Mature Student Access Certificate

Application Guide 2023-24

Table of Contents

Section One: Making an Application ***4***

Where can I find the online application form? ***4***

What is required for my application to be considered complete? ***4***

Section Two: Supporting Documentation ***5***

What supporting documents are required? ***5***

Supporting Documentation Checklist ***5***

Documentation to support evidence of meeting the residency and nationality requirements ***5***

What financial documentation is required? ***5***

What do I do with these forms once they are completed? ***6***

How do I get electronic copies of my supporting documents? ***6***

How do I upload my documents to my application? ***6***

Important Notes in relation to supporting documents ***6***

What should I include in the personal statement? ***7***

Section Three: Step–by–Step Application Instruction 8

Section Four: Referee Questionnaire

How can I access the Referee Questionnaire or how does my referee complete this? ***14***

Dear applicant,

Thank you for your interest in the University of Limerick's Mature Student Access Certificate (MSAC). This guide provides step-by-step instructions to assist with completing your online application, which includes information about how to complete the online application, supporting documents and referee questionnaire. If you have any questions about the MSAC or about the application process, please do not hesitate to contact the Mature Student Office by email mso@ul.ie.

Yours sincerely,

Shirley Ryan

Mature Student Officer & MSAC Course Director

Section One: Making an Application

Application for the MSAC programme will open on **Friday, 20 January 2023**. The closing date for submission of applications is Lunchtime **Monday, 17th July 2023**, please note that this is a strict deadline, and applications made after this date will not be accepted. Eligible applicants may be invited to attend an interview in June.

Where can I find the online application form?

1. Applications for the MSAC are made directly to the University of Limerick via UL's online direct application system **HERE**
   or

by copying and pasting the link below into your browser-
https://www.si.ul.ie/urd/sits.urd/run/siw_ipp_lgn.login_enc?EVP_ttrRJWf64jk8yT3xEDWZ2kPY-c3Sj1vW7p6LnXoJ36HS80J6YmFM2vF6SevW

2. You can also access the online application form by going to the MSO Website click on **How to apply.**

What is required for my application to be considered complete?

Your application will not be processed unless it is completed in full. Before you start completing your online application, you should have all the relevant documentation ready. For your application to be considered complete, you will require the following:

1. All relevant sections of the online application form must be completed.
2. All supporting documentation uploaded to your application [see section 2 below for a list of documentation, select the ones that are relevant to you].
3. Personal Statement uploaded.
4. Referee Questionnaire completed by referee [see instructions for referee questionnaire section 4, page 13].

Section Two: Supporting Documentation

What supporting documents are required?

To be considered for a place on the Mature Student Access Certificate, all supporting documentation must be attached to your application. Use the checklist below to ensure all information relevant to your application is included. You can update your online application, before submitting it, with the following documentation any time up until the closing date of **lunchtime Monday 17th July 2023**.

Supporting Documentation Checklist:

1. **A copy of your Passport or Birth Certificate**
2. **Evidence of citizenship / refugee status** (if relevant)
3. **A copy of your highest educational qualification to date** (e.g. Leaving Certificate, QQI/FETAC award, GCSE etc.)
4. **Personal Statement** (You can type or copy and paste this into a text box on the online form as an alternative to attaching it)
5. **Financial documentation** (If relevant, i.e. if you wish to be assessed for the reduced course fee)

Documentation to support evidence of meeting the residency and nationality requirements:

• A copy of your (EU) passport OR national identity card OR the original letter issued by the Department of Justice confirming your EU or international protection status.

• Evidence of residency in an EU member state for at least two of the four years preceding admission. Residency is based on your principal residence for purposes of taxation. To meet this requirement, you must submit P21 tax certificates (or equivalent) and/or social welfare documentation for a minimum of two of the four years before entry.

What financial documentation is required?

