How to Apply

This document will outline each step in the application process for Professional Credit Award modules i.e., Micro-credential/Continuing Professional Development (CPD) courses for nurses through the online portal of University of Galway.

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 module.

   You can find the entry requirements on the module information page.

2. Check the **closing date** for your selected module and ensure you adhere to this deadline.

   Modules starting in September – **end of June**

   Modules starting in January – **end of October**

3. Have all your **support documentation** ready to upload with your application (see the list on PCA How To Apply - University of Galway page). These will be requested to complete your application.

4. Have your credit card ready for the payment of the application fee.

The Application Process

Here are the steps:

Step 1 Create an Account

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

Step 2 Complete Contact Information

- Complete the contact details required to create your account.
- Select **'Micro-credentials and CPD'** as the Academic Level and **'Health & Medicine'** as College / Interest Type.

- Select **Programme** –The list of modules will appear.

Programme | Clár *

- Select **Academic Term** –The semester in which the module is offered will appear.

Academic Term | Téarma Acadúil *

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

Account Information | Eolas Cuntais

Password | Pasfhocal *

••••••••

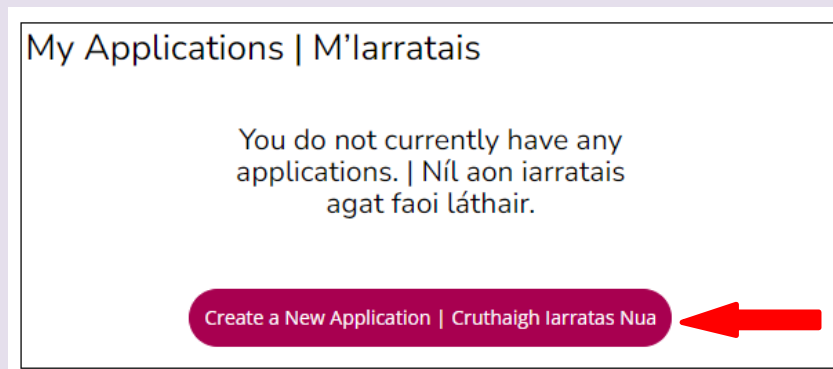**Confirm Password | Deimhnigh an Pasfhocal** *

Create Account | Cruthaigh Cuntas

Step 3 Create New Application

Now it is time to create your application.

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

- Select '**Adult Learning Undergraduate/Postgraduate, CPD, Micro-credentials & Summer School Applications'** under the Application Listing section.

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

Online Application | Iarratas Ar Líne

Continue with the following: | Lean ar aghaidh leis an méid seo a leanas:

- Autumn 2025 | Fómhar 2025 - Advanced Research Methods - NU502

Start a New Application Here | Tosaigh Iarratas Nua Anseo   Continue | Lean ar aghaidh

Note: If you continue with the original application, many form fields will be prefilled on the following page. You can also start a new application now.

Step 4: Completing the Application Form

Plans

- **Academic Level:** Micro-credentials and CPD
- **College / Interest Type:** Healthcare & Medicine
- **Programme:** Choose the correct module from the list
- **Academic Term:** Choose the one which is offered (Autumn/Spring)
- **Mode of Study:** Choose the one which is offered (Part Time)
- **Location:** Choose the one which is offered (Galway)

Personal

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

Personal Details | Sonraí Pearsanta

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.

Cuir isteach d'Ainm agus do Shloinne mar atá sé ar do Chruthúnas Aitheantais. Caithfidh siad seo meaitseáil chun d'iarratas a phróiseáil.

