

How to Apply

What Courses You Can Apply For

You can apply for any NUI Galway Professional, Part-Time, Evening, Online, and Continuing Professional Development (CPD) courses through the online portal.

This document will outline each step in the application process.

Before you Begin

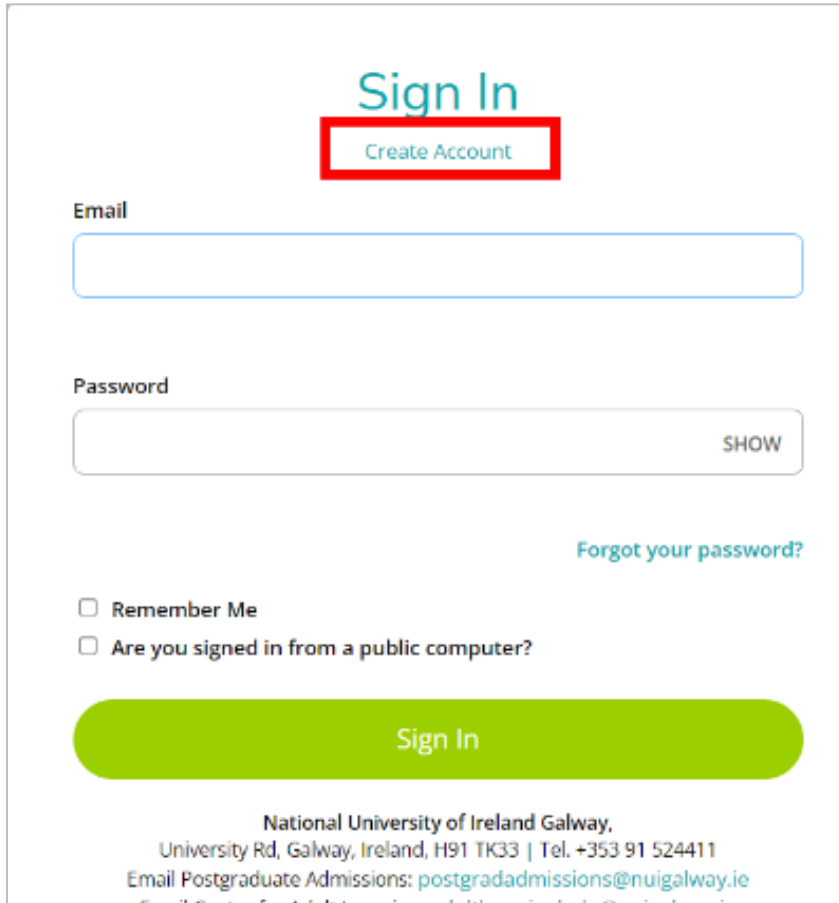
Below is a list of steps to take before you begin the application process.

1. Ensure you meet the **entry requirements** of the course.
You can find the entry requirements on the course information page.
2. Check the **closing date** for your selected course and ensure you adhere to this deadline.
Courses vary; however, closing dates are typically from mid-July to late August each academic year.
You can find application closing dates on the course information page.
3. Have all your [supporting documents](#) ready to upload with your application.
These will be requested to complete your application.
4. Note the **Module Name** of the course you are applying for.
For example, *MG7102 Leading and Managing People*
You will need the Module Name during the application process.
5. Note the **Programme Name** of the course you are applying for.
For example, *Undergrad CPD in Business - CPB8* - You will find this information at the bottom of each course page.
You will need the Programme Name during the application process.

The Application Process

Step 1 Create an Account

- Visit the [Online Application Portal](#) and select **'Create Account'** to create an account.



The screenshot shows a login page with the following elements:

- Sign In** header
- Create Account** link highlighted with a red box
- Email** input field
- Password** input field with a **SHOW** button
- Forgot your password?** link
- Remember Me**
- Are you signed in from a public computer?**
- Sign In** button
- Contact information for National University of Ireland Galway at the bottom.