The standard course fee for the Mature Student Access Certificate is €500 for the year. If you wish to be considered for a reduced course fee of €200 for the year, please upload supporting financial documentation as part of your online application [your **gross household income** (*including for your spouse/partner, if relevant or if you are currently living with your parent(s)/guardian(s), their income must be included*) must be below €24,500 for 2022]. Please attach a copy of one or more of the following financial documents if you wish to be assessed for the reduced course fee. If you have income from different sources (e.g., employment and social welfare, please include both, unless both are reported on a P21):

a) **P.A.Y.E Employee**: Employment Detail Summary for 2022 or Preliminary End of Year Statement or Statement of Liability/P21 for 2021(*available from MyAccount on Revenue. ie*).
b) **Self-employed and Persons engaged in Farming Activities**: Notice of Assessment for 2022.

c) **Social Welfare Recipient:** A Department of Employment Affairs and Social Protection (DEASP) statement showing the payments and total amounts received for 2022.

d) **Any other financial documentation** which will assist in assessing your fee liability for this programme.

This information is strictly confidential and will be used for the purpose of ascertaining eligibility for a reduced fee for the Mature Student Access Certificate. Under no circumstances will it be disclosed to any other agency or body.

What do I do with these forms once they are completed?

If they are not electronic copies (Word Doc, PDF, JPEG, PNG etc.), you need to convert them from hard copies to electronic copies. To do this, please see the next step.

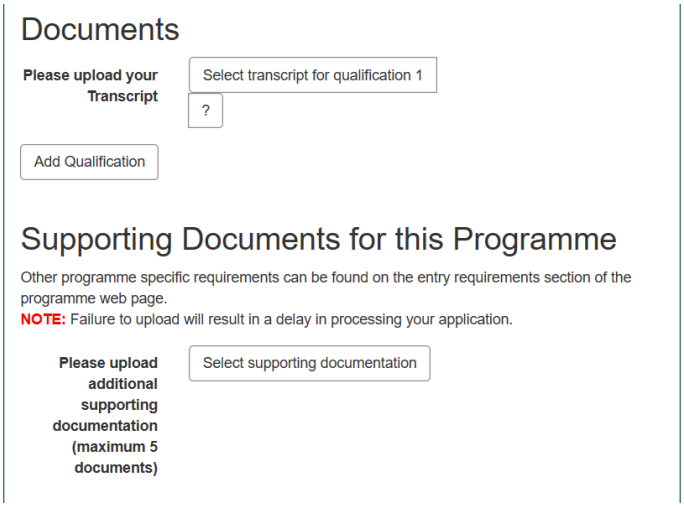
How do I get electronic copies of my supporting documents?

If you have a hard copy of the document (such as a birth certificate), you can create an electronic copy in the following ways:

- Take an image of the document with your phone/camera and save the file as a jpeg file to your computer/laptop. Right click on the file and click 'convert to PDF'.
- Scan the document and save the file. Scanners may be available to you at a local library, in an education/jobs centre or in a copy centre.

How do I upload my documents to my application?

The procedure for uploading documents to your application is similar to adding an attachment to an email. Just click **the Select transcript for qualification/supporting documentation** icon and select the relevant file from your computer/laptop. This will add the file to your application.



Important Notes in relation to supporting documents:

We request that you upload any Qualification, Certificate(s) under the heading **Documents.**

All other supporting documentation (including Passport or Birth Certificate or Financial Information or other) should be uploaded under the heading **Supporting Documents for this Programme.**

If you wish to include your Personal Statement as a separate attachment (Word doc. or PDF), please upload this under the **Personal Statement Section.**

What should I include in the personal statement?

Please outline briefly why you would like to participate in the Mature Student Access Certificate, max. 500 words. This should be typed on A4 Document and saved as a Word.Doc or PDF file.

Your personal statement should address the following 3 points:

1. **Reasons for wishing to undertake the Mature Student Access Certificate (MSAC).**
2. **What you hope to study at third-level in the future, and why.**
3. **Any obstacles which have prevented you from proceeding to, or completing, third-level studies up to now.**

You have the option to upload a Word. Doc or PDF file to your application. Please answer 'YES' and upload your personal statement under the **Section: Personal Statement** where it indicates 'Documents', select file.

