



# 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**

*Nursing and Midwifery Micro-credentials - September PFC1*

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

*Nursing and Midwifery Micro-credentials - January PFC5*

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. Note the **Module Name** of the course you are applying for.

For example, *NU438 Advance Wound Care Management*

You will need the Module Name during the application process. The list of modules offered can be found at [Professional Credit Award - University of Galway](#).

5. Note the **Academic Programme Name** of the course you are applying for.

For example, *Nursing and Midwifery Micro-credentials - September PFC1* or *Nursing and Midwifery Micro-credentials - January PFC5*

You will need the Academic Programme Name during the application process.



## 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.

Sign In | Síinigh isteach

Create Account | Cruthaigh Cuntas

Email | Ríomhphost

Password | Pasfhocal

SHOW | TAISPEÁIN

Forgot your password? | Dearmad déanta agat ar do phasfhocal?

Remember Me | Cuimhnigh orm

Are you signed in from a public computer? | An bhfuil tú sínithe isteach ó ríomhphost phoiblí?

Sign In | Síinigh isteach

University of Galway | Ollscoil na Gaillimhe.

### Step 2 Complete Contact Information

- Complete the contact details required to create your account.
- Select 'Micro-credentials and CPD' as the academic level.

Academic Level | Leibhéal Acadúil

Micro-credentials and CPD | Micrichreidiúintí agus FG

College / Interest Type | Coláiste / Ábhar Spéise \*

Search programmes under Interest Type [here](#) | Cuardaigh cláir faoi Spéis [anseo](#).

Micro-credentials/CPD Postgrad Level 9



- Select **programme and academic term** –The following could be found on the list when the application cycle is active:

Nursing and Midwifery Micro-credentials - September PFC1  
Nursing and Midwifery Micro-credentials - January PFC5

Programme | Clár \*

Nursing & Midwifery Micro-credentials - September PFC1

Academic Term | Téarma Acadúil \*

Autumn 2024 | Fómhar 2024

- 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 \*

.....|

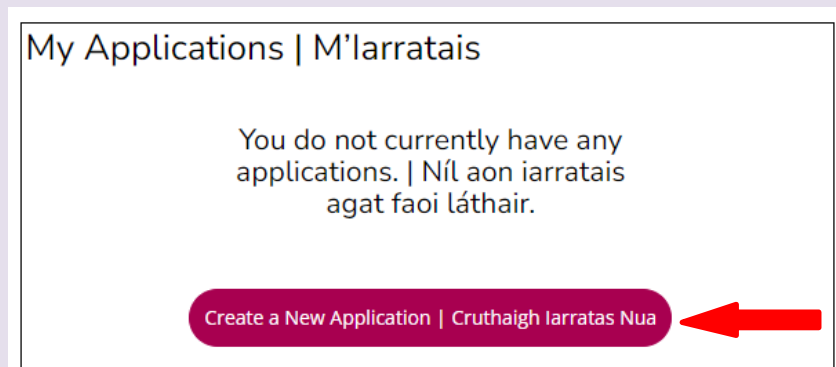
Create Account | Cruthaigh Cuntas



## 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.

## Application Listing | Liosta na nIarratas

Click on the relevant application below | Cliceáil ar an nasc iarratais ábhartha thíos.

- Postgraduate Taught\ Research Masters\ PhD Applications  
Iarratas ar Iarchéim Mhúinte\Mháistreacht Taighde\PhD
- Undergraduate Application (Non-EU only)  
Iarratas Fochéime (Neamh-AE amháin)
- **Adult Learning Undergraduate\Postgraduate, CPD, Micro-credentials & Summer School Applications**  
Iarratais Fochéime\Iarchéime, CPD, Micrichreidiúintí & Scoile Samhraidh faoin Ionad Foghlama d'Aosaigh
- External Transfer Application (EU/Ireland only)  
Iarratas ar Aistriú Seachtrach (AE/Éire amháin)



- 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 2024 | Fómhar 2024 - Nursing & Midwifery Micro-credentials - September PFC1

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

- Insert the **Programme and Module Name**—for example, *Nursing and Midwifery Micro-credentials - September PFC1* and *NU502 Advanced Research Methods*.
- If you do not know the Programme or Module Names, you can follow the link above the text box or this link to the [Professional Credit Award - University of Galway](#) page.

