ACE AT UCC ONLINE APPLICATION
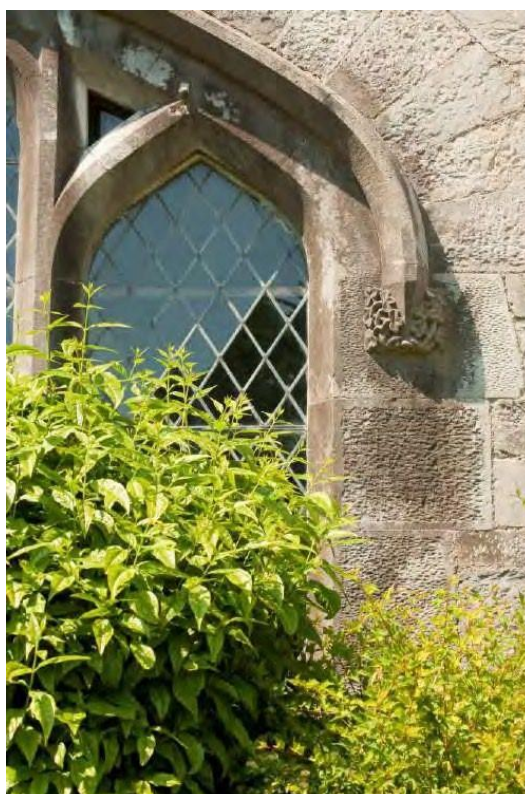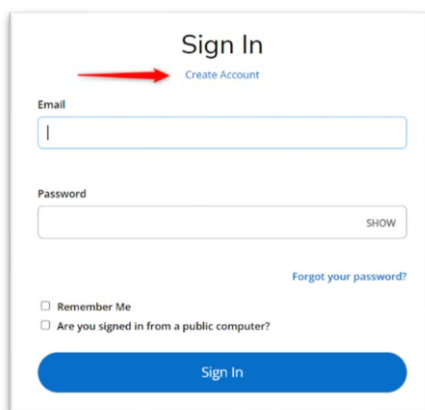
Specialty and Artisan Food Enterprises - Dip

ONLINE APPLICATION OVERVIEW

Navigate to https://ucc.elluciancrmrecruit.com/Apply

Click the **Create Account** button to create your UCC Apply account. If you have already created an account, you can click **Sign In** and continue with your application.

Please note that during your account creation, you shall be asked to choose a course.

This does not create an application.

Once you have created your account, click Apply Online from the top menu.
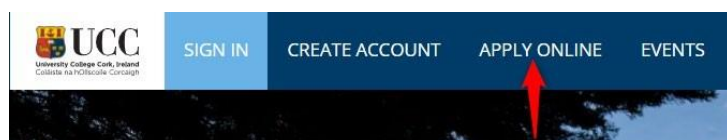
Click **Start a New Adult & Continuing Education Application (option 4)**.

Select **2025** as the Entry Year and click **Submit**

You will be presented with a **Personal** Information tab, fill in the required information (any field marked with an asterisk * is mandatory). Once complete, click **Save and Continue** to move to the **Academic Level** tab.

Level Selection

Academic Level *

Please select the type of programme you wish to apply for. Once you have selected the appropriate category you will be able to select your programme.

Adult Continuing Education (ACE at UCC) ⌄

Course Type *

ACE Part-time Courses ⌄

Academic Programme *

Specialty and Artisan Food Enterprises - Dip ⌄

On the **Academic Level** tab select the options above.
Click **Save and Continue** to move to the **Education** tab.

Higher Education Institution

➜   **+ Add Higher Education Institution / Other Relevant Qualification**

Details of Post Primary Education

➜   **+ Add Details of Post Primary Education**

Click Add Higher Education detail or/and Add Post Primary Education detail.
Click **Save & Continue** to move to the **Programme** tab.

Please note that all boxes must be filled in to submit your application. If you accidentally add on extra qualification tabs that are not needed, please click the
'– Delete Higher Education Institution / Other Relevant Qualification'

Higher Education Institution / Other Relevant Qualification 2

━ Delete Higher Education Institution / Other Relevant Qualification

Click Save & Continue to move to the Programme tab.

Academic Term *

Autumn 2025

Mode of Study *

Part-time

Location *

Online ACE

Intake

October

Sponsored Application

Are you receiving financial support for full or partial payment of your fees from your employer or sponsoring organisation?

○ Yes   ● No

Select the options above for Academic Term, Mode of Study, Location, and Intake. Answer the Sponsorship question. If you select 'yes', you will later be required to enter your sponsorship details.
Click **Save and Continue** to move to the **English Proficiency** tab.