Alternatively, you can copy and paste into the textbox provided. Please answer 'NO' and the textbox will appear. Copy and paste your text into the textbox and click save.

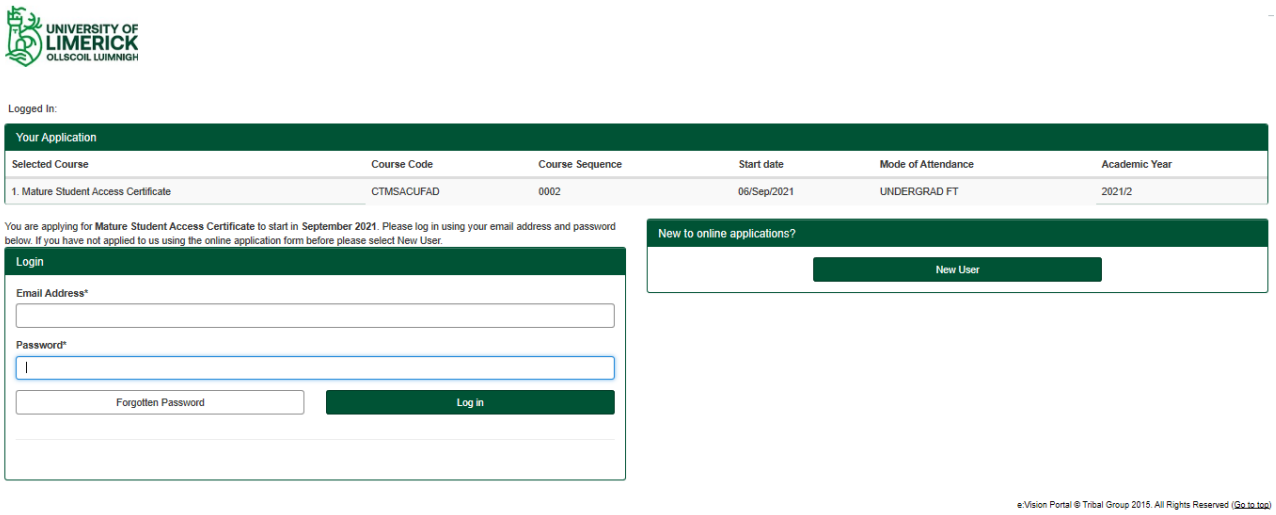
Section Three: Step–by–Step Application Instructions

Introduction

The application for the Mature Student Access Certificate is made online via the link below:
https://www.si.ul.ie/urd/sits.urd/run/siw_ipp_lgn.login_enc?EVP_ttrRJWf64jk8yT3xEDWZ2kPY-c3Sj1vW7p6LnXoJ36HS80J6YmFM2vF6SevW

