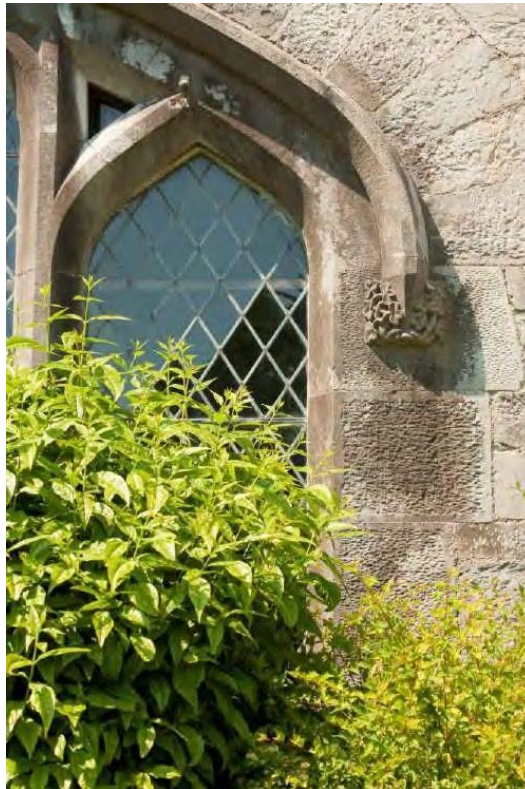# ACE AT UCC ONLINE APPLICATION
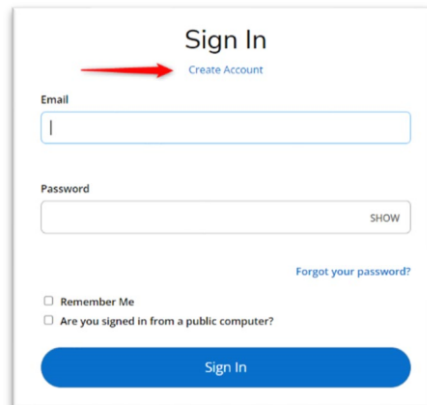
Continuing Professional Development in The Climate Crisis and Local Government - Cert

ONLINE APPLICATION OVERVIEW
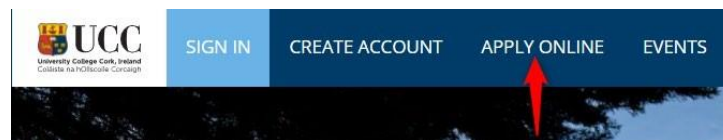
Navigate to https://ucc.elluciancrmrecruit.com/Apply

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.

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)**.

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

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 *

| Company Specific Courses | ⌄ |

Company code *

| Gov24 |

On the **Academic Level** tab select the options above. Enter the Company Code **Gov24**

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

Higher Education Institution

➡ **+ Add Higher Education Institution / Other Relevant Qualification**

Details of Post Primary Education

➡ **+ Add Details of Post Primary Education**

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

Academic Program

Continuing Professional Development in The Climate Crisis and Local Government - Cert

Academic Term *

| Autumn 2024 | ⌄ |

Mode of Study *

| Part-time | ⌄ |

Location *

| Online ACE | ⌄ |

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 question(s) 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 *

05/12/2023

(Previous Page) (Save Application) (**Preview Before Submission**)

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.

€500 is due during application.
This fee is fully refundable if you are not accepted onto the course, the course doesn't proceed, or you withdraw your application before acceptance. Please contact acefinance@ucc.ie with any fee queries or refund requests.

DESCRIPTION	TOTAL
Continuing Professional Development in The Climate Crisis and Local Government - Cert	€500.00
Subtotal:	€500.00
Fee Waiver:	€0.00
Total:	€500.00

If you have been provided with a code to waive the application fee, please enter it here. If you wish to go back and make a final review of your application, please do so before entering and applying the code.

[   ] (Apply)   (**Make Online Payment**)

Once submitted click the link 'Click to check your application status' to finalise your application.

Apply Online

Your application has been submitted!

Click to check your application status

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

My Applications

APPLICATION	STATUS	ACTION
Autumn 2024 - Continuing Professional Development in The Climate Crisis and Local Government - Cert	Submitted	View

Click **Choose File** and **Upload** to add each required document. You are required to upload a passport-style photo, transcript(s), 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
* Passport Photo	Not Received	Choose Files No file chosen
Please upload a passport style photo. Do not upload a photo of your passport in lieu of a passport style photo.		
* Proof of Identity	Not Received	Choose Files No file chosen
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.		
* Transcript(s)	Not Received	Choose Files No file chosen
Please upload your undergraduate transcript(s) of examination results for each year to date, for each of your listed qualifications. Ensure that the transcripts include the date of award and the overall final result of the academic qualification (if available). You can upload up to 5 transcripts, combine documents if you have more than 5 documents to upload. Upload a clear, readable copy that is from an original and is not a copy of a copy. If you have provided a valid UCC Student Number you do not need to upload a transcript for UCC Awards.		

The 'Passport Photo'
• 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