

# DCU Student Application Portal

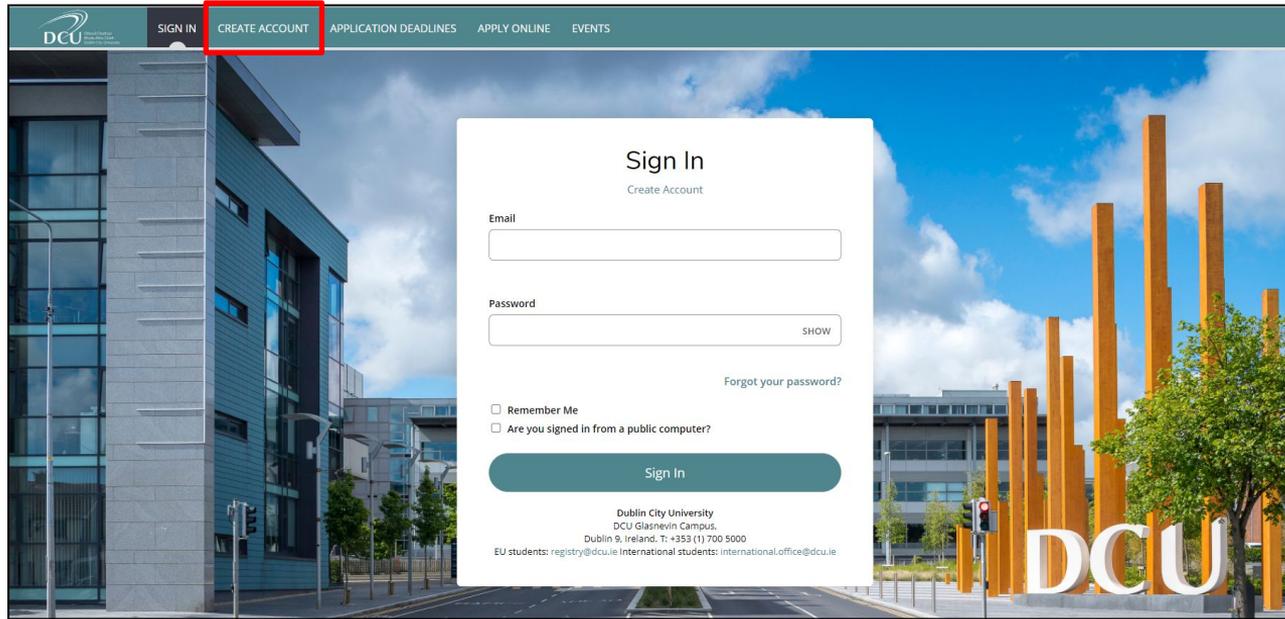
Step by Step Guide for  
Application Creation and Submission

The background image shows a wide view of a modern, multi-story building with large glass windows and a central entrance. In the foreground, there is a paved area with a traffic light and a large, abstract sculpture made of vertical orange pillars of varying heights. The letters 'DCU' are prominently displayed in white, 3D-style font in the lower right foreground. The sky is blue with scattered white clouds.

DCU

# 1. Create your Account

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



The screenshot shows the DCU applicant portal. The navigation bar at the top contains the following links: SIGN IN, CREATE ACCOUNT (highlighted with a red box), APPLICATION DEADLINES, APPLY ONLINE, and EVENTS. The main content area features a 'Sign In' form with the following elements:

- Sign In** (Title)
- Create Account** (Link)
- Email** (Text label above a text input field)
- Password** (Text label above a text input field with a 'SHOW' button)
- Forgot your password?** (Text link)
- Remember Me**
- Are you signed in from a public computer?**
- Sign In** (Submit button)
- Dublin City University**  
DCU Glasnevin Campus,  
Dublin 9, Ireland. T: +353 (1) 700 5000  
EU students: registry@dcu.ie International students: international.office@dcu.ie

