

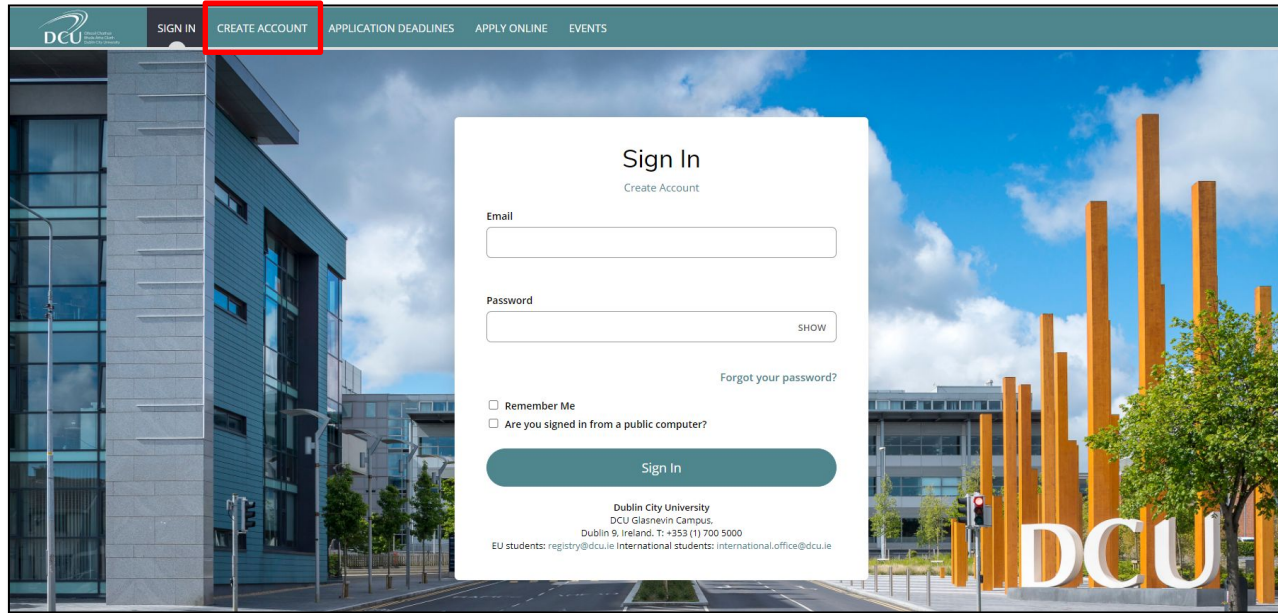
DCU Student Application Portal

Step by Step Guide for
Application Creation and Submission



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 top navigation bar includes the DCU logo, a 'SIGN IN' button, a 'CREATE ACCOUNT' button (highlighted with a red box), and links for 'APPLICATION DEADLINES', 'APPLY ONLINE', and 'EVENTS'. The main content area features a large background image of a modern building and a sign with the letters 'DCU'. Overlaid on this is a white 'Sign In' form. The form has a title 'Sign In' and a subtitle 'Create Account'. It contains fields for 'Email' and 'Password', with a 'SHOW' button next to the password field. Below the fields are two checkboxes: 'Remember Me' and 'Are you signed in from a public computer?'. A 'Forgot your password?' link is also present. At the bottom of the form is a large 'Sign In' button. Below the button, the text reads: 'Dublin City University', 'DCU Glasnevin Campus', 'Dublin 9, Ireland. T: +353 (1) 700 5000', and 'EU students: registry@dcu.ie International students: international.office@dcu.ie'.

DCU

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

1. Create your Account

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

Create Account

Contact Information

First Name *

Last Name *

Country Code

Mobile Phone

Date of Birth *

Email Address *

Confirm Email Address *

Country of permanent address prior to study *

Sign Up (Allow Contact)
☐ Yes ☒ 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.

