

# UL Non-EU Exchange Applicant Guidelines



Logged In:

Your Application					
Selected Programme(s)	Programme Code	Programme Sequence	Programme Start date	Mode of Attendance	Academic Year
1. Exchange (International) to UL 1 Semester	EXOTUL1SBD	0008	25/Jan/2021	EXCHANGE FT	2020/1

You are applying for **Exchange (International) to UL 1 Semester** to start in **January 2021**. Please log in using your email address and password below. If you have not applied to us using the online application form before please select New User.

Applied online already?

**Email Address**

**Password**

[Forgotten Password](#) [Log in](#)

New to online applications?

[New User](#)

## New Applicant

- Click on application link provided by your home university coordinator.
- Create a profile using “New User”.
- Before beginning, ensure you have a copy of your latest English language certificate (if English is not your first language), transcript of records and a

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Printed material is uncontrolled documentation.*

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# UL Non-EU Exchange Applicant Guidelines

- copy of your passport page to upload when needed
- Create a profile using “New User”.
- Fill in details, remembering to put date of birth in the format of DDMMYYYY (e.g. 15.10.1995)

# UL Non-EU Exchange Applicant Guidelines

Create New User

Forename \*

Surname \*

Date of birth \*

Create your login details

Email address \*

Confirm email address \*

Password \*

Confirm password \*

We will process your Personal Data in accordance with our Student Privacy Notice

## Existing Applicant/Returning Student

- If the student is returning from a previous Academic Year, but cannot remember their password, please visit [https://www.si.ul.ie/urd/sits.urd/run/siw\\_pqs.forgot?](https://www.si.ul.ie/urd/sits.urd/run/siw_pqs.forgot?) to reset.
- Enter date of birth to log on. Remember the date of birth should be in **DDMMYYYY format. (e.g. 15.10.1995)**

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Your Application					
Selected Programme(s)	Programme Code	Programme Sequence	Programme Start date	Mode of Attendance	Academic Year
1. Exchange (International) to UL 1 Semester	EXOTUL1SBD	0008	25/Jan/2021	EXCHANGE FT	2020/1

**Create New User**

Forename \*

Surname \*

Date of birth \*

---

Create your login details

Email address \*

Confirm email address \*

Password \*

Confirm password \*

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We will process your Personal Data in accordance with our Student Privacy Notice which can be accessed here <https://uisites.ul.ie/corporatesecretary/data-protection> \*

We will process your Personal Data in accordance with our Student Privacy Notice which can be accessed here or by browsing to [www.ul.ie/dataprotection](http://www.ul.ie/dataprotection).

- Please fill in Forename and Last name/surname as they appear on identification.
- Password should be at least 8 characters long and contain a capital letter, number and special symbol. (e.g. \*,&,\$)
- Read and tick the GDPR notice before proceeding.

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Your Application					
Selected Programme(s)	Programme Code	Programme Sequence	Programme Start date	Mode of Attendance	Academic Year
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## Security Questions

**Questions**

Answer the questions below.

Please answer this security question correctly.











Question	Date of Birth
Answer	<input style="width: 80%;" type="text"/>

- Enter date of birth to log on. Remember date of birth should be in **DDMMYYYY** format.

2. Click browse and then select the file you want to upload.

# UL Non-EU Exchange Applicant Guidelines

- Before beginning the application please take note of the sections that need to be completed before submission, listed on the application screen.
  - Personal Details
  - Contact Details
  - Other information
  - Qualifications
  - Passport and Visa
  - Submission
- When a section is complete, it will be denoted with a **green tick mark**.
- When the section requires further information, it will be denoted with a **red X**.

Your Application	
Checklist	
Personal Details	
Contact Details	
Other Information	
Qualifications	
Passport and Visa	
Submission	
Preview	
<b>Icon Guide</b>	
Please complete as many fields as possible to assist with processing your application	
	This page has not been started
	Outstanding information required for mandatory fields
	All mandatory information has been provided

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# UL Non-EU Exchange Applicant Guidelines

### Checklist

Below are the sections of the form that you will be required to complete. Click any section heading to go directly there or click the button below.

