



Lifelong Learning at University College Cork

Application Guide

Environment, Sustainability & Climate - Diploma - Online



Welcome!

We are delighted that you are choosing to apply to study with us at University College Cork. Please follow the steps outlined in this guide to complete your application for a part-time programme with Adult Continuing Education (ACE).

Each step is explained in detail to help you through the process.

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If you are applying under any of the following categories, additional steps are required.

Please read the relevant guide/web page before starting your application:

- Sponsorship Guide - For Applicants ([Find guide HERE](#))
- Recognition of Prior Learning Applicant ([web page here](#) or [RPL Learner Guide HERE](#))
- Sanctuary Scholarship ([Guide Here](#))

There are a limited number of places available for year 1 of this programme (Certificate) funded by Springboard+. Visit this page for details on the [Springboard+ funded one year Certificate](#).



Before you start!

Your Email Address:

- You will need a valid email address to create or log in to your UCC Apply account.
- All important communications during the application process including password reset links, access codes and application reminders/notices will be sent to this email address.
- We recommend using an email address that you currently have, and will continue to have, access to throughout the application process.
- Keeping your email inbox open in a separate tab while completing your application may also be helpful.

What to Prepare:

During the application process, you will be asked to provide a range of details, supporting documents and make your required payment. Preparing these in advance will help you complete your application smoothly and avoid delays.

You will need:

- PPS number (if you are an Irish national)
- Passport-style photo (Details pg. 19)
- Proof of identity (Details pg. 19)
- Fee payable on application (Details pg. 16)
- Transcript(s)

You may also need:

- Details of existing qualifications (Details pg. 9)
- Full details of your work experience (Details pg. 13)
- Other supporting documents (Details pg. 18)

STEP ONE

Create a UCC Apply Account/Login

All programme applications must be submitted via UCC Apply.

To create an account or log in, go to:

UCC Apply 

In the window that appears, choose one of the following options:

OPTION 1:
Click 'create account' if you need to set up a new account.



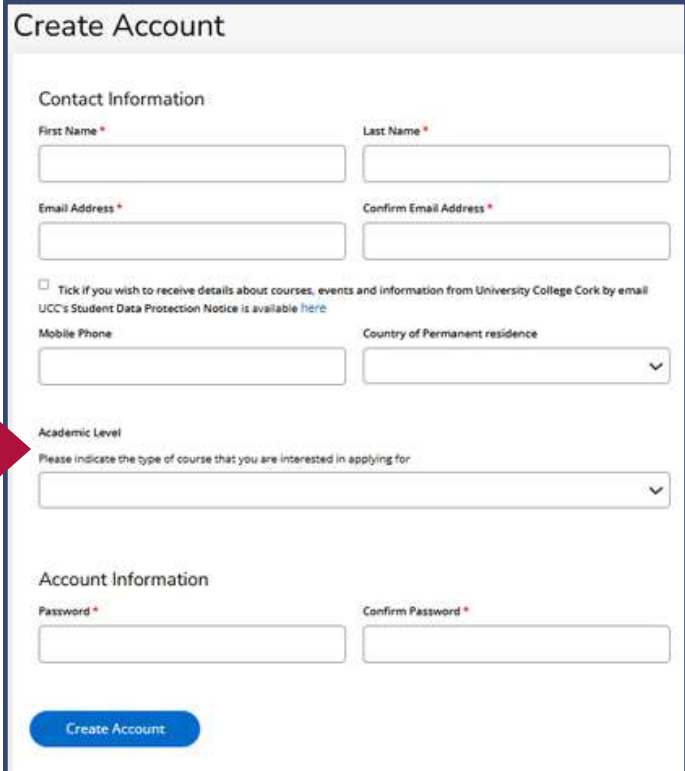
OPTION 2:
Enter your email and password if you already have an account. Click sign in, then go to Step Two.

If you select **Create Account**, you will be asked to provide your:

- Name
- Email address
- Contact number
- Country of residence
- A password

Select Academic Level
You must select:
Adult Continuing Education

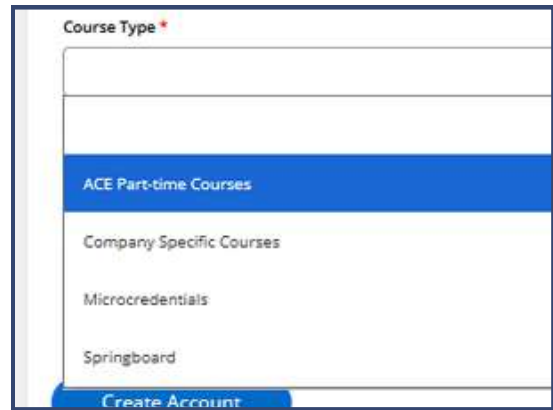
If you do not select this option, your programme will not appear in the application system.