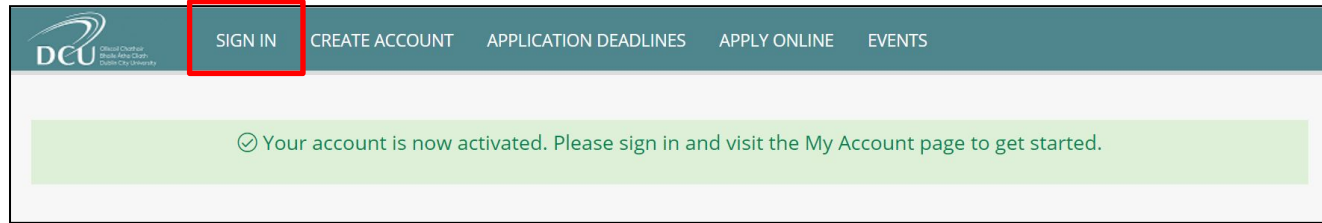
Password *

Confirm Password *

2. Activate your Account

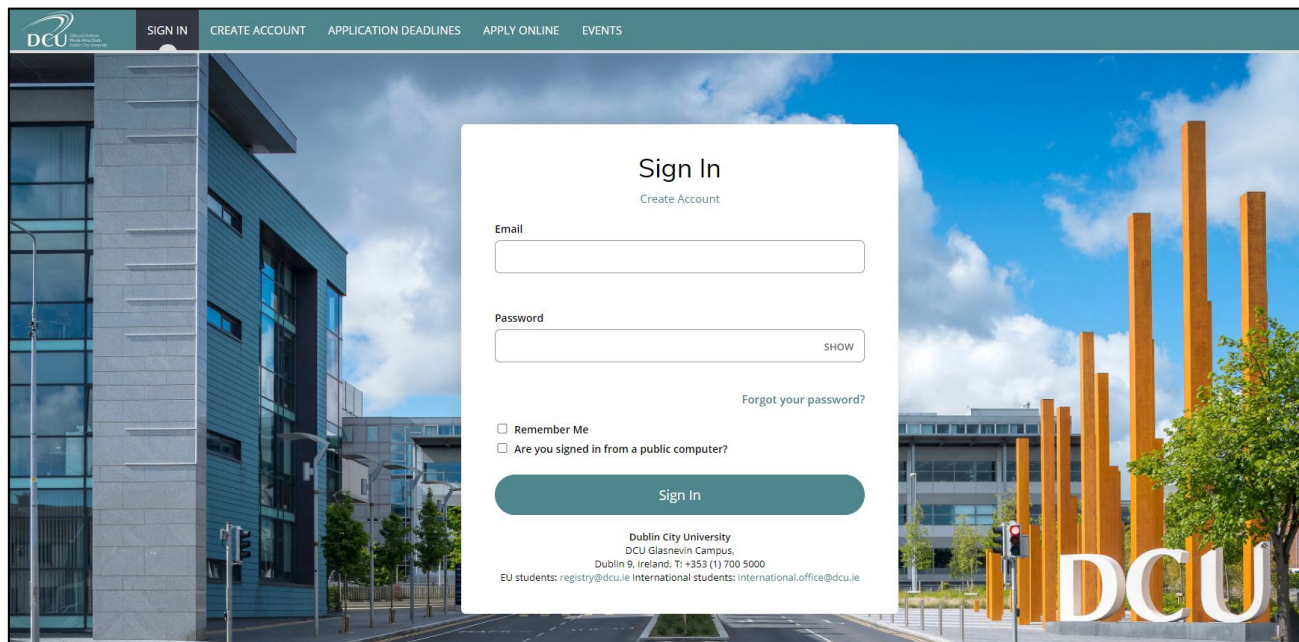
Step 3: You will receive an email with an account activation link. Follow the link to verify your email address and activate your account.

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 Sign In page. The background is a photograph of a modern building with large windows and a blue sky with clouds. In the foreground, there are several tall, orange, rectangular pillars. The DCU logo is visible in the bottom right corner of the background image.