[Start Application](#)

- [★ Personal Details](#)
- [★ Contact Details](#)
- [★ Other Information](#)
- [★ Qualifications](#)
- [★ Passport and Visa](#)
- [★ Submission](#)








- Please click “Start Application” to begin.

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# UL Non-EU Exchange Applicant Guidelines




**Your Application**

- Checklist 
- Personal Details 
- Contact Details 
- Other Information 
- Qualifications 
- Passport and Visa 
- Submission 

Preview

**Icon Guide**

Please complete as many fields as possible to assist with processing your application

-  This page has not been started
-  Outstanding information required for mandatory fields
-  All mandatory information has been provided

**Personal Details**

\* Denotes a mandatory field

**Personal Details**

**Title \***

**Forename \***  ?

**Known as**  ?

**Surname \***  ?

**Date of birth \***

**Gender \***

**Nationality \***  ?

**Country of domicile \***  ?

**Have you previously applied to or studied with us? \***  ?

- Complete all relevant sections of the Personal Details section.
- Click Save and Continue to proceed.

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# UL Non-EU Exchange Applicant Guidelines

**Your Application**

Checklist ✔

Personal Details ✖

Contact Details ★

Other Information ★

Qualifications ★

Passport and Visa ★

Submission ★

Preview

---

**Icon Guide**

Please complete as many fields as possible to assist with processing your application

★ This page has not been started

✖ Outstanding information required for mandatory fields

✔ All mandatory information has been provided

**Contact Details**

\* Denotes a mandatory field

**Home Address**

Please provide your permanent residential address.

Country \*

Eircode/Postcode/Zipcode\*

Address Line 1 \*

Address Line 2

Address Line 3

County

Telephone (Inc Country Code)

Mobile (Inc Country Code) \*

Email Address \*

Confirm Email Address \*

- Complete all relevant sections of the section of Home Address.
- Ensure that you provide your full address including postcode. Please note that the tab for County can be left blank.
- Click Save and Continue to Proceed.

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# UL Non-EU Exchange Applicant Guidelines

Other Information

\* Denotes a mandatory field

## Home University

Please input the country where your University is located \*

Please select  ?

Current year of study at Home University \*

Please select  ?

Degree Course at Home University\*

?

Please indicate major e.g. English Literature\*

?

Please indicate the type of study you will undertake at the University of Limerick \*

Please select  ?

- Complete all relevant sections of the section of Home University.
- In part 5, when asking to indicate the type of study you will undertake, please choose modules.

# UL Non-EU Exchange Applicant Guidelines

## Home University Coordinator

All applicants applying via third party providers/agents are required to enter emergency contact details for the applicant. For direct Freshman applicants please enter a contact in an emergency.

<b>Surname*</b>	<input type="text"/>
<b>Forename*</b>	<input type="text"/>
<b>Address Line 1*</b>	<input type="text"/>
<b>Address Line 2*</b>	<input type="text"/>
<b>Address Line 3*</b>	<input type="text"/>
<b>Postcode/Zip code*</b>	<input type="text"/>
<b>Coordinator Email Address*</b>	<input type="text"/>
<b>Coordinators Office telephone number (inc international dialing code)</b>	<input type="text"/>
<b>University Emergency (Out of hours) telephone number to include international dialing code*</b>	<input type="text"/>
<b>Does the University coordinator speak English? *</b>	<input type="text" value="Please select"/>
<b>I understand that in an emergency situation this person may be contacted on my behalf by the University of Limerick *</b> <input type="checkbox"/>	

- Please fill out the details of your Coordinator in your Home Institution. Make sure to include all required information including area codes in the phone numbers for emergency purposes.
- Please note if your Coordinator speaks English.

# UL Non-EU Exchange Applicant Guidelines

## Module Selection

Please enter the modules you wish to study. The modules you can select from can be found [here](#) – We ask that you input the module code for the modules below and be prepared for clashes, restricted access or unforeseen cancellations etc. The selection is provisional and we do not guarantee access to any modules.