Select Course Type

A second dropdown will appear.

If you are applying for 'Environment, Sustainability & Climate' you must choose 'ACE Part-time Courses'



The screenshot shows a dropdown menu titled "Course Type *". The menu is open, displaying four options: "ACE Part-time Courses" (highlighted in blue), "Company Specific Courses", "Microcredentials", and "Springboard". At the bottom of the dropdown, there is a blue button labeled "Create Account".

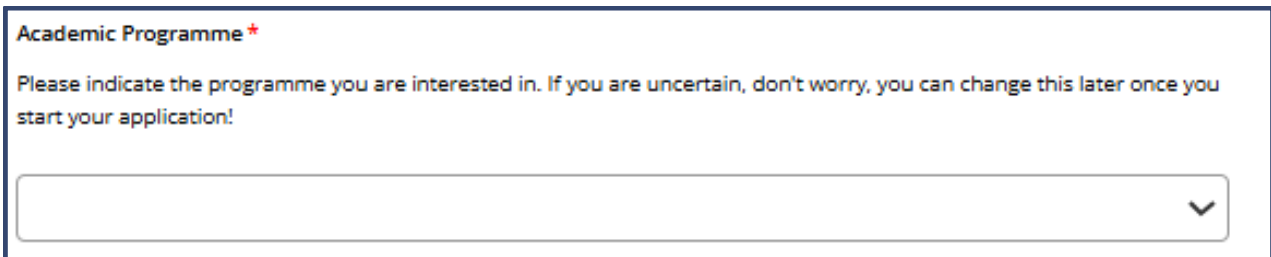
NOTE: If you are applying for a different ACE programme, you can see the correct Course Type selection for each programme will be specified on each programme page in the Apply section.

All programme web pages can be viewed here:

[See Programme Pages Here](#) 

Select Programme & Entry Term

From the **Academic Programme** dropdown, **select 'Environment Sustainability and Climate - Dip (ONLINE)'**.



The screenshot shows a dropdown menu titled "Academic Programme *". Below the title is a text prompt: "Please indicate the programme you are interested in. If you are uncertain, don't worry, you can change this later once you start your application!". The dropdown menu is currently closed, showing a downward arrow icon on the right side of the input field.

From the 'Entry Term' dropdown menu:

Select 'Autumn 2026'.

Entry Term *

Important: You have now created an account, but you have not completed your application. Please progress to Step Two to continue.

STEP TWO

Create a New Application

Once you have created an account and logged in, you must:

Select *Create a New Application*.

The screenshot shows the 'My Account' dashboard. A red arrow points to the 'Create a New Application' button in the 'My Applications' section. The dashboard includes sections for 'Welcome, Megan!', 'My Applications', 'Events', 'My Profile', and 'Useful Information'. The 'My Applications' section shows a table with columns for 'APPLICATION', 'STATUS', and 'ACTION'. A red arrow points to the 'Edit' button in the 'ACTION' column for the first application.

APPLICATION	STATUS	ACTION
2026	Started	Edit
2026	Started	Edit

If you have already started an application, you can view or continue editing it under 'My Applications'

IMPORTANT: Access Code:

During the application process, you will be asked to enter an access code each time you log in.

This code will be sent to the email address you used when creating your account. Keeping your email open in another tab can help to easily access this code.

The screenshot shows the 'Complete Your Login' form. It includes an 'Access Code' input field, a 'Submit' button, and a 'Resend Access Code' button. A note below the input field states: '* An access code has been sent to your email. If you do not see it in your inbox, check your spam folder.'

Application Type

After clicking Create a New Application, a list of application types will appear.

**You must select:
ADULT AND CONTINUING
EDUCATION APPLICATION**

Do not select any other option (including Postgraduate or Microcredential), even if your programme is at postgraduate level or is a microcredential.

All ACE programmes must be applied for through the Adult and Continuing Education Application route.

Application

Choose the appropriate application type below. Please note that you should only fill out one application.