Step 2 Complete Contact Information

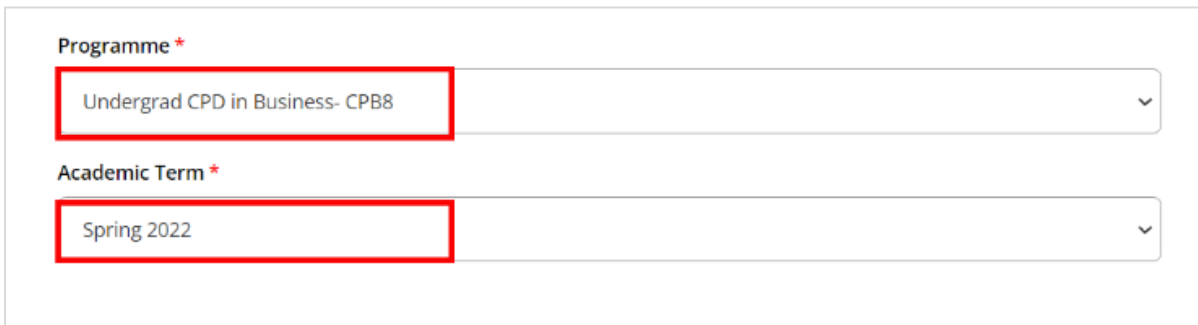
- Complete the contact details required to create your account.
- Select **'Standalone Module – Continuing Professional Development'** as the academic level



The screenshot shows two dropdown menus:

- Academic Level *** dropdown menu with the selected option: **Standalone Module- Continuing Professional Development(CPD)**
- College / Interest Type *** dropdown menu with the selected option: **Adult Learning & CPD Courses**

- Select **programme and academic term** – Programme Name is found at the bottom of the course information page, For example, *Undergrad CPD in Business - CPB8*



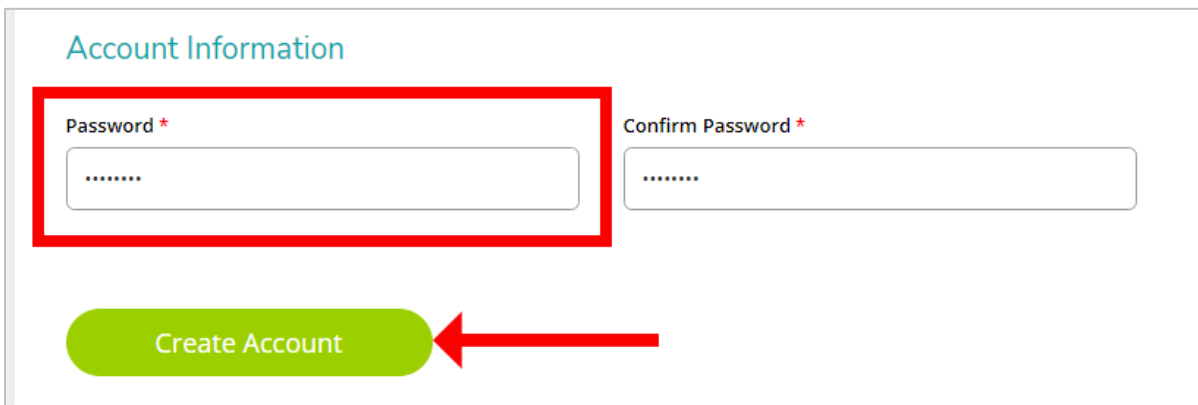
Programme *

Undergrad CPD in Business- CPB8

Academic Term *

Spring 2022

- Create a **Password** and select '**Create Account**'. You will be directed to your 'Account Page'.