DCU Dublin City University

[SIGN IN](#) [CREATE ACCOUNT](#) [APPLICATION DEADLINES](#) [APPLY ONLINE](#) [EVENTS](#)

Sign In

[Create Account](#)

Email

Password [SHOW](#)

[Forgot your password?](#)

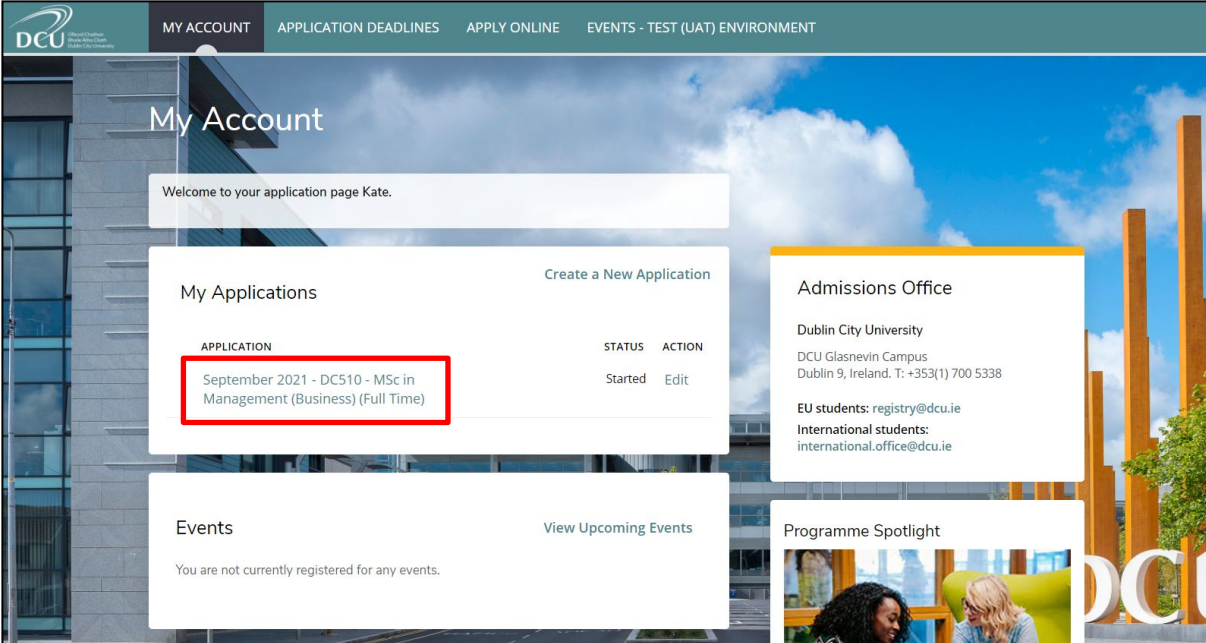
☐ Remember Me
☐ Are you signed in from a public computer?

[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

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 DCU My Account page. The navigation bar includes links for 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 application is highlighted with a red box. To the right of the applications section is the 'Admissions Office' contact information, including the university name, address, phone number, and email addresses for EU and international students. At the bottom, there is an 'Events' section with a 'View Upcoming Events' link and a 'Programme Spotlight' section featuring a photo of two students.

DCU

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

My Account

Welcome to your application page Kate.

My Applications

Create a New Application

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

Admissions Office

Dublin City University
DCU Glasnevin Campus
Dublin 9, Ireland. T: +353(1) 700 5338


EU students: registry@dcu.ie
International students: international.office@dcu.ie

Events

View Upcoming Events

You are not currently registered for any events.