# 1. Create your Account

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

## Create Account

### Contact Information

<b>First Name *</b> <input type="text" value="Kate"/>	<b>Last Name *</b> <input type="text" value="Cullen"/>
<b>Country Code</b> <input type="text" value="+353 Republic of Ireland"/>	<b>Mobile Phone</b> <input type="text" value="871234567"/>
<b>Date of Birth *</b> <input type="text" value="04/11/1999"/>	
<b>Email Address *</b> <input type="text" value="katecullentest@hotmail.com"/>	<b>Confirm Email Address *</b> <input type="text" value="katecullentest@hotmail.com"/>
<b>Country of permanent address prior to study *</b> <input type="text" value="Republic of Ireland"/>	<b>Sign Up (Allow Contact)</b> <input type="radio"/> Yes <input checked="" type="radio"/> No

### Academic Level

### Academic Programme

### When do you expect to start studying at DCU? \*

### Account Information

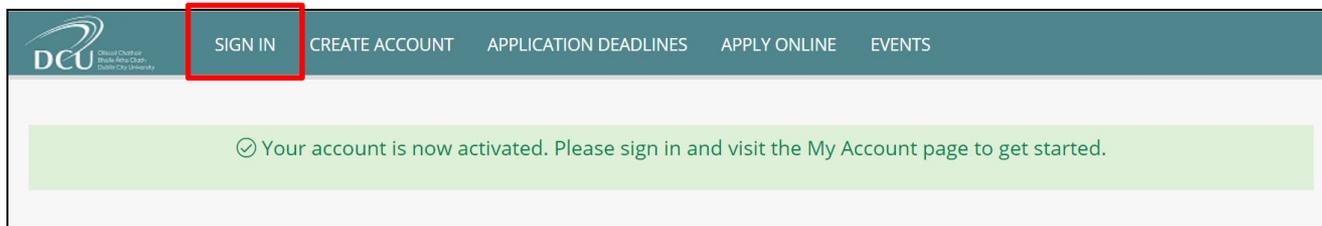
Please ensure that your password is 6 characters long and contains at least one character and one number, one upper and one lower case.

<b>Password *</b> <input type="text" value="*****"/>	<b>Confirm Password *</b> <input type="text" value="*****"/>
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## 2. Activate your Account

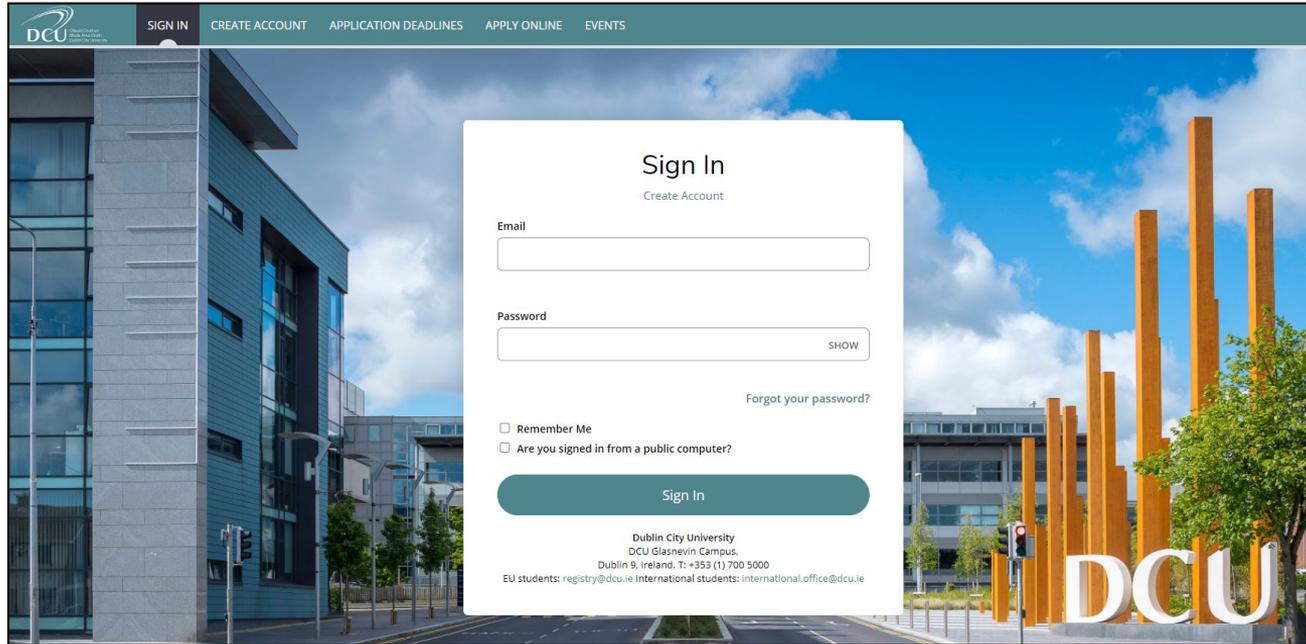
**Step 3:** You will receive an email with an account activation link. Follow the link to verify your email address and activate your account.

