create your Application

**Step 6:** You will be directed to your ‘My Account’ page. Click on your application within the ‘My Applications’ section.
3. Create your Application

**Step 7:** Fill out the mandatory fields in the Application form.

**Step 8:** Click ‘Save and Continue’ to move to the next tab. Or ‘Save Application’ to save your form if you wish to exit and complete it at another time.
3. Create your Application

**Step 9:** When you reach the final ‘Confirmation’ tab, click the ‘Submit Application’ button to submit your completed Application form.
4. Pay Application Fee

**Step 10:** 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. If you have a voucher code / promo code, you can enter it in the promo code field and select ‘Apply’ to apply the discount to the application fee.
4. Pay Application Fee

**Step 11:** Enter your payment details.

**Step 12:** After inputting your details, you will receive confirmation of your payment and find details of a link to check your application status.
5. Supplementary Items

**Step 13:** 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.
5. Supplementary Items

**Step 14:** Click on ‘Choose Files’ to select the supplementary item files and ‘Upload’ to submit each one.
5. Supplementary Items

**Step 15:** 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.
6. Applicant Queries

If you have any questions about your application or next steps please get in touch with us through one of the following teams:

- EU Students: postgraduateadmissions@dcu.ie
- International Students: international.office@dcu.ie
- DCU Connected (for online only programmes): connected@dcu.ie