### Autumn

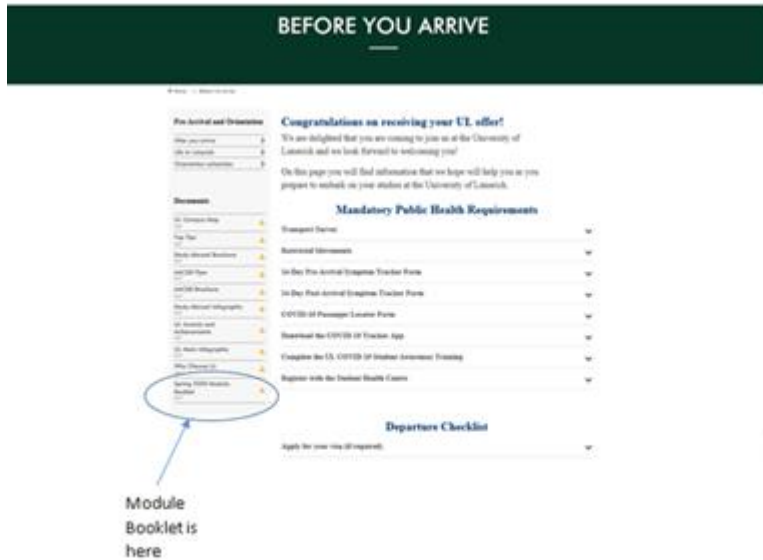
UL Module Code 1*	<input type="text"/>
UL Module Code 2*	<input type="text"/>
UL Module Code 3*	<input type="text"/>
UL Module Code 4 *	<input type="text"/>
UL Module Code 5 *	<input type="text"/>
UL Module Code 6 *	<input type="text"/>
UL Module Code 7 *	<input type="text"/>
UL Module Code 8 *	<input type="text"/>
UL Module Code 9 *	<input type="text"/>
UL Module Code 10 *	<input type="text"/>

Save

Save and continue

- Please enter the module codes for your provisional module selection. Available modules can be viewed in the module booklet by clicking this [BEFORE YOU ARRIVE](#) link and then clicking on the module booklet on the bottom left hand side of the screen. Please see below screenshot of location of module booklet on the UL Global website.

# UL Non-EU Exchange Applicant Guidelines



**BEFORE YOU ARRIVE**

**Congratulations on receiving your UL offer!**  
We are delighted that you are coming to join us at the University of Limerick and we look forward to welcoming you!  
On this page you will find information that we hope will help you as you prepare to embark on your studies at the University of Limerick.

**Mandatory Public Health Requirements**

- Emergency Services
- Insurance Information
- On Day Pre-arrival Exchange Tracker Form
- On Day Post-arrival Exchange Tracker Form
- COVID-19 Passenger Locator Form
- Download the COVID-19 Tracker App
- Complete the UL COVID-19 Student Assessment Training
- Register with the Student Health Centre

**Departure Checklist**  
Apply for your visa if required.

Module Booklet is here

- This list that you provide is only provisional, and it does not mean that you are registered for these classes. Use to prepare for the upcoming semester and make sure all classes are available. List in order of priority i.e. if you need access to a module in order to remain degree compliant list as number one etc.
- We ask that you choose ten classes as there is always a possibility that one of the core choices does not run, clashes with another timetabled class etc.
- If you are not taking modules, you will be required to put the “N/A” in each box before proceeding.
- Click save and continue to proceed.

# UL Non-EU Exchange Applicant Guidelines

## Qualifications

\* Denotes a mandatory field  
University entry requirements can be found [here](#)

### Qualification 1

Country *	<input type="text" value="Please select"/>	?	
Institution/School/College* *	<input type="text"/>	?	
Select Qualification *	<input type="text" value="Please select"/>	?	
Area of Study	<input type="text"/>	?	
Completion Date *	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Documents

Please upload your Transcript  ?