Account Information

Password *

Confirm Password *

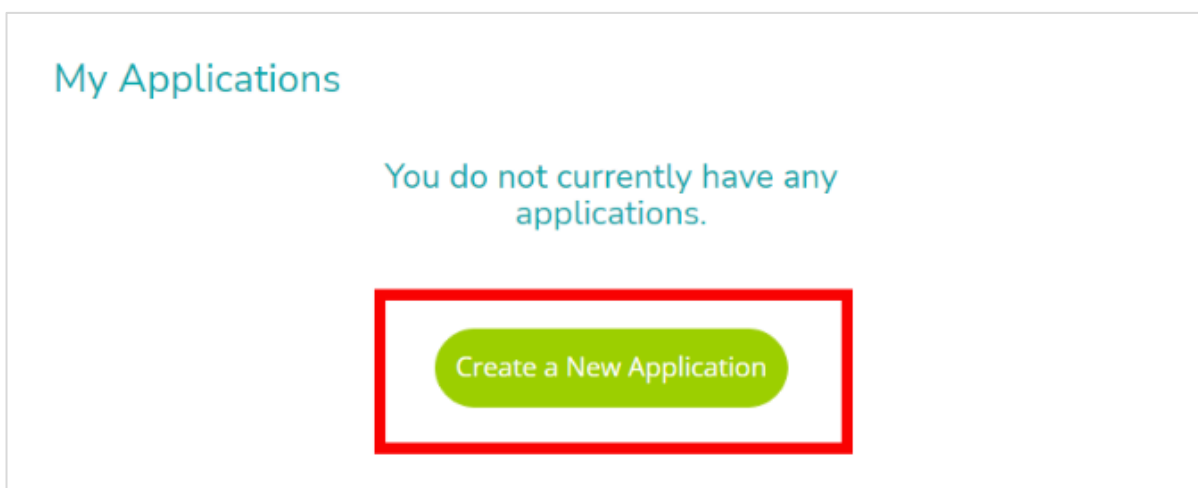
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Create Account

Step 3 Create New Application

- Select '**Create New Application**' in the My Applications section of your account page.



My Applications

You do not currently have any applications.

Create a New Application

- Select ‘**Adult Learning Undergraduate/Postgraduate, CPD & Summer School Applications**’ under the Application Listing section

Application Listing

Your New Career awaits. Click on the relevant application below.

Postgraduate \ PhD Application

Undergraduate Application (Non-EU only)

Adult Learning Undergraduate\Postgraduate, CPD & Summer School Applications

- Select ‘**Continue**’ to proceed with the course you selected when creating your account – alternatively, you may ‘Start a New Application’.

Online Application

Continue with the following:

- Spring 2022 - Undergrad CPD in Business- CPB8

Start a New Application Here

Continue

Note: If you continue with the original application, many form fields will be prefilled on the following page.

Step 4: Completing the Application Form

Plans

- Insert the **Programme and Module Name**—for example, *Undergrad CPD in Business - CPB8* and *MG7102 Leading and Managing People*.
- If you do not know the Programme or Module Names, you can follow the link above the text box

Programme *

If your programme of interest does not appear in the list below, it means you have not applied using the correct application link (i.e. Postgraduate/PhD applications, Undergraduate NON EU Applications or Adult Learning, CPD Courses & Summer School applications). Please go back and re-start your application choosing the correct application link.

Undergrad CPD in Business- CPB8

Module Name

As you have selected a Continuing Professional Development can you please provide the module/s codes you are applying for [You can check modules codes here](#)

MG7102 Leading and Managing People

Personal

- Ensure your personal information matches your proof of identification to process your application

Personal Details

Please enter your First Name and Surname as it appears on your Proof of Identification. These have to match in order to process your application.

