Online Application Guide
for postgraduate taught programmes at
the University of Dublin
INTRODUCTION

All postgraduate taught applications are submitted directly via SITS to the Primary and Secondary Assessors in their respective schools. Once assessed, recommendations are submitted via the assessor portal to the Academic Registry where they are actioned by the Applications & Admissions team.

It is recommended that all applicants regularly log into their portals at my.tcd.ie to check if any further actions need to be taken at any stage of the admission process.

Applicants will select a programme at the link below where all information on all taught postgraduate programmes is available - https://www.tcd.ie/courses/postgraduate/az/
The specific programme of choice should be selected as below — in this case the M.Sc. Nursing within the School of Nursing & Midwifery

Select the programme -
The webpage for the M.Sc. Nursing is displayed

Select the ‘apply’ link below -
Setting up an account on my.mytcd.ie

The my.tcd.ie portal home screen presents the applicant with two options. Unless the applicant is already an account holder with SITS, the ‘New User’ button should be selected.
Creating a New Account

To create a new account, the following details are required – Title, Date of Birth, Names, Email details. Select ‘Proceed’

Please Note
* There is no separate username for your account on www.my.tcd.ie. Your email ID will act as your username for logging into the portal.
User Details

The screen below facilitates any changes the applicant may wish to make at this stage of the application process.
The Application Form

The application form contains eight tabs. These are –

- Personal Details
- Education & Qualifications
- Experience
- Additional Information
- Personal Statement
- References
- Supporting Documents
- Declaration

As part of the application process, there is the facility to navigate through the form using the tabs at the top. The ‘Save and Close’ and the ‘Save and Proceed’ buttons are also displayed at the bottom of the screen.

It is advisable that the applicant familiarise themselves with the Application Guidance notes before each page is completed. In each tab, there are mandatory fields marked with an asterisk (*) and a traffic light system is operated that will show completed tabs which display a green dot. A red dot confirms that a section is not fully completed. In cases where mandatory questions are not answered, the applicant cannot proceed to the next tab.

The application can be saved at any part of the application process and where it is saved, the applicant will receive an email confirming this – see below.
Tab 1 - Personal Details

At this tab, you are required to complete the following –
- Check the highlighted box to allow TCD staff to assist you with the application process
- Complete the Personal Details section
- Provide contact details (including your home address)
- Provide your correspondance address (if it is different from your home address)
- Choose your applicant status
- Provide further details about yourself

To proceed to the next tab, select ‘save and proceed’
There is also the option to ‘save and close’
Tab 2 - Education & Qualifications

At this tab, you are required to complete the following –

- Highest 3rd level qualification or equivalent (degree, masters etc.)
- English Language Proficiency
- Nursing
- ALL OTHER SECTIONS ARE NON MANDATORY
- To proceed to the next tab, select ‘save and proceed’
- There is also the option to ‘save and close’
Tab 3 – Experience

At this tab, you are required to complete the following –

- Employment History/Work Experience
- THE OTHER SECTION IS NON MANDATORY
- To proceed to the next tab, select ‘save and proceed’
- There is also the option to ‘save and close’
**Tab 4 - Additional Information**

At this tab, you are required to complete the following –

- How did you hear about this course/programme?
- Funding/Financial Support
- To proceed to the next tab, select ‘save and proceed’
- There is also the option to ‘save and close’
Tab 5 - Personal Statement

THIS TAB IS NON MANDATORY

- To proceed to the next tab, select ‘save and proceed’
- There is also the option to ‘save and close’
Tab 6 – References

At this tab, you are required to complete the following –

- Academic Reference 1
- Academic Reference 2
- To proceed to the next tab, select ‘save and proceed’
- There is also the option to ‘save and close’
7 - Supporting Documents

At this tab, you are required to complete the following –

- Permission to Verify Documents
- Permission to Verify Document - Uploading Documents – THESE ARE MANDATORY
  - Original or Certified Transcript
  - Parchment
- To proceed to the next tab, select ‘save and proceed’
- There is also the option to ‘save and close’
Tab 8 – Declaration

- Declaration – tick box
- To proceed to the next tab, select ‘save and proceed’
- There is also the option to ‘save and close’
Application Fee Payment

Upon completion of the application form, all applicants must pay the application fee (Euro 50) either by online payment or EFT.

Applicants are encouraged to pay via the online payment option.
Option 1 – Online Payment
Once the application has been successfully submitted, an acknowledgement email will be to the email address used when commencing the application.

The my.tcd.ie portal will also allow you to send and receive communication on your application, in addition to the following –

- Tracking the progress of your application
- Updating your personal information
- Viewing decisions on your application
- Accepting an offer if one is made

Enquiries

Queries relating to the online application process and specific admission requirements should be directed to the Academic Registry using the ‘ask tcd’ button within the my.tcd.ie portal or by emailing academic.registry@tcd.ie

Please note the following –

- All mandatory fields must be completed
- All mandatory supporting documents must be uploaded as part of the application process
- It is important that the applicant continually check their portal at my.tcd.ie as all communications are directed through the applicant portal