Programme Spotlight



3. Create your Application

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

DCU DUCKWORTH COLLEGE UNIVERSITY 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 *
Cullen

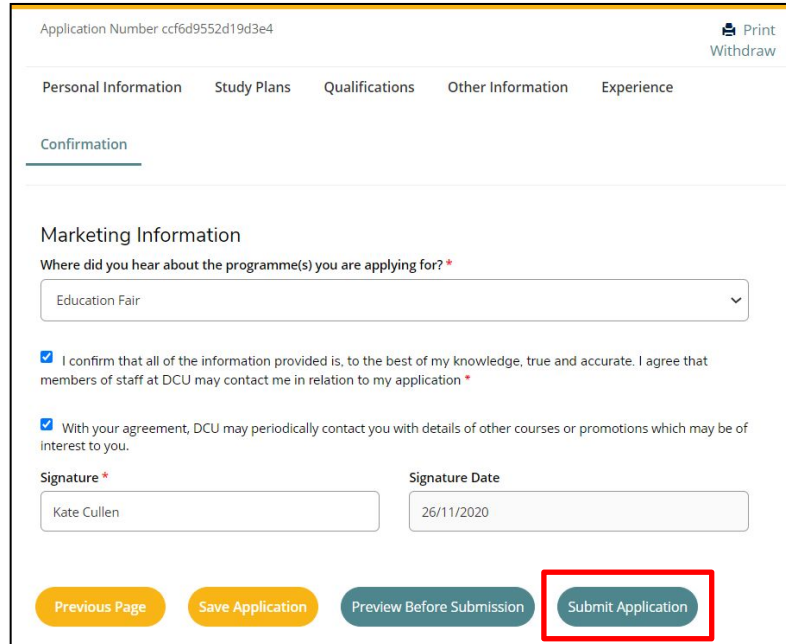
Step 8: Click 'Save and Continue' to move to the next tab. Or 'Save Application' to save your form if you wish to exit and complete it at another time.

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.



The screenshot shows the 'Confirmation' tab of an application form. At the top, the 'Application Number' is ccf6d9552d19d3e4. Navigation tabs include 'Personal Information', 'Study Plans', 'Qualifications', 'Other Information', and 'Experience'. The 'Confirmation' tab is active. Below the tabs, the 'Marketing Information' section asks 'Where did you hear about the programme(s) you are applying for? *' with a dropdown menu showing 'Education Fair'. Two checkboxes are checked: '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 *' and 'With your agreement, DCU may periodically contact you with details of other courses or promotions which may be of interest to you.' Below these are fields for 'Signature *' (containing 'Kate Cullen') and 'Signature Date' (containing '26/11/2020'). At the bottom, there are four buttons: 'Previous Page' (yellow), 'Save Application' (yellow), 'Preview Before Submission' (teal), and 'Submit Application' (teal, highlighted with a red box).

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.

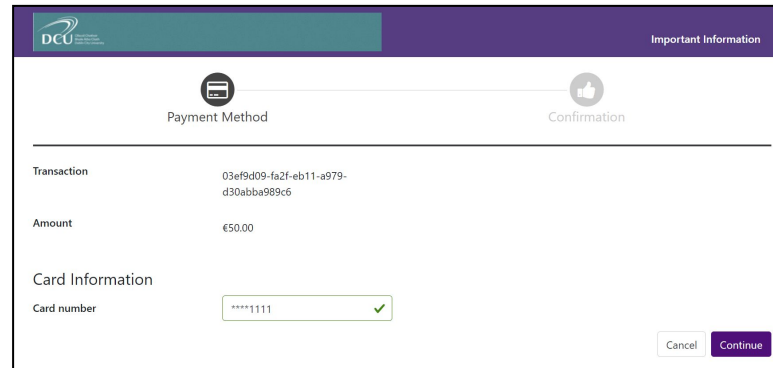
If you have a voucher code / promo code, you can enter it in the promo code field and select 'Apply' to apply the discount to the application fee.

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.