**Step 4:** You will be prompted to sign in by clicking the 'Sign In' option in the navigation menu.



# 3. Create your Application

**Step 5:** Enter your log-in details when prompted.



The screenshot shows the DCU application portal's sign-in interface. At the top, a navigation bar includes the DCU logo and links for SIGN IN, CREATE ACCOUNT, APPLICATION DEADLINES, APPLY ONLINE, and EVENTS. The main content area features a white sign-in form centered over a background image of a modern building and a sculpture of orange vertical pillars. The form includes fields for Email and Password, a 'SHOW' button for password visibility, a 'Remember Me' checkbox, and a checkbox for 'Are you signed in from a public computer?'. A large teal 'Sign In' button is positioned below these options. At the bottom of the form, contact information for DCU Glasnevin Campus is provided, including the address, phone number, and email addresses for registry and international students.

**DCU** Dublin City University

**SIGN IN** **CREATE ACCOUNT** **APPLICATION DEADLINES** **APPLY ONLINE** **EVENTS**

## Sign In

Create Account

Email

Password

 **SHOW**

Forgot your password?

Remember Me

Are you signed in from a public computer?

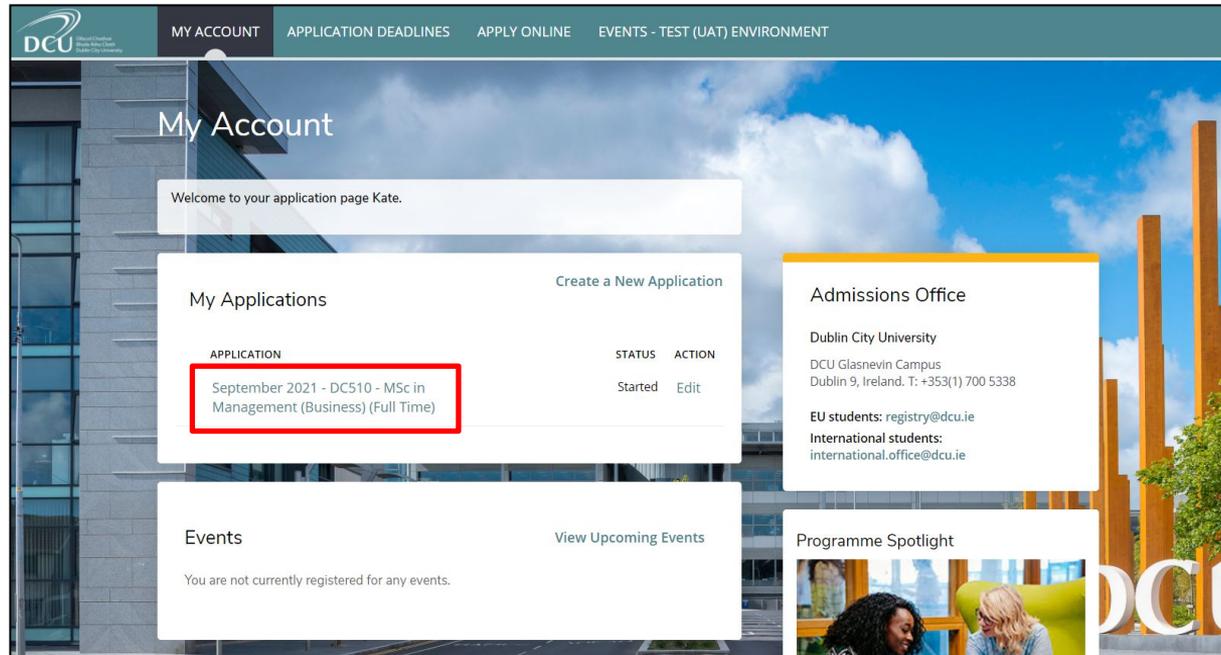
**Sign In**

Dublin City University  
DCU Glasnevin Campus  
Dublin 9, Ireland. T: +353 (1) 700 5000  
EU students: registry@dcu.ie International students: international.office@dcu.ie