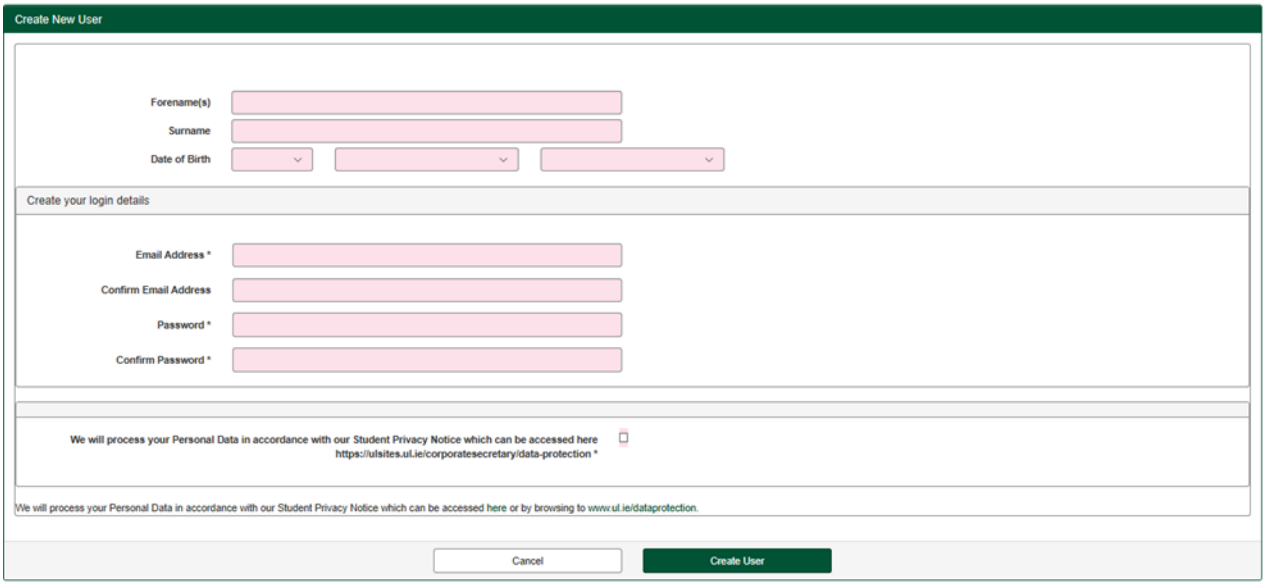
Follow the steps below to guide you through each of the application sections.

Step 1 – Start



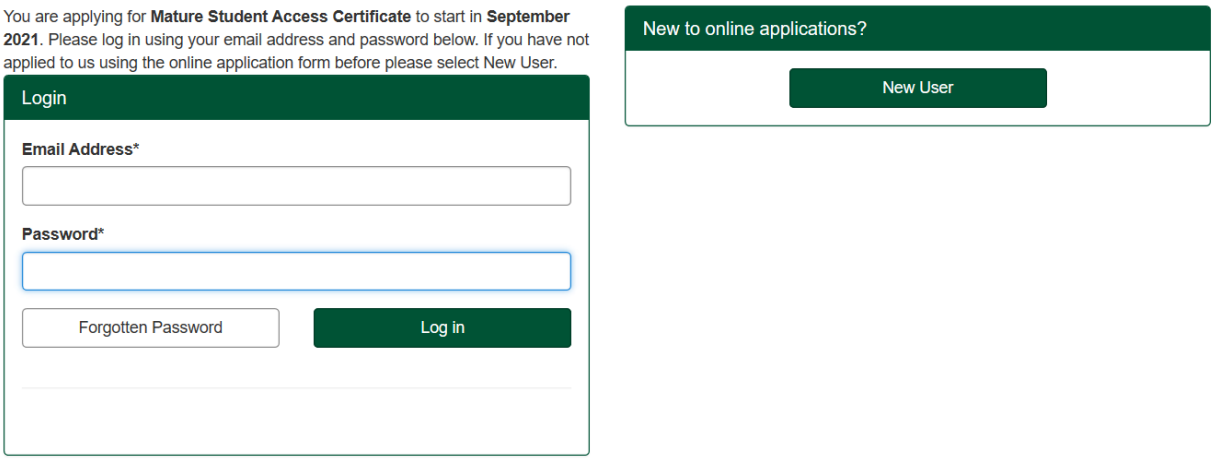
Step 2 – New or Existing Applicants

If you are a first-time applicant to UL, please select the 'New User' option on the right side of the screen. New users will be asked to enter their personal details, as seen below.



If you are a former applicant to UL i.e. if you previously received a UL Student ID number, please use the email that you received previous communication from UL to login to the application form.