- Please fill out Qualification Information.
- Upload latest academic transcript.
- Click add qualification.
- If necessary, please upload latest English Language certificate results. We accept TOEFL, IELTS, OLS and equivalent certificates.
- Click add qualification.
- Please upload a recent copy of your passport identity page.
- If you do not submit the required documents, you will receive an email asking you to log onto [www.si.ul.ie](http://www.si.ul.ie) via your applicant portal to upload. Details at the bottom of our guide.

## UL Non-EU Exchange Applicant Guidelines

- Please note that applications will not be processed in full until we have these documents. You may receive a conditional offer if key documents are missing.

### Passport and Visa

\* Denotes a mandatory field

## Passport and Visa

Do you require a visa to study in Ireland? \*

Please select

- Please select whether or not you require a Visa to study in Ireland.

## UL Non-EU Exchange Applicant Guidelines

### Passport and Visa

\* Denotes a mandatory field

### Passport and Visa

Do you require a visa to study in Ireland? \*

Yes

Do you have a passport? \*

Please select

- Please enter passport details.
- If no, then you will be asked to submit the passport details at a later date when it is available.



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## UL Non-EU Exchange Applicant Guidelines

- Please note, if a visa is required, the application will not be processed in full until passport details have been submitted.

# UL Non-EU Exchange Applicant Guidelines

Submission

\* Denotes a mandatory field

## Your Uploaded Documentation

The following documentation has been uploaded by you within the qualifications tab of your application form.  
You have not uploaded any evidence

## Data Protection Statement and Applicant Declaration

We will process your Personal Data in accordance with our Student Privacy Notice which can be accessed [here](#) or by browsing to [www.ul.ie/dataprotection](http://www.ul.ie/dataprotection).

**International Applicants.** Please note that

- We may also share your contact details with a third party company that is assisting us with applications from international students.
- We may also share your contact details with Campus Life Services for the purpose of booking your on-campus accommodation should your application be successful.

I confirm that the information provided in this application form is true and correct and that any supporting documentation submitted with my application is genuine. I understand that the University of Limerick may cancel my application, withdraw or amend its offer or terminate my registration at the University if any aspect of my application is found to have been falsified.

By ticking the checkbox below and submitting your completed online application form, you are confirming that the information given in this form is true, complete and accurate and that no information requested or other material information has been omitted.

You will not be able to change your application once you have submitted it. You will receive an auto-acknowledgement email confirming the submission of your application.

I have read, understand and agree to the above \*

- Please tick the box indicating that you have read and understood the GDPR statement.

# UL Non-EU Exchange Applicant Guidelines

## Marketing Data

How did you find out about the course? \*

University of Limerick International Education

## Marketing and Contact

We may wish to notify you by email about events, news and services relating to UL and/or your application which we think may be of interest to you. Please tick the checkbox to give your consent to be contacted in this way. We will never pass your details to any third parties for marketing purposes. Please note, we will continue to send you communications directly related to your application even if you opt out of receiving other communications.

I consent to be contacted by email about events, news and services relating to UL.

Save and  
Continue

Save

- Please complete Marketing Data and indicate where you heard of the programme at our institution.
- Tick the permission box if you consent to being emailed about events etc.

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# UL Non-EU Exchange Applicant Guidelines

- Click Save and continue to proceed.
- Complete all the required information in the Home University and Emergency Contact Details screens.
- If are happy with all the information you have entered, click “Submit Application”
- If you need to review the application further and would like to submit it at a later date, click “Save and Exit”.
- Remember that if you choose this option, you will need to log in again using the Existing Applicant/Returning Student option on Page 2 of this document to submit the application finally.
- On submission, an email will be sent with the student’s application number. Please note that this number IS NOT A student ID NUMBER. Please refrain from using it to book accommodation as it will not be accepted.
- A student ID will be issued once the application is processed and the applicant will receive an email with further information.