DCU

Important Information

Payment Method Confirmation

Transaction 03ef9d09-fa2f-eb11-a979-d30abba989c6

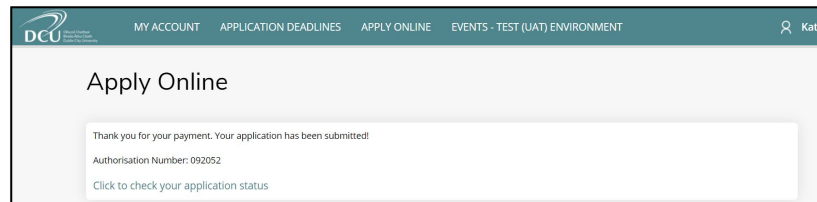
Amount €50.00

Card Information

Card number ****1111 ✓

Cancel 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.



DCU

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

Apply Online

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

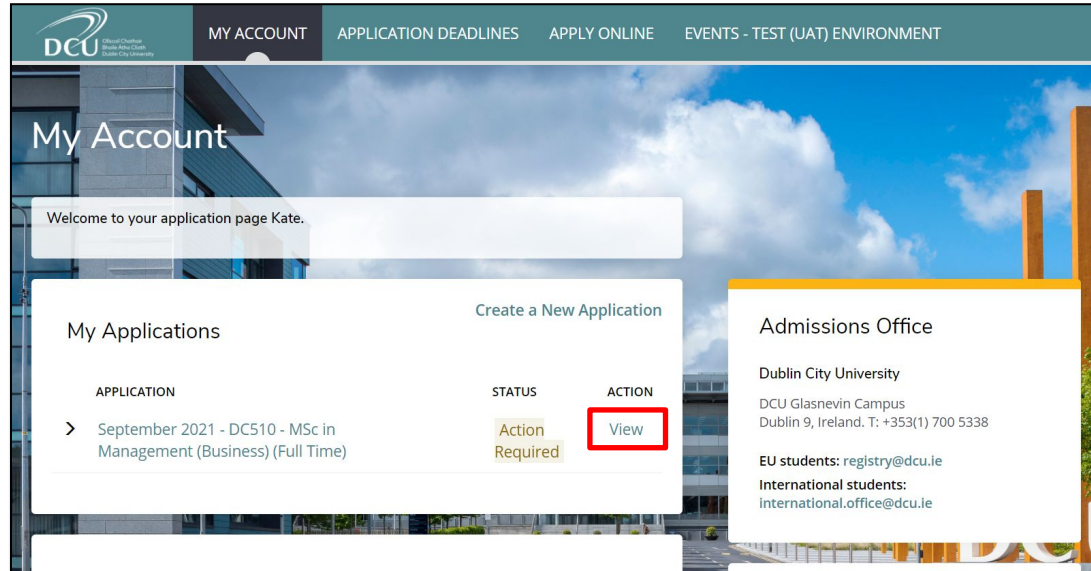
Authorisation Number: 092052

[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 page. The navigation bar at the top includes the DCU logo and links for MY ACCOUNT, APPLICATION DEADLINES, APPLY ONLINE, and EVENTS - TEST (UAT) ENVIRONMENT. The main heading is 'My Account'. Below it, a welcome message reads 'Welcome to your application page Kate.' The 'My Applications' section features a table with columns for APPLICATION, STATUS, and ACTION. A link 'Create a New Application' is located to the right of the table. The table contains one application entry: 'September 2021 - DC510 - MSc in Management (Business) (Full Time)' with a status of 'Action Required' and a 'View' button highlighted by a red box. To the right of the table is an 'Admissions Office' contact box with details for Dublin City University, including the Glasnevin Campus address, phone number, and email addresses for EU and international students.

