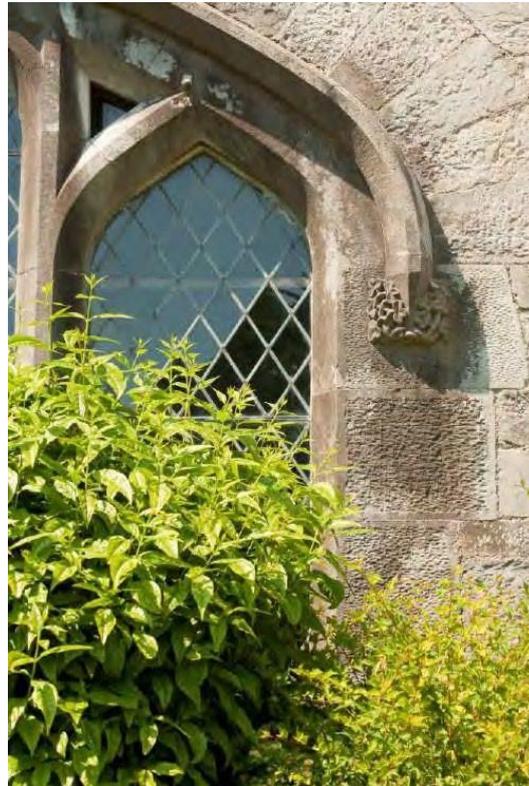




ACE AT UCC ONLINE APPLICATION

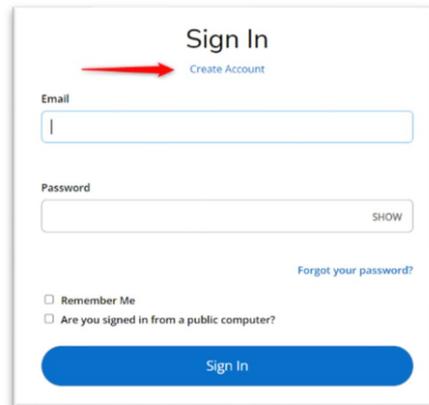
Food Manufacturing Management - Dip



ONLINE APPLICATION OVERVIEW

Navigate to <https://ucc.elluciancrmrecruit.com/Apply>

Click the **Create Account** button to create your UCC Apply account. If you have already created an account, you can click **Sign In** and continue with your application.



Sign In
Create Account

Email
|

Password
SHOW

Forgot your password?

Remember Me
 Are you signed in from a public computer?

Sign In

Please note that during your account creation, you shall be asked to choose a course. This does not create an application.

Once you have created your account, click Apply Online from the top menu.



Click **Start a New Adult & Continuing Education Application (option 4)**.

4. Adult and Continuing Education Application

Use this application type if you wish to study a course under the category of Adult & Continuing Education – See list of courses

Start a new Adult & Continuing Education Application

Select **2024** as the Entry Year and click **Submit**

Entry Year *

Please select the year that you wish to commence your programme from the following options:

2024

You will be presented with a **Personal** Information tab, fill in the required information (any field marked with an asterisk * is mandatory). Once complete, click **Save and Continue** to move to the **Academic Level** tab.

Level Selection

Academic Level *

Please select the type of programme you wish to apply for. Once you have selected the appropriate category you will be able to select your programme.

Adult Continuing Education (ACE at UCC) ▼

Course Type *

ACE Part-time Courses ▼

Academic Programme *

Food Manufacturing Management - Dip ▼

On the **Academic Level** tab select the options above.

Click **Save and Continue** to move to the **Education** tab.



Click Add Higher Education detail or/or Add Post Primary Education detail and click **Save & Continue** to move to the **Programme** tab.

Programme Details

Academic Term *

Autumn 2024 ▼

Mode of Study *

Part-time ▼

Location *

UCC ▼

Intake

September ▼

Select the options above for Academic Term, Mode of Study, Location, and Intake. Click **Save and Continue** to move to the **English Proficiency** tab.

On the next screen answer the English Proficiency questions; if you have taken an English equivalency test you will need to upload your certificate after submitting

your application. Applicants whose first language is not English must have attained IELTS Level 6.5 or the equivalent TOEFL or Duolingo English Test score. Click **Save & Continue** to move to the Work Experience tab.

Would you like to add Work Experience?

Work Experience Confirmation

Yes No

Click **Yes** to add work experience.

Click **Save & Continue** to move to the **Additional Questions** tab. Answer any questions that appear here.

Motivation statement *

Please describe your motivation and readiness for this programme. (Min 500 words - Max 1000 words)

Click **Save & Continue** to move to the **Confirmation** tab.

Certification

Please confirm the following before you submit your application. Please be aware that should your answer be 'No' to any of the statements below, your application will not be processed.

I confirm that the information given on this form is true, complete and accurate and no information that has been requested has been omitted.

Yes No

By creating this account I give my consent to the processing of my data by University College Cork in order to review and consider this application <https://www.ucc.ie/en/it-policies/policies/privacy/>

I agree that university can contact me in regards to my application. This could involve tasks such as requesting further information or arranging interview days

Yes No

Once you submit your application, you will be asked to provide supplemental items to support your application. Details of the documents required will be provided once you submit your application.

By signing and submitting your application form, you agree to submit supplemental items as requested by UCC, in order to process your application.

Yes No

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.

First Name Surname

Signature Date *

08/02/2024

Accept each confirmation by clicking Yes, insert your name and click **Preview before Submission**. You will be presented with the information you input during your application. Click **Edit Application** if you would like to update any portion of your application. Click **Submit** if the detail is correct.

Click **View** to begin uploading the required documentation. Click the 'Upload Supporting Documentation' tab.

My Applications

APPLICATION	STATUS	ACTION
> Autumn 2024 - Food Manufacturing Management - Dip	Action Required	View

Click **Choose File** and **Upload** to add each required document. You are required to upload a passport-style photo, a CV, and a proof of identity document. You shall be registered under the name on your 'Proof of Identity' document. Once all documents are uploaded your application can be reviewed.

Required Documents (document upload is mandatory if a red asterisk appears before item name)

ITEM	SUBMISSION STATUS	ACTION
* CV Please upload your CV	Not Received	<input type="button" value="Choose Files"/> No file chosen
* Passport Photo Please upload a passport style photo. Do not upload a photo of your passport in lieu of a passport style photo.	Not Received	<input type="button" value="Choose Files"/> No file chosen
* Proof of Identity Please upload a clear readable copy of one of the following documents: Birth Certificate/Photo page of Passport/Irish NDLS Driving Licence (new credit card format only)/Marriage Certificate. You will be registered as per the name presented on the uploaded ID document. Please ensure that the document uploaded is from an original and is not a copy of a copy.	Not Received	<input type="button" value="Choose Files"/> No file chosen

The 'Passport Photo' to be used for your student card:

- We need a passport-style photo.
- A selfie is accepted once it is against a plain background.
- Ensure you are alone in the photo.
- The photo needs to be from your shoulders upwards to just above your head.
- You have full permission to smile in your photo

*Note: Do **not** send a photo of your Passport/Driver's Licence or crop the photo on your Passport/Driver's Licence. We need only a clear passport-size/style photo*

After submitting your application, you can visit

<https://ucc.elluciancrmrecruit.com/Apply/> to view the status of your application.

Any questions please email ace@ucc.ie