First Name * **Last Name ***

Email Address * **Mobile Phone**

Date of Birth * **Gender ***

Female

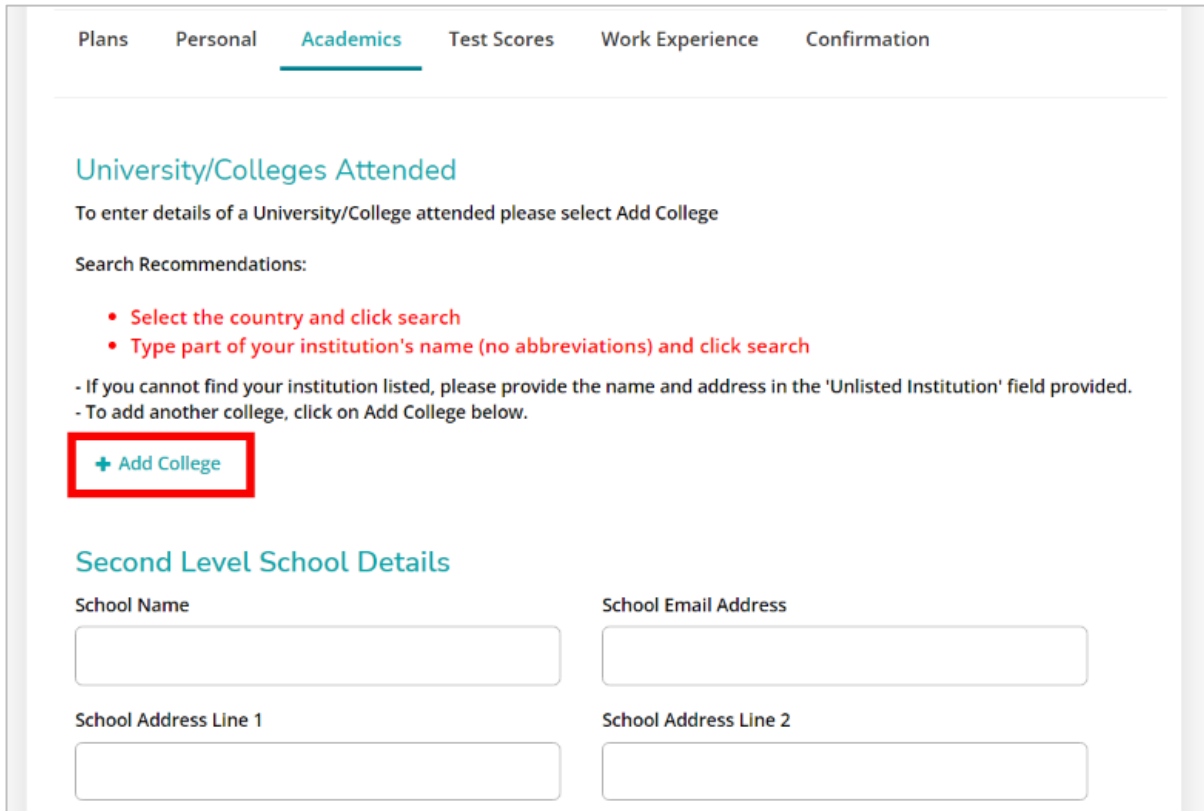
Home Address

Street Line 1 * **Street Line 2**

Street Line 3 **City ***

Academics

- Select the **'+Add College'** link to include any third-level education.
- Include any second-level education you may have.



Plans Personal **Academics** Test Scores Work Experience Confirmation

University/Colleges Attended

To enter details of a University/College attended please select Add College

Search Recommendations:

- Select the country and click search
- Type part of your institution's name (no abbreviations) and click search

- If you cannot find your institution listed, please provide the name and address in the 'Unlisted Institution' field provided.
- To add another college, click on Add College below.