**DCU**

# 3. Create your Application

**Step 6:** You will be directed to your 'My Account' page. Click on your application within the 'My Applications' section.



The screenshot shows the 'My Account' page of the DCU application portal. The navigation bar includes 'MY ACCOUNT', 'APPLICATION DEADLINES', 'APPLY ONLINE', and 'EVENTS - TEST (UAT) ENVIRONMENT'. The main heading is 'My Account' with a welcome message: 'Welcome to your application page Kate.' Below this is the 'My Applications' section, which includes a 'Create a New Application' link and a table of existing applications. The table has columns for 'APPLICATION', 'STATUS', and 'ACTION'. One application is listed: 'September 2021 - DC510 - MSc in Management (Business) (Full Time)' with a status of 'Started' and an 'Edit' action. This row is highlighted with a red border. To the right is the 'Admissions Office' contact information, and below that is an 'Events' section with a 'View Upcoming Events' link. The background features a photograph of a modern building and a blue sky with clouds.

APPLICATION	STATUS	ACTION
September 2021 - DC510 - MSc in Management (Business) (Full Time)	Started	Edit

# 3. Create your Application

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

DCU MY ACCOUNT APPLICATION DEADLINES APPLY ONLINE EVENTS - TEST (UAT) ENVIRONMENT

September 2021 - DC510 - MSc in Management (Business) (Full Time)

Review Supplemental Items & Documents

Application Number ccf6d9552d19d3e4 Print Withdraw

Personal Information Study Plans Qualifications Other Information Experience

Confirmation

Name Information

Title \*

First Name \*  Known As   
e.g. Ben (instead of Benjamin)

Middle Name  Last Name \*

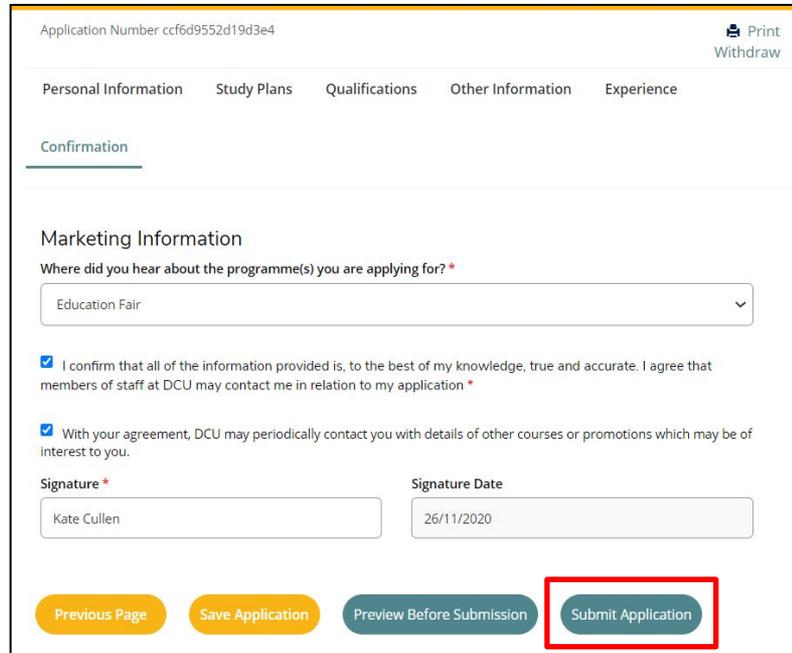
**Step 8:** Click 'Save and Continue' to move to the next tab. Or 'Save Application' to save your form if you wish to exit and complete it at another time.