- 1. Postgraduate Application**
Use this application if you wish to study a Postgraduate Course
[Start a new Postgraduate Application](#)
- 2. International Undergraduate Application (Non-EU)**
Use this application type if you wish to study an Undergraduate Course as a non-EU applicant
[Start a new International Undergraduate Application](#)
- 3. EU/EFTA/UK Undergraduate Application (Non-CAO)**
Use this application type if you wish to study an Undergraduate (Non-CAO) Course as an EU/EFTA/UK applicant
[Start a new EU/EFTA/UK Undergraduate Application \(Non-CAO\)](#)
- 4. Adult and Continuing Education Application**
Use this application type if you wish to study a course under the category of Adult & Continuing Education
[See list of courses here](#)
[Start a new Adult & Continuing Education Application](#)
- 5. Micro-credentials and Continuing Professional Development Application**
Use this application type if you wish to apply for a Micro-credential or CPD Programme
[Start a new Micro-credential or CPD Programme Application](#)
- 6. IMI Application**
Use this application type if you wish to apply for IMI Programmes
[Start a new IMI \(Irish Management Institute\) Application](#)
- 7. Quercus Application**
Use this application type if you wish to apply for a Quercus Scholarship
[Start a new Quercus Programme Application](#)

Student Data Protection Notice

Confirm Your Programme

A new screen will appear showing the programme you selected when setting up your account (see Step One).

If the programme is incorrect, select **Apply for a different programme**

Online Application

Spring 2026 - Continuing Professional Development in Digital Education - Cert

[Apply for a different programme](#) [Next](#)

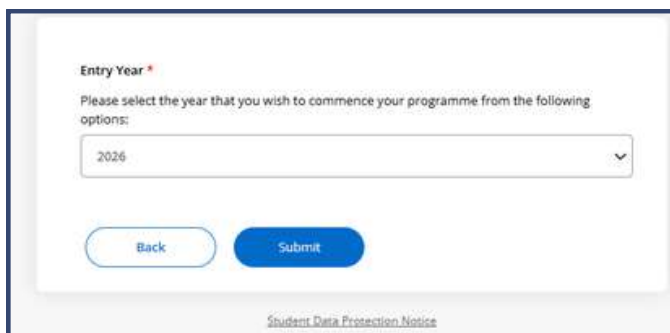
Student Data Protection Notice

If the programme shown is correct, click **Next**.

If selecting a different programme, you will be asked to enter:

- Entry Year
- Course Type
- Programme Title

(Refer to Step One for the correct selections).



STEP THREE

Submit Your Application

A. Personal Information

Complete your personal details. Fields marked with an asterisk (*) are mandatory.

Note: If your nationality is Irish, you will be required to provide your PPS number.

Click **Save and Continue**.



B. Academic Level

On the Academic Level tab reconfirm your choice:

- **Academic Level:** Adult Continuing Education (ACE at UCC)
- **Course Type:** ACE Part-time Courses
- **Academic Programme:** Environment, Sustainability and Climate - Dip (ONLINE)

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.



Course Type *



Academic Programme *



Click **Save & Continue**.

C. Education Tab

In this section, you can add details of your Higher Education and/or Post-Primary Education by clicking the blue text on screen.

[+ Add Higher Education Institution / Other Relevant Qualification](#)

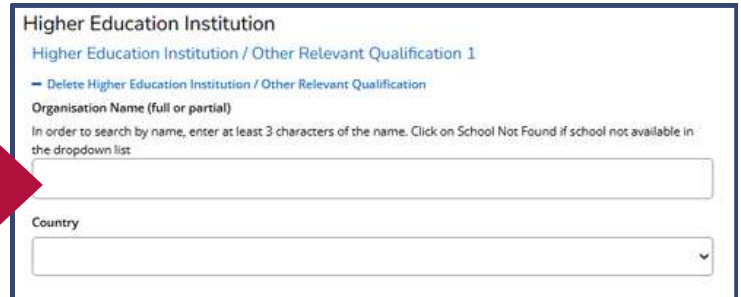
[+ Add Details of Post Primary Education](#)

Adding an Institution

Enter your Organisation Name

(a mandatory field):

- Begin typing the name of your institution.
- A dropdown list of options will appear.
- You must select the correct institution from this list.



Higher Education Institution
Higher Education Institution / Other Relevant Qualification 1
— Delete Higher Education Institution / Other Relevant Qualification
Organisation Name (full or partial)
In order to search by name, enter at least 3 characters of the name. Click on School Not Found if school not available in the dropdown list
Country

You may need to try variations of the name. For example, UCC appears as “University College Cork”.

