

Instructions on how to complete online application

Online Application form is available at

<https://corktest2.moveon4.com/form/5c8a1c8502c4f67c4a8b4569/eng>

**STEP 1 Register a new account**

**Password should contain the following:**

- At least 8 characters in length
- Include at least one digit
- Include one special

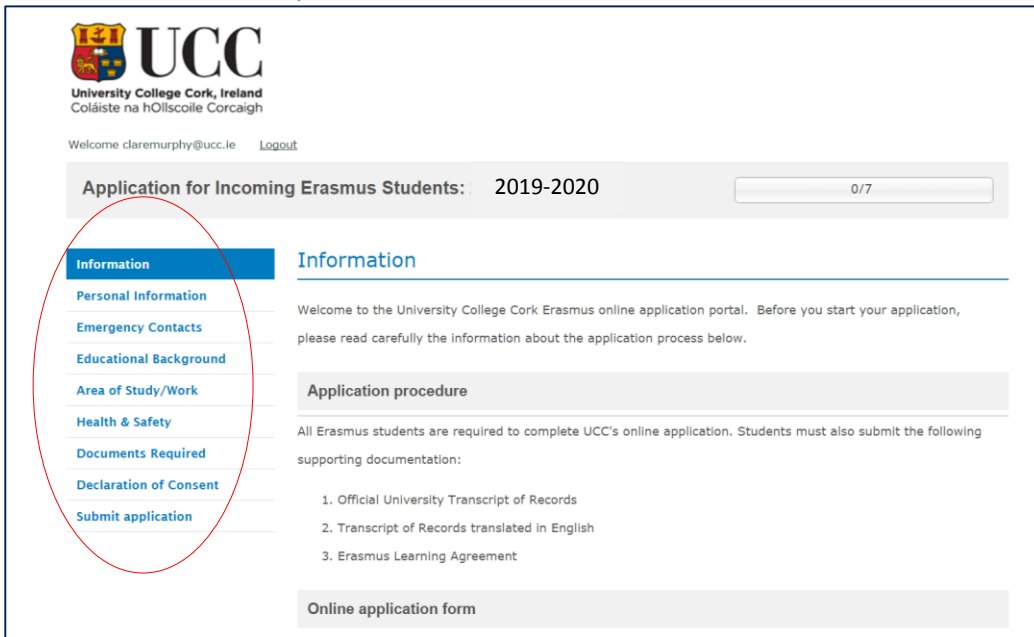
**Please use a password that**

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

character (e.g.: !, %, \*)  
**you will easily remember**

## STEP 2 Complete the application

➤ 8 sections to be completed

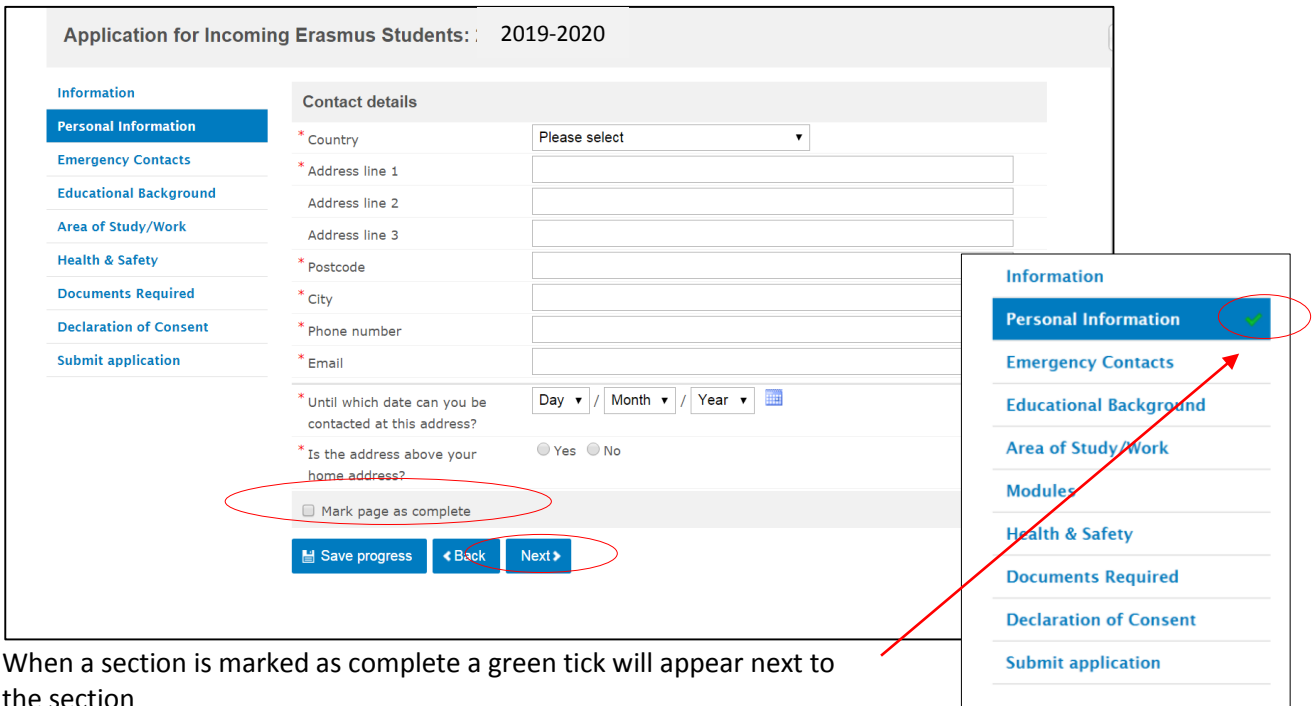


The screenshot shows the UCC Erasmus application portal for the 2019-2020 cycle. The user is logged in as claremurphy@ucc.ie. The main heading is 'Application for Incoming Erasmus Students: 2019-2020' with a progress indicator '0/7'. The left sidebar contains a list of sections: Information, Personal Information, Emergency Contacts, Educational Background, Area of Study/Work, Health & Safety, Documents Required, Declaration of Consent, and Submit application. The 'Information' section is highlighted in blue. The main content area shows a welcome message and an 'Application procedure' section with a list of required documents: 1. Official University Transcript of Records, 2. Transcript of Records translated in English, and 3. Erasmus Learning Agreement. An 'Online application form' button is visible at the bottom.

### Notes on completing the application:

- Please complete all sections
- An item with an \* is compulsory and must be completed
- You can click on the 'Next' and 'Back' buttons at any time.
- Please click on the 'Save progress' button as you complete each section

When you have completed a section please tick **'Mark page as complete'** and then click on **'Next'**



The screenshot shows the 'Personal Information' section of the application form. The form fields include: Country (Please select), Address line 1, Address line 2, Address line 3, Postcode, City, Phone number, Email, and a date field for 'Until which date can you be contacted at this address?'. There are radio buttons for 'Yes' and 'No' for the question 'Is the address above your home address?'. A checkbox labeled 'Mark page as complete' is checked. At the bottom, there are buttons for 'Save progress', 'Back', and 'Next'. A red arrow points from the 'Mark page as complete' checkbox to a green tick mark next to the 'Personal Information' section in the sidebar on the right.

When a section is marked as complete a green tick will appear next to the section

## Documents Required Section

Students are required to upload the following documents:

1. **Academic Transcript of Records** (official examination results). Please include transcripts for all academic years of study completed. We understand that you will not have examination results for this current academic year.

The Transcript of Records can only be uploaded as a **PDF file** and not a word document.

**This is compulsory, you will not be able to submit the application without uploading your Transcript of Records.**

2. **Transcript of Records – English translation.** Please provide translation of the individual courses/exams taken. An official translation is not required. Translation can be completed by either student or home university.

3. **Learning Agreement.** Students may upload their signed learning agreement to this section.

Both **PDF** and **WORD** files will be accepted.

UCC  
University College Cork, Ireland  
Coláiste na hOllscoile Corcaigh

Welcome claremurphy@ucc.ie Logout

Application for Incoming Erasmus Students: 2019-2020 0/7

Information Documents Required

Personal Information

Emergency Contacts

Educational Background

Area of Study/Work

Health & Safety

Documents Required

Declaration of Consent

Submit application

\* Academic Transcript of Records Choose File No file chosen

\* Transcript of Records - English translation Choose File No file chosen

\* Learning Agreement Choose File No file chosen

Mark page as complete

Save progress Back Next

Do not forget to 'Mark page as complete' when documents have been uploaded

### STEP 3 Submit application

When each section has been completed – 7 green ticks – then you are ready to Submit the application.

UCC  
University College Cork, Ireland  
Coláiste na hOllscoile Corcaigh

Welcome s.murphy@cork.ie Logout

Application for Incoming Erasmus Students: 2019-2020 7/7

#### Submit application

Please ensure that you have completed all mandatory fields and uploaded all necessary documents. Applications will not be considered until all relevant documentation has been received.

You can submit your application once all the sections on the menu are marked with green checkmarks. No more changes will be possible after you have submitted your application.

Submit Back

Are you sure you want to submit the form?

OK Cancel

Wait a few seconds and then the following message will appear:

✓ Your application has been submitted successfully. You can use the link below to view your application file.

Download Application PDF

Please download your application and keep a copy for your records. You do not need to post or email the application form to UCC.

**Please allow for up to three weeks for your application to be processed. If we have any queries regarding your application form we will contact you by email.**

**An official acceptance letter will be emailed to you when your application has been processed.**