Save Application

Save & Continue

# 3. Create your Application

**Step 9:** When you reach the final 'Confirmation' tab, click the 'Submit Application' button to submit your completed Application form.



Application Number ccf6d9552d19d3e4 Print  
Withdraw

Personal Information Study Plans Qualifications Other Information Experience

Confirmation

Marketing Information

Where did you hear about the programme(s) you are applying for? \*

Education Fair

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 \*

With your agreement, DCU may periodically contact you with details of other courses or promotions which may be of interest to you.

Signature \* Kate Cullen

Signature Date 26/11/2020

Previous Page Save Application Preview Before Submission **Submit Application**

## 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.

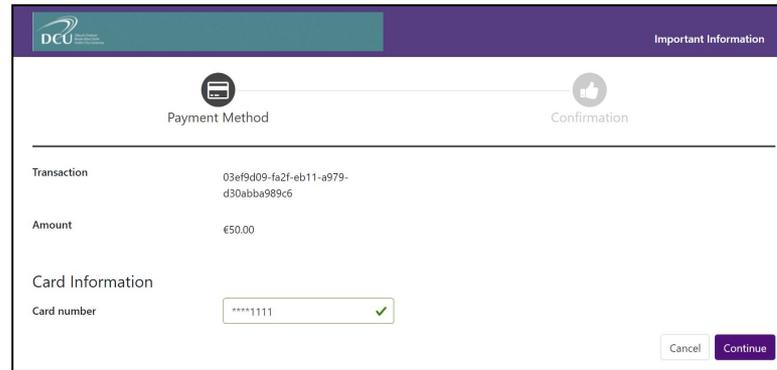
If you have a voucher code / promo code, you can enter it in the promo code field and select 'Apply' to apply the discount to the application fee.

### Order Summary

DESCRIPTION	TOTAL
DCU Application Fee	£50.00
<hr/>	
	Subtotal: £50.00
	Discount: £0.00
	Total: £50.00
<hr/>	
Enter a promo code:	
<input type="text"/>	<input type="button" value="Apply"/>
<input type="button" value="Make Online Payment"/>	

# 4. Pay Application Fee

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

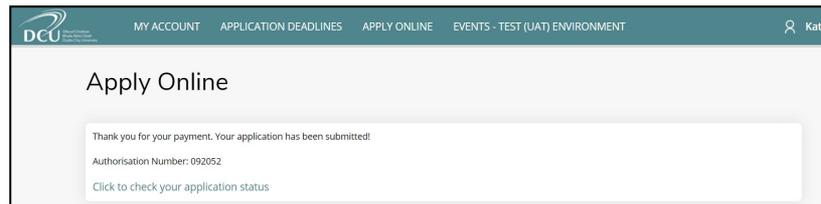


The screenshot shows a web interface for DCU. At the top left is the DCU logo. At the top right is the text "Important Information". Below this is a progress bar with two steps: "Payment Method" (active) and "Confirmation". The main content area displays the following information:

Transaction	03ef9d09-fa2f-eb11-a979-d30abba989c6
Amount	€50.00
Card Information	
Card number	****1111 ✓

At the bottom right of the form are two buttons: "Cancel" and "Continue".

**Step 12:** 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 web interface for DCU. At the top left is the DCU logo. At the top right is the text "MY ACCOUNT APPLICATION DEADLINES APPLY ONLINE EVENTS - TEST (UAT) ENVIRONMENT" and a user profile icon labeled "Kate". Below this is the heading "Apply Online". The main content area displays the following information:

Thank you for your payment. Your application has been submitted!