On the next screen answer the English Proficiency questions; if you have taken an English equivalency test you will need to upload your certificate after submitting your application. Applicants whose first language is not English must have attained IELTS Level 6.5 or the equivalent TOEFL or Duolingo English Test score.
Click **Save & Continue** to move to the Work Experience tab.

Application Number 8f2acc60cccf11ea   Print
                                                                                        Withdraw

Personal   Academic Level   Education   Programme   English Proficiency   Work Experience   Additional Questions   Confirmation

Would you like to add Work Experience?
Work Experience Confirmation
○ Yes ● No

Recognition of Prior Learning
We all learn everywhere and all the time. Recognition of Prior Learning (RPL) makes invisible learning visible. RPL is when UCC recognises what you already know, understand and can do in order to gain admission to a programme.

Please see UCC's Recognition of Prior Learning page for further information on the detail that you will need to provide later in this application.

As part of this process, you will be asked for supplemental information to support your RPL application which may include a current CV, achievements or awards, references, professional body certification, or any other evidence of your prior experience that you feel is relevant for this application.

Are you applying for this course via RPL? *
○ Yes ● No

Previous Page   Save Application   Save & Continue

Click **Yes** to add work experience. If you would like to apply for this course via RPL, please click 'Yes'.

Click **Save & Continue** to move to the **Additional Questions** tab.
Answer any questions that may appear here.

Click **Save & Continue** to move to the **Confirmation** tab.

Certification

Please confirm the following before you submit your application. Please be aware that should your answer be 'No' to any of the statements below, your application will not be processed.

I confirm that the information given on this form is true, complete and accurate and no information that has been requested has been omitted.

● Yes ○ No

By creating this account I give my consent to the processing of my data by University College Cork in order to review and consider this application. UCC's **Student Data Protection Notice** is available here

I agree that university can contact me with regard to my application. This could involve tasks such as requesting further information or arranging interview days.

● Yes ○ No

Once you submit your application, you will be asked to provide supplemental items to support your application.
Details of the documents required will be provided once you submit your application.
By signing and submitting your application form, you agree to submit supplemental items as requested by UCC, in order to process your application.

● Yes ○ No

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.

> Firstname Surname

Signature Date *

> 14/02/2025

Accept each confirmation by clicking Yes, insert your name and click **Preview before Submission**. You will be presented with the information you input during your application. Click **Edit Application** if you would like to update any portion of your application. Click **Submit** if the detail is correct.

Once submitted click the link 'Click to check your application status' to finalise your application.

Apply Online

Your application has been submitted!

Click to check your application status
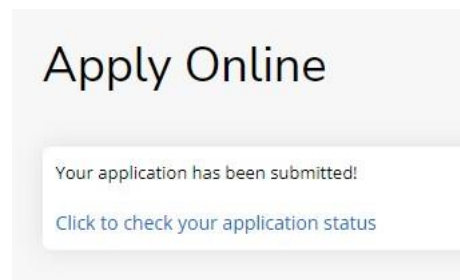
Click **View** to begin uploading the required documentation. Click the 'Upload Supporting Documentation' tab.

My Applications

APPLICATION	STATUS	ACTION
Autumn 2025 - Specialty and Artisan Food Enterprises - Dip	Submitted	View

Click **Choose File** and **Upload** to add each required document. You are required to upload a passport-style photo, an application statement, the DSAFE questions supplement, and a proof of identity document. You shall be registered under the name on your 'Proof of Identity' document. Once all documents are uploaded your application can be reviewed.

Required Documents (document upload is mandatory if a red asterisk appears before item name)

ITEM	SUBMISSION STATUS	ACTION
* Application statement	Not Received	Choose File No file chosen
* DSAFE supplemental questions	Not Received	Choose File No file chosen
You will need to download the following form and upload it to your application once completed. Click here		
* Passport Photo	Not Received	Choose Files No file chosen
Please upload a **passport style** photo. Do not upload a photo of your passport in lieu of a passport style photo.		
* Proof of Identity	Not Received	Choose Files No file chosen

Please upload a clear readable copy of one of the following documents: Birth Certificate/Photo page of Passport/Irish NDLS Driving Licence (new credit card format only)/Marriage Certificate. You will be registered as per the name presented on the uploaded ID document. Please ensure that the document uploaded is from an original and is not a copy of a copy.

The 'Passport Photo':
- We need a passport-style photo.
- A selfie is accepted once it is against a plain background.
- Ensure you are alone in the photo.
- The photo needs to be from your shoulders upwards to just above your head.
- You have full permission to smile in your photo

*Note: Do **not** send a photo of your Passport/Driver's Licence or crop the photo on your Passport/Driver's Licence. We need only a clear passport-size/style photo*

After submitting your application, you can visit https://ucc.elluciancrmrecruit.com/Apply/ to view the status of your application.

Any questions please email ace@ucc.ie