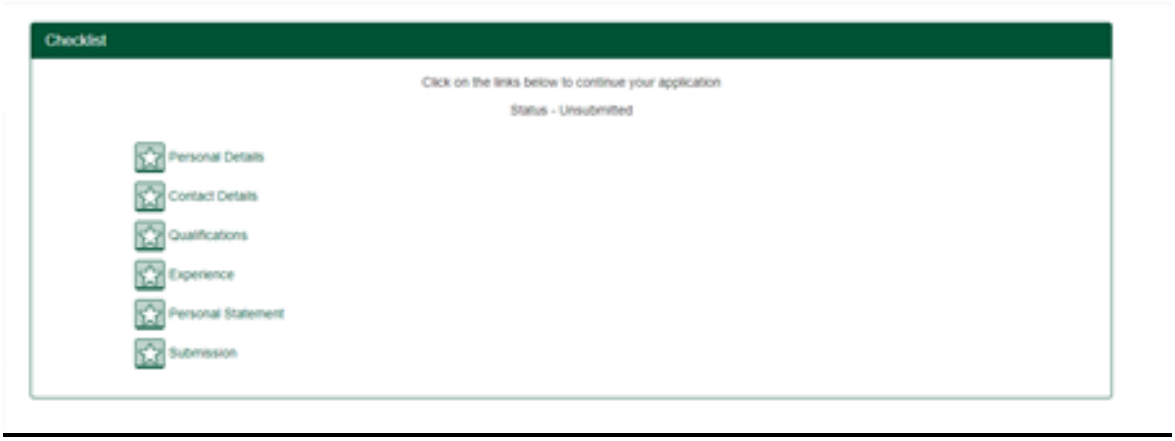
If you have forgotten your password – you can click on the 'Forgotten Password' Button below to reset.



Step 3 – Checklist

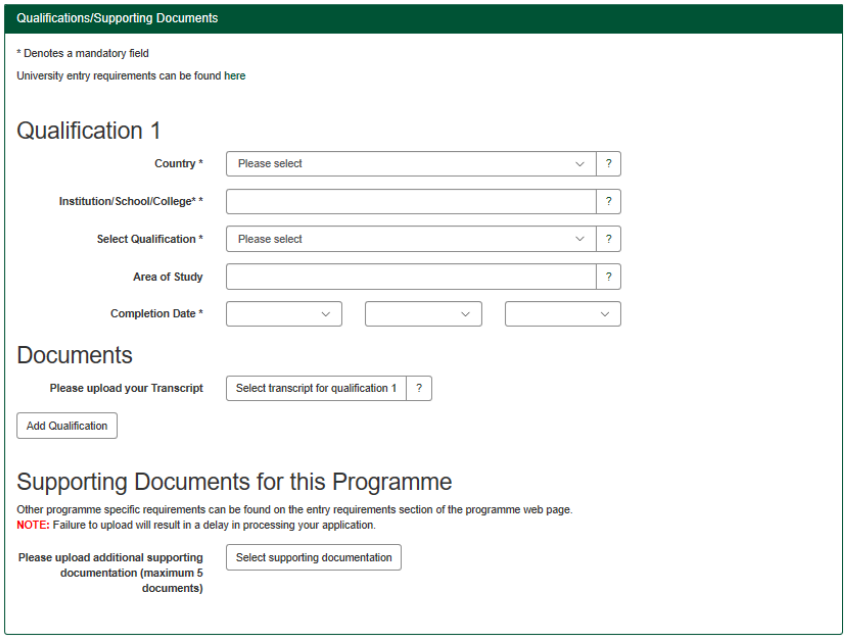
Review application checklist.

We recommend that all applicants prepare their supporting documents in advance of submitting their application (where possible) to avoid delays processing your application - please refer to the Supporting Documentation Section (page 13) for more details.



Step 4 – Qualifications and Supporting Documents

Please upload any relevant qualifications or awards completed to this section. Further details on supporting documentation required for this application is available in Section 3 of this guide or contact the Mature Student Office directly if you have any questions.