APPLICATION	STATUS	ACTION
> September 2021 - DC510 - MSc in Management (Business) (Full Time)	Action Required	View

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

5. Supplementary Items

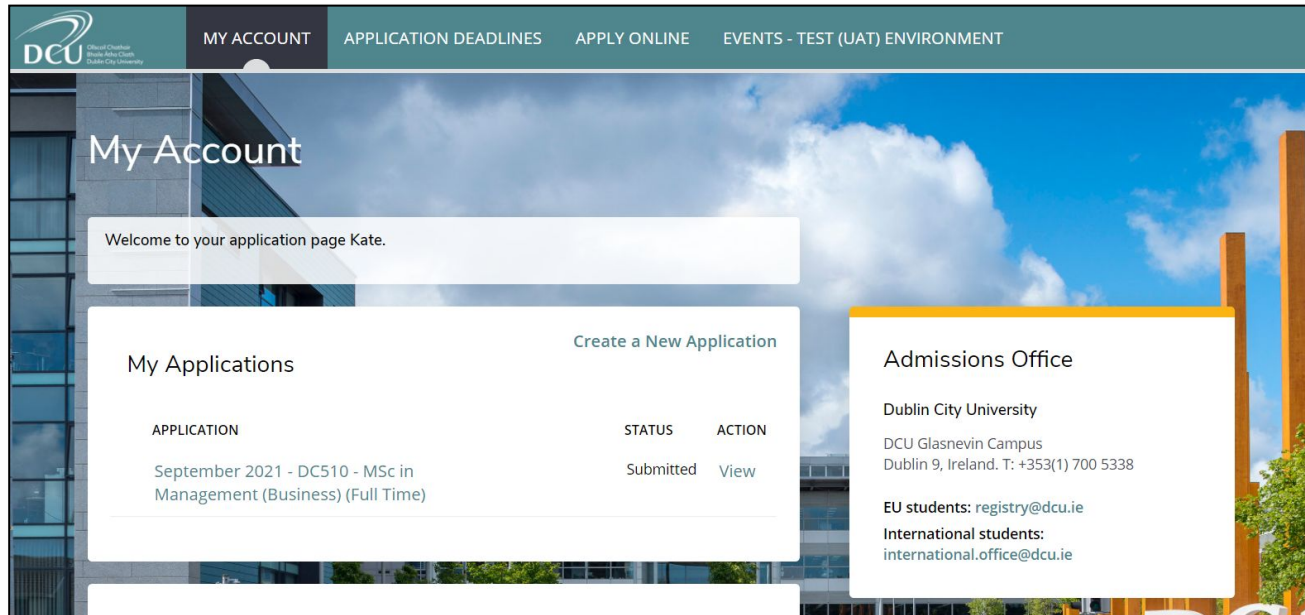
Step 14: Click on 'Choose Files' to select the supplementary item files and 'Upload' to submit each one.

Supplemental Items		
ITEM	SUBMISSION STATUS	ACTION
* Copy of Passport	Not Received	<div>Choose Files passport.docx</div> <div>Upload</div>
All applicants must submit a copy of their biographic and photo page of their current valid passport.		
* Personal Statement (250 - 750 Words)	Not Received	<div>Choose file statement.docx</div> <div>Upload</div>
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: https://www.dcu.ie/registry/Personal-Statement-Guidelines.shtml# Please refer to your programme online prospectus for more details.		
* Result Transcripts	Not Received	<div>Choose Files transcript.docx</div> <div>Upload</div>
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	<div>Choose Files parchment.docx</div> <div>Upload</div>
All Non-EU applicants must submit a certified copy of their parchment or degree certificate.		
Curriculum Vitae	Not Received	<div>Choose file cv.docx</div> <div>Upload</div>
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 header includes the DCU logo and navigation links: 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, there is a section for 'My Applications' with a link to 'Create a New Application'. A table lists the application details:

APPLICATION	STATUS	ACTION
September 2021 - DC510 - MSc in Management (Business) (Full Time)	Submitted	View

To the right of the table is the 'Admissions Office' contact information:

Admissions Office
Dublin City University
DCU Glasnevin Campus
Dublin 9, Ireland. T: +353(1) 700 5338
EU students: registry@dcu.ie
International students: 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
- International Students: international.office@dcu.ie
- DCU Connected (for online only programmes): connected@dcu.ie