If your institution does not appear:

- Select the “School not found” option below the dropdown.
- A text box will appear, allowing you to enter the institution name manually.

School Not Found

Required Information

The following are mandatory fields for each education entry added:

Higher Education

- Qualification type (e.g. Cert, Dip,)
- Subjects studied
- Start & end month and year*
- Confirmation of whether the qualification has been awarded
- Final grade/class (required if you indicate the qualification has been awarded)

Post-Primary Education

- Qualification title (e.g. Junior Cycle/Leaving Certificate)
- Start & end month and year*

All mandatory sections MUST BE completed for each item added.

D. Programme Tab

In this section, you will select:

- Academic Term
- Mode of Study
- Location
- Intake

Each dropdown will display only one option, based on the programme selected in the Academic Level tab.

You must select the available option in each field.

Additional Application Options

You will be asked to indicate if you are applying as:

- **A sponsored applicant**

Selecting **yes** means additional steps are required as part of your application.

You must read the detailed guides before selecting **yes**.

Brief overviews and links to the guides are as follows:

About Sponsored Applications

When applying for a part-time programme, your fees may be partially or fully covered by your employer or other organisation.

This is known as a 'Sponsored Application'.

Sanctuary Scholarships are not considered sponsored applications.

There is a specific process that sponsored applicants must complete. If you think you may be a sponsored applicant, you should read this guide now:

[Find all Sponsorship Guides Here](#) 

If you are a sponsored applicant, please refer to the Sponsorship Guide (For Applicants) for this question. If not, continue with this guide.

E. English Proficiency

You must complete all questions in this section.

If English is not your first language:

- You are required to meet the English language requirements for your chosen programme. These requirements are outlined on the relevant programme page.
- If you already have an English language test result, you may enter the details at this stage.

Minimum required scores for recognised English language tests (e.g. Duolingo, IELTS, TOEFL) are available here:

UCC English Language Entry Requirements
for Level 6/Level 7 programmes



- If you do not yet have a test result, you may select “No” and submit your application. However, your application cannot be reviewed until a valid test result has been provided.
- You should arrange to complete an approved English language test as soon as possible. All test results must be submitted before the application closing date. No exceptions apply.

Click **Save & Continue**.

F. Work Experience

You will be asked if you want to add work experience.

- Select **Yes** to add details
- Select **No** to continue without adding work experience

Would you like to add Work Experience?

Work Experience Confirmation

Yes No

If you select **Yes**, you must complete all mandatory fields before submitting your application:

- Title of post
- Name of employer
- From/To month and year
- Summary of duties & responsibilities

You will not be able to submit your application if you leave the mandatory fields empty. If you no longer wish to add work experience, select **no** to the first question.

Additional Application Options

In this section, you may indicate that you are:

Applying via Recognition of prior learning (RPL)

About Recognition of Prior Learning (RPL)

The RPL process is for applicants who have significant non-formal or informal (experiential) learning that may support:

- Admission or advanced entry to a programme where standard entry requirements are not met.
- Exemptions/credits for a module(s) if prior learning has already taken place in the specified area.

RPL is a rigorous process that should be planned for in advance of any application.

There is a specific process that RPL applicants must complete. If you think you may be eligible to apply via RPL, you should read this guide now:

UCC RPL Applicant Web Page



If you are applying via RPL please refer to the [RPL Learner Guide](#) for information on supporting documentation. If not, continue with this guide.

You are strongly advised to apply well in advance of the deadline to allow time for review.

Click **Save & Continue**

G. Additional Questions

There are no additional questions required for this programme in this section.

Click **Save & Continue**.

H. Confirmation

Review the confirmation statements and select **Yes** where required.

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.

Enter your name as your electronic signature.


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

Click **Preview Before Submission**



If any required fields are missing, a red notification box will appear at the top of the page indicating what still needs to be completed.

 You must certify the statement. (Do you certify the following?)
You must certify the statement. (Do you certify the following?)
You must certify the statement. (Do you certify the following?)

Once all required sections are complete, you will be shown a preview of your application. You can select:

- **Edit Application** to make changes, or
- **Submit** to proceed to Step Four



STEP FOUR

Payment, Waivers & Refunds

At this stage, you will be prompted to make a payment, unless you are:

- A sponsored applicant
- A sanctuary scholar

If you fall into one of the above categories, you must follow the payment instructions outlined in the relevant guide.