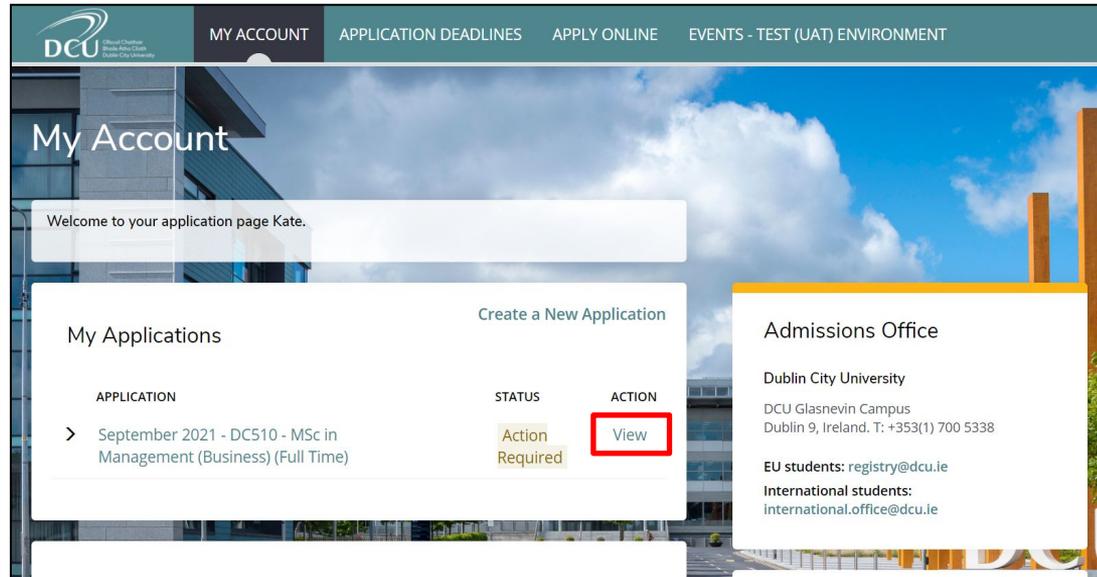
Authorisation Number: 092052

[Click 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.



The screenshot shows the DCU My Account portal. The navigation bar includes 'DCU', 'MY ACCOUNT', 'APPLICATION DEADLINES', 'APPLY ONLINE', and 'EVENTS - TEST (UAT) ENVIRONMENT'. The main heading is 'My Account' with a welcome message: 'Welcome to your application page Kate.' Below this is a 'My Applications' section with a 'Create a New Application' link. A table lists applications with columns for 'APPLICATION', 'STATUS', and 'ACTION'. One application is listed with the status 'Action Required' and a 'View' button highlighted with a red box. To the right is an 'Admissions Office' contact box.

APPLICATION	STATUS	ACTION
> September 2021 - DC510 - MSc in Management (Business) (Full Time)	Action Required	<a href="#">View</a>

**Admissions Office**  
Dublin City University  
DCU Glasnevin Campus  
Dublin 9, Ireland. T: +353(1) 700 5338  
EU students: [registry@dcu.ie](mailto:registry@dcu.ie)  
International students: [international.office@dcu.ie](mailto:international.office@dcu.ie)