## STUDENT DATA PROTECTION PRIVACY NOTICE

The University of Limerick (the University) must process the personal data of its students (you) in order to carry out its functions and manage its operations. The processing of this data is carried out in accordance with the General Data Protection Regulation (GDPR) / Data Protection Acts 1988-2018 and with the University's Data Protection Policy. The University is the Data Controller for personal data we process about you.

The purpose of this Student Data Protection Privacy Notice is to explain how the University uses personal data we collect and hold about prospective, current and graduated students of the University. This notice should be read in conjunction with the University’s Data Protection Policy (available at [www.ul.ie/dataprotection](http://www.ul.ie/dataprotection)).

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# UL Non-EU Exchange Applicant Guidelines

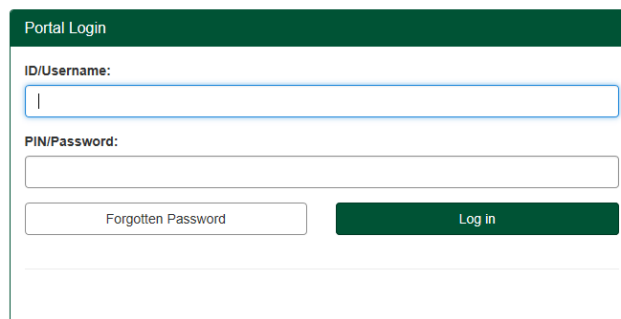
This notice extends to all your personal data as defined under Article 2(1) of the General Data Protection Regulation (EU) 2016/679.  
The full, printable version of the University's Student Privacy Notice can be viewed [here](#).

- Once the application begins to be processed through our system, you will be able to check the applicant portal to make changes, check status and add documentation etc.
- To visit the portal, the student needs to go to [www.si.ul.ie](http://www.si.ul.ie) and enter username (email address) and password (DOB: DDMMYYYY).

# UL Non-EU Exchange Applicant Guidelines

## Log-in to the Student Administration Portal

This page is the Student Administration Portal log-in screen. Please use the form below to supply your log-in details and click the 'log-in' button to access the system.



The screenshot shows a login form titled "Portal Login" with a dark green header. It contains two input fields: "ID/Username:" and "PIN/Password:". Below the "PIN/Password:" field are two buttons: "Forgotten Password" and "Log in".

Student Administration Portal © University of Limerick ([Cookie Statement](#)) ([Go to top \(2\)](#))


When you have entered the applicant portal, click on the **my applications** tab on the top of the page to ensure that all of your documents have been accepted. Click on either **Documents** to upload documents, **Contact Us** to send an email to [incomingexchanges@ul.ie](mailto:incomingexchanges@ul.ie), or **Withdraw Application** if you have changed your mind about applying.


# UL Non-EU Exchange Applicant Guidelines


Application(s)

Exchange (International) to UL, 1 Semester

<b>Applicant ID</b>	19340133	<b>Second Preference</b>	
<b>Course</b>	Exchange (International) to UL, 1 Semester	<b>Mode of Study</b>	Exchange full-time
<b>Entry Year</b>	20190	<b>Start Month</b>	September
<b>Faculty</b>	Interfaculty	<b>Department</b>	Interfaculty
<b>Decision</b>	Unconditional offer	<b>Conditions</b>	N/A
<b>Response</b>	Firmly accepted		

 Documents

 Contact Us

 Withdraw Application

# UL Non-EU Exchange Applicant Guidelines

<b>Course</b>	Exchange (International) to UL 1 Semester	<b>Mode of Study</b>	Exchange full-time
<b>Entry Year</b>	2020/1	<b>Start Month</b>	September
<b>Faculty</b>	Interfaculty	<b>Department</b>	Interfaculty

Documents					
Document Type	Status	Status updated	Files	Uploaded	Action
Transcripts and Cert Prior Learning	Required	15/10/20			<input type="button" value="Upload"/>
English Language Cert	Required				<input type="button" value="Upload"/>
Copy of Passport Page	Required				<input type="button" value="Upload"/>

If you require to upload any documents, please click on the upload tab to select your document.