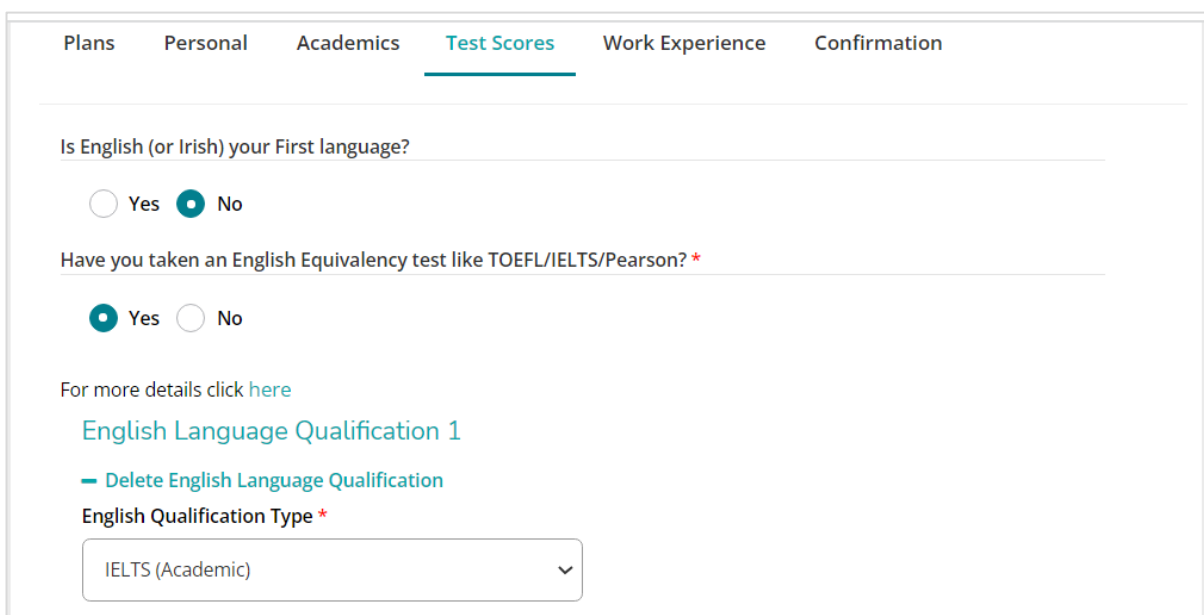
+ Add College

Second Level School Details

School Name	School Email Address
<input type="text"/>	<input type="text"/>
School Address Line 1	School Address Line 2
<input type="text"/>	<input type="text"/>

Test Scores

- Some courses may require test scores from previous learning.
- If English is not your first language, complete details of your English Equivalency Test



Plans Personal Academics **Test Scores** Work Experience Confirmation

Is English (or Irish) your First language?

Yes No

Have you taken an English Equivalency test like TOEFL/IELTS/Pearson? *

Yes No

For more details click [here](#)

[English Language Qualification 1](#)

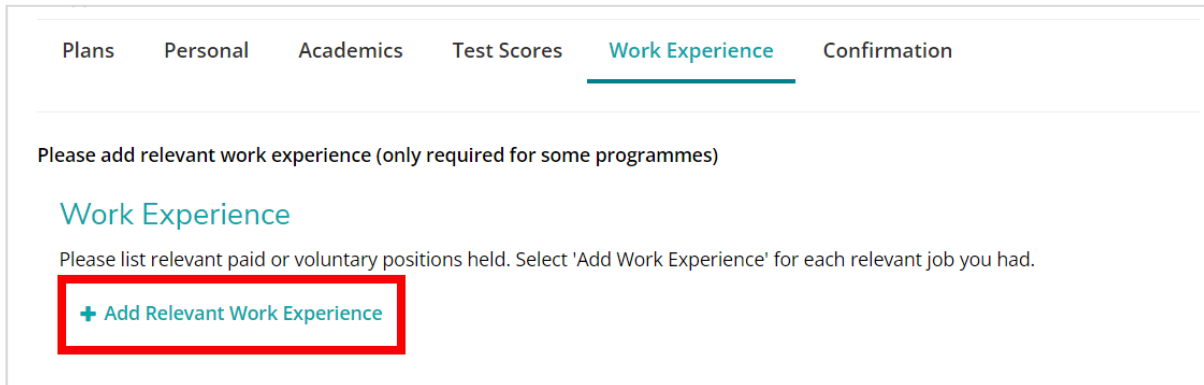
[- Delete English Language Qualification](#)

English Qualification Type *

IELTS (Academic) ▾

Work Experience

- Select the **'+ Add Relevant Work Experience'** link to add any work experience that is relevant to your application



Plans Personal Academics Test Scores Work Experience Confirmation

Please add relevant work experience (only required for some programmes)