# 5. Supplementary Items

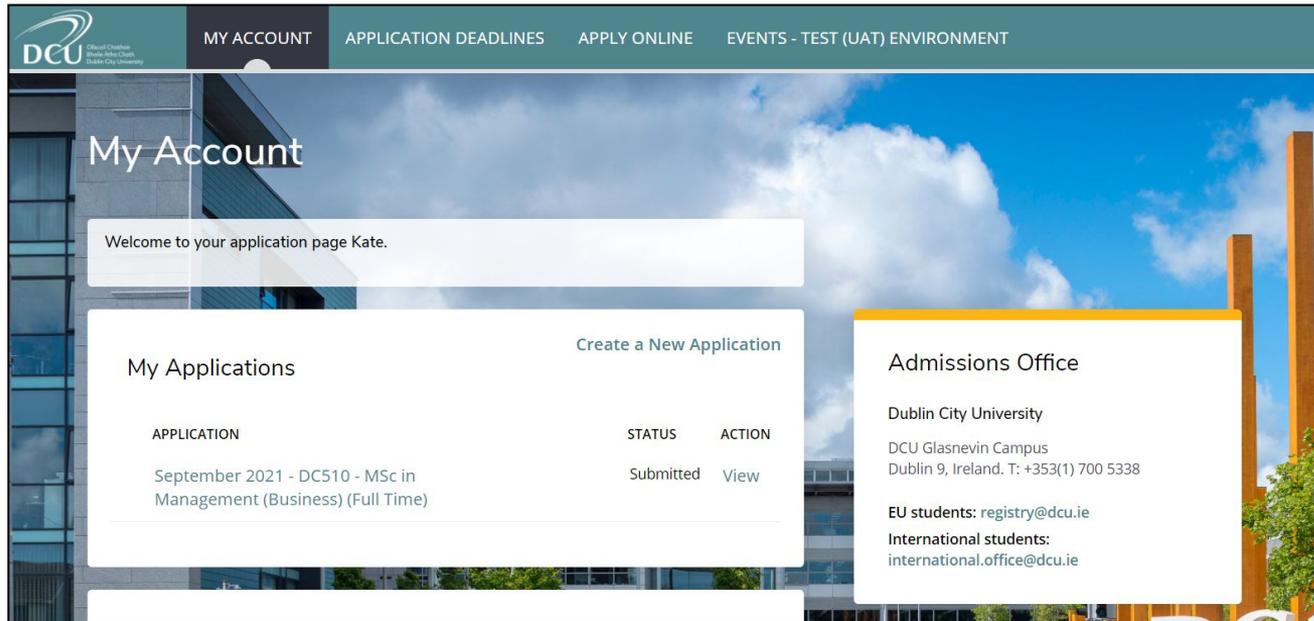
**Step 14:** Click on 'Choose Files' to select the supplementary item files and 'Upload' to submit each one.

Supplemental Items		
ITEM	SUBMISSION STATUS	ACTION
* Copy of Passport	Not Received	<input type="button" value="Choose Files"/> passport.docx <input type="button" value="Upload"/>
All applicants must submit a copy of their biographic and photo page of their current valid passport.		
* Personal Statement (250 - 750 Words)	Not Received	<input type="button" value="Choose file"/> statement.docx <input type="button" value="Upload"/>
All applicants are required to 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: <a href="https://www.dcu.ie/registry/Personal-Statement-Guidelines.shtml#">https://www.dcu.ie/registry/Personal-Statement-Guidelines.shtml#</a> Please refer to your programme online prospectus for more details.		
* Result Transcripts	Not Received	<input type="button" value="Choose Files"/> transcript.docx <input type="button" value="Upload"/>
All applicants must submit academic transcripts for each and every semester / year of study (with certified English translation(s) where applicable). Eg: Official Semester Transcripts for their UG qualification.		
Certified Copy of Parchment or Degree Certificate	Not Received	<input type="button" value="Choose Files"/> parchment.docx <input type="button" value="Upload"/>
All Non-EU applicants must submit a certified copy of their parchment or degree certificate.		
Curriculum Vitae	Not Received	<input type="button" value="Choose file"/> cv.docx <input type="button" value="Upload"/>
All applicants must submit a copy of CV outlining relevant experience, academic training and professional training. Please refer to your programme online prospectus for more details.		

# 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.



The screenshot shows the DCU My Account page. The navigation bar includes 'MY ACCOUNT', 'APPLICATION DEADLINES', 'APPLY ONLINE', and 'EVENTS - TEST (UAT) ENVIRONMENT'. The main heading is 'My Account'. A welcome message reads: 'Welcome to your application page Kate.' Below this is a 'My Applications' section with a 'Create a New Application' link. A table lists the application status:

APPLICATION	STATUS	ACTION
September 2021 - DC510 - MSc in Management (Business) (Full Time)	Submitted	<a href="#">View</a>

To the right is an 'Admissions Office' contact box with the following information:

**Admissions Office**  
Dublin City University  
DCU Glasnevin Campus  
Dublin 9, Ireland. T: +353(1) 700 5338  
EU students: [registry@dcu.ie](mailto:registry@dcu.ie)  
International students: [international.office@dcu.ie](mailto:international.office@dcu.ie)

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