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.

Step 2 Complete Contact Information

- Complete the contact details required to create your account.
- Select ‘Standalone Module – Continuing Professional Development’ as the academic level
• 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 and Academic Term](image)

• Create a **Password** and select ‘**Create Account**’. You will be directed to your ‘**Account Page**’.

![Password and Account Page](image)

**Step 3 Create New Application**

• Select ‘**Create New Application**’ in the My Applications section of your account page.

![My Applications](image)
• Select ‘Adult Learning Undergraduate/Postgraduate, CPD & 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’.

**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 and Module Name Interface](image)

Personal

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

![Personal Details Form](image)
Academics

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

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
Work Experience

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

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

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.’
Step 5: Uploading Supporting Documents

- Visit your ‘My Account’ page,
- Under My Application select ‘View’ to upload supporting documents page

Select ‘Choose File’ to upload your relevant documents

- Upload ‘Evidence of Employment Status’ if applying for Job Stimulus Courses.