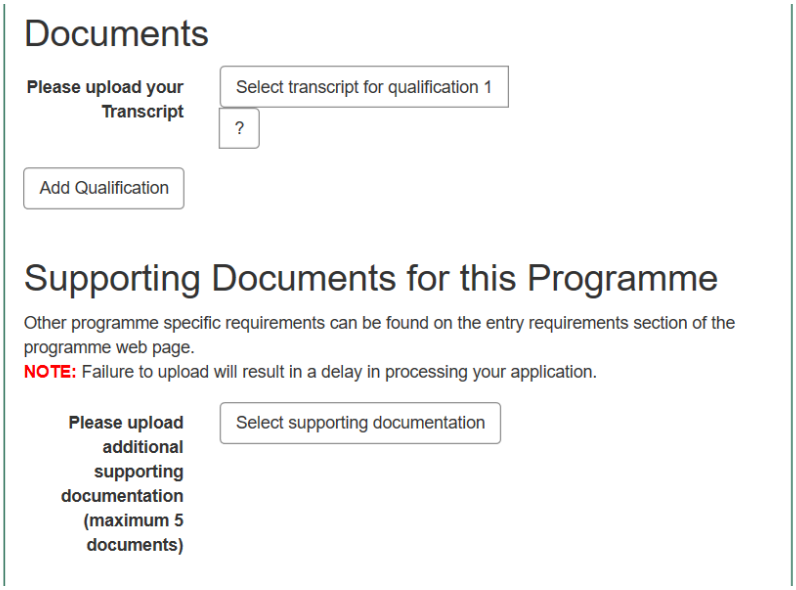
Step 4b – Supporting Documents for this Programme

Supporting Documentation Checklist:

1. A copy of your Passport or Birth Certificate
2. Evidence of citizenship / refugee status (if relevant)
3. A copy of your highest educational qualification to date (e.g. Leaving Certificate, QQI/FETAC award, GCSE etc.)
4. Personal Statement (You can type or copy and paste this into a text box on the online form as an alternative to attaching it)
5. Financial documentation (If relevant, i.e. if you wish to be assessed for the reduced course fee)

Important:

As part of your MSAC application you can provide either your certificate of completion and or your transcript of results. Please upload any certificates of completion to the Documents section. You can add as many qualifications as you wish to this application.