#### Programme | Clár \*

If your programme of interest does not appear in the list below, it means you have not applied using the correct application link (i.e. Postgraduate/PhD applications, Undergraduate NON EU Applications or Adult Learning, CPD Courses & Summer School applications). Please go back and re-start your application choosing the correct application link.

Mura bhfuil do chlár spéise le feiceáil ar an liosta thíos, ciallaíonn sé nach bhfuil iarratas déanta agat leis an nasc iarratais ceart (i.e. Iarratais Iarchéime\PhD, Iarratais Fochéime NEAMH-AE nó Iarratais ar Chúrsaí Foghlama d'Aosaigh, CPD & Iarratais Scoile Samhraidh). Téigh ar ais le do thoil agus cuir tús le hiarratas in athuair leis an nasc ceart don iarratas atá uait.

Nursing & Midwifery Micro-credentials - September PFC1

#### Module Name | Ainm an Mhodúil

As you have selected a Continuing Professional Development can you please provide the module/s codes you are applying for. You can check modules codes [here](#)

Toisc go bhfuil Forbairt Ghairmiúil Leanúnach roghnaithe agat, tabhair cóid an mhodúil/na modúl a bhfuil iarratas á dhéanamh agat air/orthu. Is féidir cóid na modúl a sheiceáil [anseo](#)

NU502 Advanced Research Methods

- The **Mode of Study** is **Part Time** and **Location** **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 *
<input type="text"/>	<input type="text"/>
Email Address   Seoladh Ríomhphoist *	Mobile Phone   Fón Póca
<input type="text"/>	<input type="text"/>
Date of Birth   Dáta Breithe *	Gender   Inscne *
<input type="text"/>	<input type="text"/>

### Home Address | Seoladh Baile

Street Line 1   Seoladh - Líne 1 *	Street Line 2   Seoladh - Líne 2
<input type="text"/>	<input type="text"/>
Country   Tír *	City   Cathair *
<input type="text"/>	<input type="text"/>

### Residency Information | Eolas Cónaitheachta

Country of Nationality   Tír Náisiúntachta *	Country of Birth   An tír inar rugadh thú *
<input type="text"/>	<input type="text"/>
Domicile   Áit chónaithe *	PPSN   Uimhir PPS *
Country of permanent address prior to study Tír ina raibh seoladh buan roimh staidéar	Mandatory for Irish nationals/residents   Éigeantach do náisiúnaigh na hÉireann nó do chónaitheoirí
<input type="text"/>	<input type="text"/>
EU/NON EU   AE/NEAMH-AE	
<input type="text"/>	



## 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.

Plans | Pleananna   Personal | Pearsanta   Academics | Lucht Acadúil   Test Scores | Scór Tástála

Work Experience | Taithí Oibre   Confirmation | Deimhniú

Please add relevant work experience (only required for some programmes) | Cuir taithí oibre ábhartha leis (ní gá ach i gcás roinnt clár)

### Work Experience | Taithí Oibre

Please list relevant paid or voluntary positions held. Select 'Add Work Experience' for each relevant job you had.

Déan liosta de na poist íoctha nó dheonacha ábhartha a bhí agat. Roghnaigh 'Cuir Taithí Oibre leis' do gach post ábhartha a bhí agat.

**+ Cuir | Add Relevant Work Experience**

## 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**'.

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.

Is éard atá sa síniú leictreonach d'ainm agus é clóscríofa agat ar do mhéarchlár. Is ionann an síniú agus deimhniú gur uait féin an t-iarratas a líon tú isteach agus gur fíor an t-eolas atá tugtha.