First Name | Ainm *

Last Name | Sloinne *

Email Address | Seoladh Ríomhphoist *

Mobile Phone | Fón Póca

Date of Birth | Dáta Breithe *

Gender | Inscne *

Home Address | Seoladh Baile

Street Line 1 | Seoladh - Líne 1 *

Street Line 2 | Seoladh - Líne 2

Country | Tír *

City | Cathair *

Residency Information | Eolas Cónaitheachta

Country of Nationality | Tír Náisiúntachta *

[▼]

Country of Birth | An tír inar rugadh thú *

[▼]

Domicile | Áit chónaithe *

Country of permanent address prior to study

Tír ina raibh seoladh buan roimh staidéar

[Ireland (Republic of) | Éire (Poblacht na hÉireann) ▼]

PPSN | Uimhir PPS *

Mandatory for Irish nationals/residents | Éigeantach do náisiúnaigh na hÉireann nó do chónaitheoirí

[   ]

EU/NON EU | AE/NEAMH-AE

[EU   ▼]

- **Please note Non-EU students will have a higher fee for the module.**

Complete

- Fee Information
- Additional Information (If you have studied in Galway before, please type in your student ID)
- Where did you hear about the programme

Academics

- Select the **'+Add College'** link to include any third-level education.

Plans	Pleananna	Personal	Pearsanta	Academics	Lucht Acadúil	Test Scores	Scór Tástála

Work Experience | Taithí Oibre   Confirmation | Deimhniú

University/Colleges Attended | Ollscoil/Coláiste ar fhreastail tú air/uirthi

To enter details of a University/College attended please select Add College | Chun sonraí Ollscoile/Coláiste ar fhreastail tú air/uirthi a chur isteach roghnaigh Cuir Coláiste leis

Search Recommendations: | Moltaí Cuardaigh:

- Select the country and click search | Roghnaigh an tír agus cliceáil cuardaigh
- Type part of your institution's name (no abbreviations) and click search | Clóscríobh cuid d'ainm d'institiúide (gan ghiorrúcháin) agus cliceáil cuardaigh

- If you cannot find your institution listed, please provide the name and address in the 'Unlisted Institution' field provided. | Mura bhfuil d'institiúid liostaithe, tabhair an t-ainm agus an seoladh sa réimse 'Institiúid Neamhliostaithe' le do thoil.
- To add another college, click on Add College below. | Chun coláiste eile a chur leis, cliceáil ar Cuir Coláiste leis.

+ Cuir | Add College

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	Pleananna	Personal	Pearsanta	Academics	Lucht Acadúil	Test Scores	Scór Tástála

Work Experience | Taithí Oibre   Confirmation | Deimhniú

Is English (or Irish) your First language? | An é an Béarla (nó an Ghaeilge) do Chéad teanga?

○ Yes | Is é   ● No | Ní hé

Have you taken an English Equivalency test like TOEFL/IELTS/Pearson? | An ndearna tú tástáil Coibhéise Béarla ar nós TOEFL/IELTS/Pearson?

● Yes | Rinne   ○ No | Ní dhearna

For more details click here | Chun tuilleadh eolais a fháil cliceáil anseo

English Language Qualification 1

− Scrios | Delete English Language Qualification

English Qualification Type | Cineál Cáilíochta Béarla *

[⌄]

Work Experience

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

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'.**

Review

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

Payment

Please note your application will not be reviewed if you do not submit the supporting documents!

Step 5: Uploading Supporting Documents

One final step before you finish the application process!

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

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

- You need to upload each support document file individually.

* Proof of Identity - Adult Learning	Not Received | Níl faighte	Choose Files | No file chosen
You must provide a copy of your Birth Certificate, Passport or Drivers Licence | Ní mór duit cóip de do Theastas Breithe, Pas nó Ceadúnas Tiomána a sholáthar		
* Registration with Professional Body	Not Received | Níl faighte	Choose File | No file chosen
Please upload proof of your Registration with Professional Body		
* Transcripts - Adult Learning	Not Received | Níl faighte	Choose Files | No file chosen
Official qualifications and exam results (transcripts) to date: required for all non-NUIG applicants and for NUIG graduates who did not receive their undergraduate degrees from NUI Galway.		

Now your application is completed and is sent for a review.

- You will receive an email confirming that we received your application.

- Please allow us time to review your application. If there are any outstanding details, we will be in touch. If you are successful, we will send the offers after the application deadline has passed (early July for modules starting in September and early November for modules starting in January).

- When the offer is emailed to you it contains the link to 'My Account' for you to accept the offer.

- After accepting the offer, you will get information regarding registration from the Registration Team and information about the Orientation Day from the School of Nursing and Midwifery. These emails will be sent in August for the September cohort and in December for the January cohort.