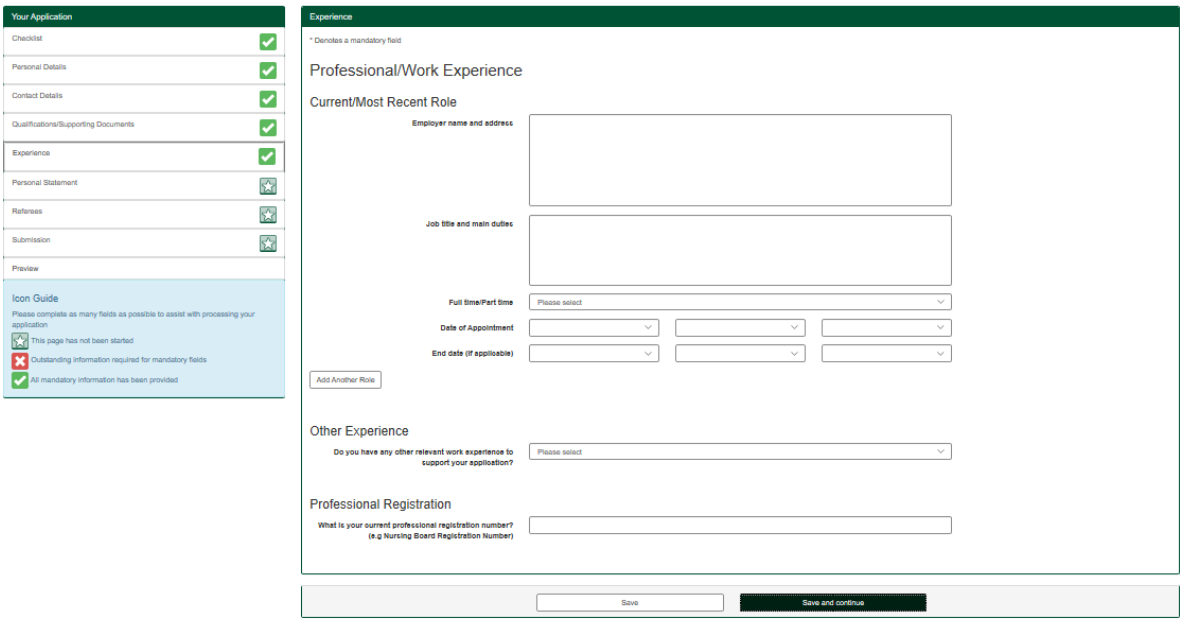


Step 5 – Professional / Work experience

Please provide brief summary of employment history or work and/or any experience that you feel may be relevant to your application.

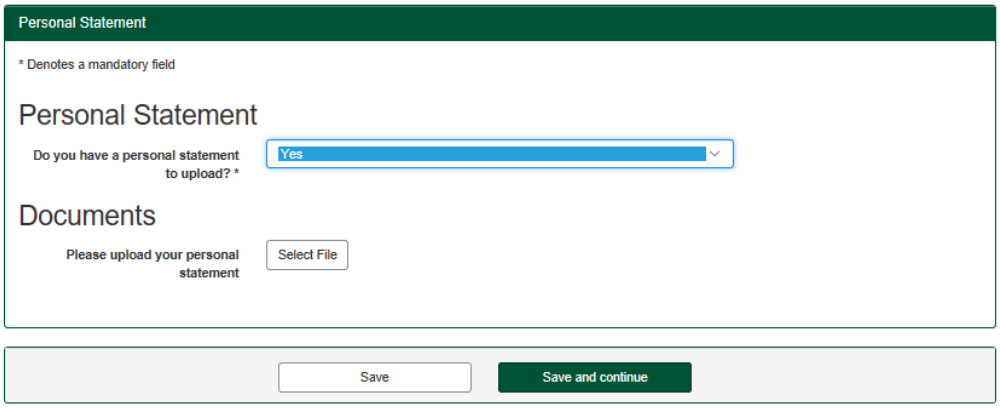
Important:

Please disregard the Professional Registration Number question as this information is not required as part of your MSAC application.

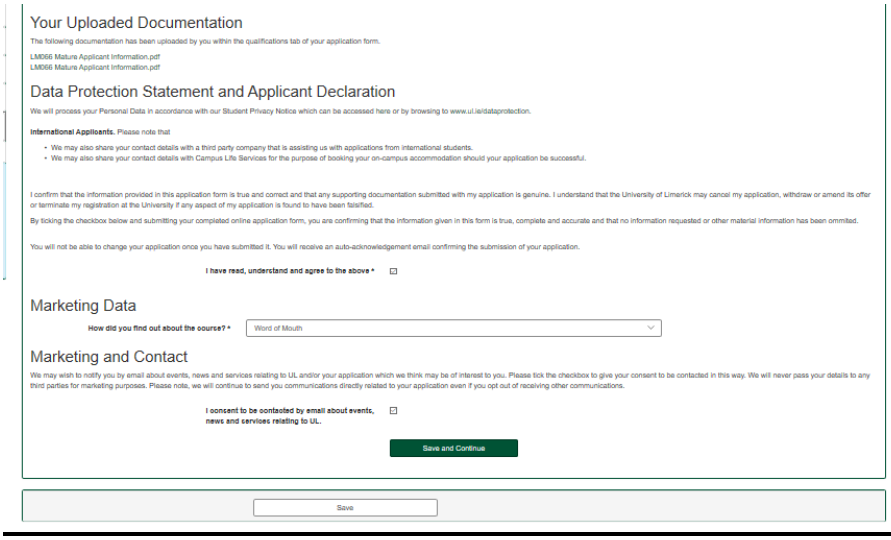


Step 6 – Personal Statement

Guidelines for writing your personal statement for this application are outlined in Section 3 Pg.15 of this guide. You have the option to upload a Word. Doc or PDF file to your application. Please answer 'YES' and upload your personal statement under the **Section: Personal Statement** where it indicates 'Documents', select file.
Alternatively, you can copy and paste it into the textbox provided. Please answer 'NO', and the textbox will appear. Copy and paste your text into the textbox and click save.