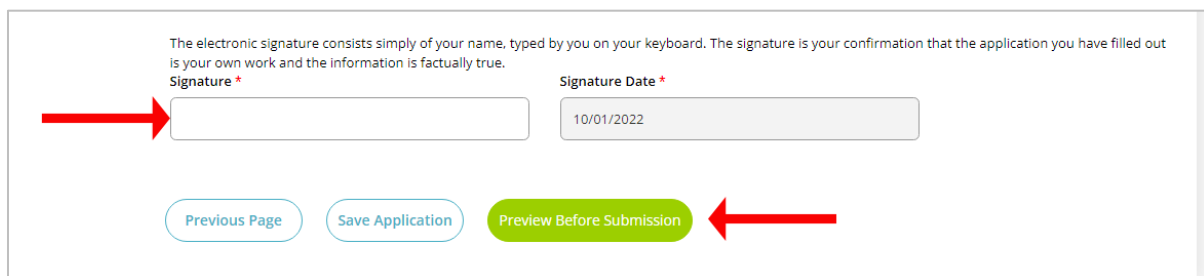
Work Experience

Please list relevant paid or voluntary positions held. Select 'Add Work Experience' for each relevant job you had.

+ Add Relevant Work Experience

Confirmation

- Answer the questions to **confirm the information** you have provided is authentic and truthful
- Type your **electronic signature** to confirm your application.
- Select **'Preview Before Submission'**



The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is factually true.

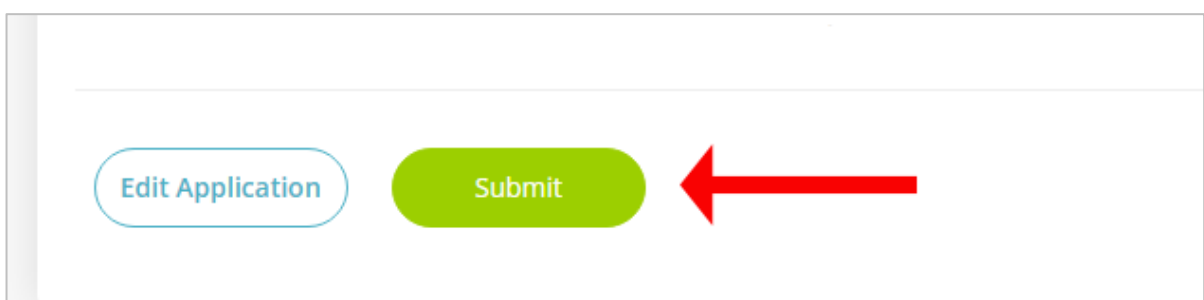
Signature *

Signature Date *

[Previous Page](#) [Save Application](#) [Preview Before Submission](#)

Review

- Read and review your application
- If you find any errors, select **'Edit Application'** at the bottom of the page
- To apply, select **'Submit.'**



[Edit Application](#) [Submit](#)

Step 5: Uploading Supporting Documents

- Visit your **'My Account' page**,
- Under **My Application** select **'View'** to upload supporting documents page

[Start a New Application](#)

My Applications

APPLICATION	STATUS	ACTION
Spring 2022 - Undergrad CPD in Business- CPB8	Submitted	View


- Select **'Choose File'** to upload your relevant documents

Review [Upload Supporting Documentation](#)

Supplemental Items (document upload is mandatory if a red asterisk appears before item name)

ITEM	SUBMISSION STATUS	ACTION
* Personal Statement - Adult Learning Please upload a personal statement (approx. 600 words) explaining why you wish to undertake this programme, outlining how your work experience fits into your career objectives. <small>For 1PFC5 Applicants - Please outline briefly your reasons for applying for this Professional Credit Award Module, approximately 200 words.</small>	Not Received	Choose Files No file chosen

- Upload **'Evidence of Employment Status'** if applying for Job Stimulus Courses.

Other Documents - Adult Learning	Not Received	Choose Files No file chosen
Any other documents that you may wish to upload to support your application		
 CPD Applicants only - If applying for Jobs Stimulus courses, you must upload evidence of Employment Status to complete your application. Details of the required documentation is available here		