Signature | Síniú \*      Signature Date | Dáta \*

←     

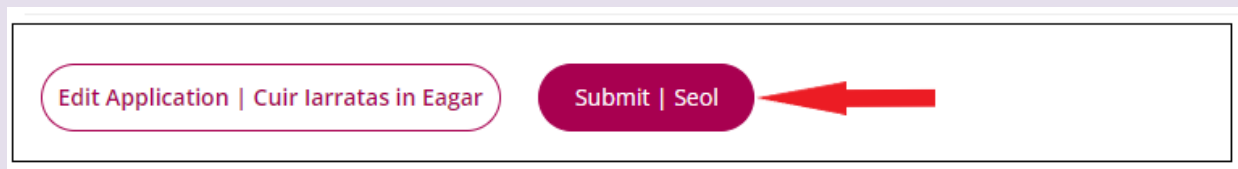
[Previous Page | An leathanach roimhe seo](#)      [Save Application | Sábháil an tIarratas](#)

**[Preview Before Submission | Réamhamharc sula seolfar ar aghaidh](#)** ←



## 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

### Order Summary | Achoimre ar an Ordú

Payment of Application Fee - Please note this is non refundable.   Táille Iarratais a Íoc - Tabhair faoi deara nach bhfuil sé seo inaisíoctha.	TOTAL   IOMLÁN
Application Fee	£35.00
	Subtotal:   Fo-iomlán: £35.00
	Discount:   Lascaine: £0.00
	Total:   Iomlán: £35.00

Enter a discount code, press 'Apply' and then click 'Submit'. | Cuir isteach cód lascaine, brúigh 'Cuir i bhFeidhm' agus ansin cliceáil 'Seol'.

[Apply | Cuir i bhfeidhm](#) [Make Online Payment | Déan Íocaíocht Ar Líne](#)

**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.

Start a New Application | Tosaigh Iarratas Nua

### My Applications | M'Iarratais

APPLICATION   IARRATAS	STATUS   STÁDAS	ACTION   GNÍOMH
<p>&gt; Autumn 2024   Fómhar 2024 - Nursing &amp; Midwifery Micro-credentials - September PFC1</p>	<p>Action Required   Tá Gníomh de dhíth</p>	<p>View   Féach</p>

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

Review | Athbheithnigh    Upload Supporting Documentation | Uaslódáil Cáipéisí Tacaíochta

### Supplemental Items (document upload is mandatory if a red asterisk appears before item name) | Míreanna Tacaíochta (caithfear cáipéis a uaslódáil má tá réiltín dearg le feiceáil roimh ainm na míre)

ITEM   MÍR	SUBMISSION STATUS   STÁDAS AN IARRATAIS	ACTION   GNÍOMH
<p>* Letter of Support</p> <p>Please upload a <u>Letter of Support from your Employer</u></p>	<p>Not Received   Níl faighte</p>	<p> <input type="button" value="Choose Files"/> Support Do...ation (1).pdf  <input type="button" value="Upload   Uaslódáil"/> </p>
<p>* Personal Statement - Adult Learning</p> <p>Please upload a personal statement (approx. 600 words) explaining why you wish to undertake this programme, outlining how your work experience fits into your career objectives.</p> <p>Uaslódáil Ráiteas Pearsanta (thart ar 600 focal) ag míniú an chúis ar mhaith leat tabhairt faoin gclár/faoi na cláir atá uait, agus an chaoi a dtagann sé le do chuspóirí gairme á mhíniú agat.</p> <p>For 1PFC5 Applicants - Please outline briefly your reasons for applying for this Professional Credit Award Module, <u>approximately 200 words.</u></p>	<p>Not Received   Níl faighte</p>	<p><input type="button" value="Choose Files"/> No file chosen</p>



- You need to upload each support document file individually.

<b>* Proof of Identity - Adult Learning</b>	Not Received   Níl faighte	<input type="button" value="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		
<b>* Registration with Professional Body</b>	Not Received   Níl faighte	<input type="button" value="Choose File"/> No file chosen
Please upload proof of your Registration with Professional Body		
<b>* Transcripts - Adult Learning</b>	Not Received   Níl faighte	<input type="button" value="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.