Step 7 – Submission



Important:

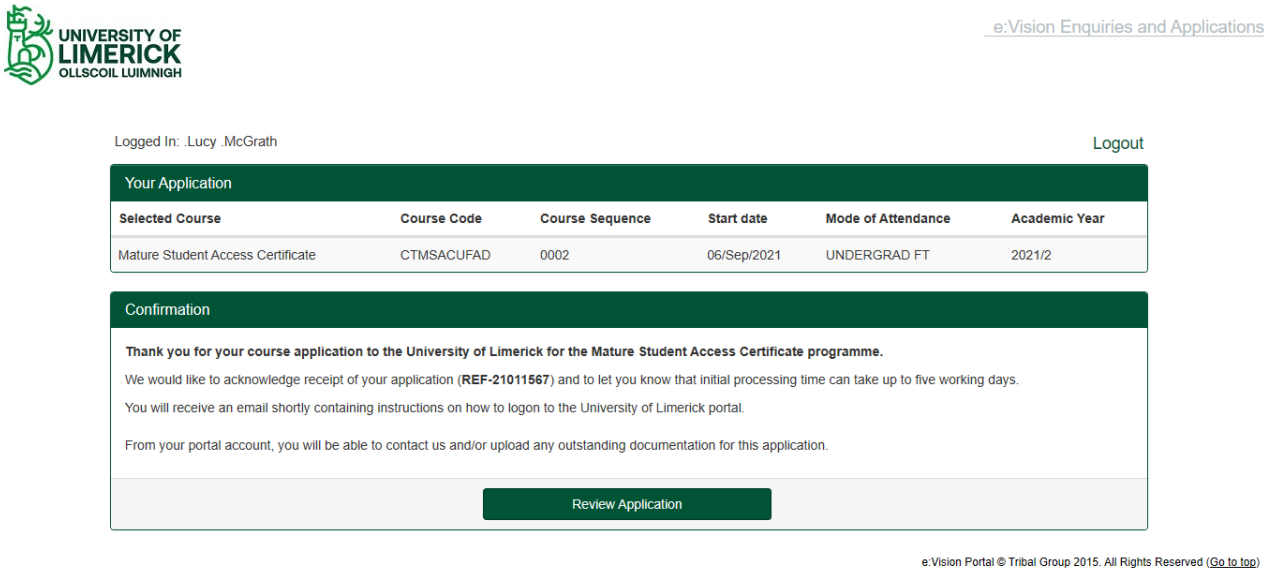
Please ensure that you review your application before clicking on 'SAVE & CONTINUE'.

Once you select 'SAVE & CONTINUE' your application will be submitted.

Please use the menu list on the left side of the screen to review sections of your application form prior to submitting this.

Step 8 – Review

After you have completed your application you can review it at any stage by logging into your Online Application. Please monitor your email for updates on the status of your application.



Section Four: Referee Questionnaire

How can I access the Referee Questionnaire or how does my referee complete this?

Link to the Referee Form

Please email the link above directly to your referee and ask that they complete this on your behalf. The link will take them to an online referee questionnaire. Your nominated referee will need to complete this online questionnaire which will be returned directly to the Mature Student Office.

If your referee would like to get in touch with the MSO prior to completing the referee form please advise them to email mso@ul.ie.

Who should I ask to be a referee?

Referees should not be family members. They may be one of the following:

- A tutor/teacher from a course you have attended, e.g. part-time day courses, literacy scheme, VTOS, evening course, etc.
- A supervisor from a place of work, e.g. full-time, part-time, CE scheme, etc.
- An employee of a local Resource/Information/Unemployed Centre who has been working with you on your career and educational options.
- Chairperson or Committee member of a local community/voluntary organisation with which you are involved, e.g. Credit Union, Parents Association, Unemployed Centre, Parish Activities, etc.