Make Your Payment

If you are a fee-paying applicant, the screen will show the fee payment required.

- Select the blue “Make Online Payment” button
- Follow the on-screen instructions to complete your payment

DESCRIPTION	TOTAL
Autism Studies - Diploma - Online	€750.00
	Subtotal: €750.00
	Fee Waiver: €0.00
	Total: €750.00

If you have been provided with a code to waive the application fee, please enter it here. If you wish to go back and make a final review of your application, please do so before entering and applying the code.

Check Required Payment in Advance

50% of the Year-one course fee (€875) is due at the time of application.

The second instalment (remaining 50% fee of €875) is due by 31 January.

It may be paid in instalments through My Student Admin up to the deadline.

TIP: See student loan scheme details and other financial supports here:

ACE Fees & Finance 

Refund Policies

Your application payment is fully refundable if:

- You are not accepted onto the course
- The course does not run
- You withdraw your application (via UCC Apply) before the course commences.

How Refunds Are Processed

- If you are unsuccessful in your application, or the programme does not run, your refund will be processed by the Finance Team.
- If you choose to withdraw your application before the course commences, you must:
 - a. Withdraw your application via UCC Apply
 - b. Request your refund via the Refund Request Form

The guide for withdrawals and refund requests (at application stage or after you have enrolled, [is HERE](#)).

For all other queries, please contact: acefinance@ucc.ie.

STEP FIVE

Upload Supporting Documentation

Once you have completed the payment step, your application is now submitted **but not complete**. Your application will not be reviewed until you have uploaded all required documentation.

Login/go to your UCC Apply dashboard:

UCC Apply 

Under *My Applications*, locate your programme application
Click **View**

APPLICATION	STATUS	ACTION
> Autumn 2025 - Autism Studies - Dip - ONLINE	Action Required	View


Select the **Upload Supporting Documentation** tab
Select **Choose File** and select the file you wish to upload

ITEM	SUBMISSION STATUS	ACTION
* Passport Photo <small>Please upload a passport style photo. Do not upload a photo of your passport in lieu of a passport style photo.</small>	Not Received	Choose Files

You must then select Upload to submit the document

Choose Files	PROOF OF IDENTITY.png	Upload
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Once uploaded successfully, the submission status of the document will updated to **Received**.

Received	Choose Files	No file chosen
		PROOF OF IDENTITY.png (REMOVE)

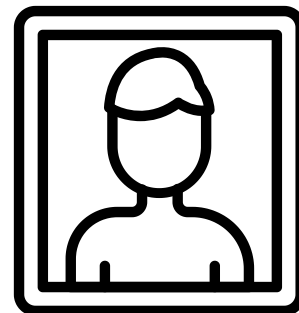
Required Documents

You must upload the following documents:

- 1.Passport-style photo
- 2.Proof of identity document
- 3.Academic Transcript(s)

Taking a Passport-style Photo

- A selfie is acceptable if taken against a plain (not dark) background
- Ensure you are alone in the photo
- The image should clearly show you from the shoulders up, with a little space above your head
- You have full permission to smile



IMPORTANT:

Please do not upload

- A photo of your Passport/Driver's Licence
- A cropped photo of your Passport/Driver's Licence

We need only a clear passport-size style photo



Proof of Identity

You must upload a clear scanned copy of one of the following:

- Driver's licence
- Birth certificate
- Passport

IMPORTANT:

You will be registered under the name shown on your proof of identity document. If you wish to be registered under a different name, you must provide supporting documentation confirming this change (e.g. Marriage Certificate or Deed Poll).

Academic Transcripts

Applicants to this programme must hold a Leaving Certificate, QQI Level 5 qualification, or equivalent.

- If you hold a QQI Level 5 qualification (or equivalent), you must upload transcripts as evidence of this qualification.

TIP: If you do not currently have your transcripts, please note that it may take several weeks for your institution to process your request. We recommend requesting transcripts well in advance to avoid delays to your application.

Additional Documents (if applicable)

If you selected any of the following options during your application, you may be required to upload additional documentation and complete further steps. Please refer to the relevant guide for full details:

- Sponsored Application (*See Sponsorship Guide for Applicants*)
- Recognition of Prior Learning Application (*See RPL Learner Guide*)

All guides can be seen [HERE](#).

Application Review & Queries

Once all required documentation has been uploaded, your application will be sent to the admissions team for review.*

You can login to UCC Apply at any time to view the status of your application.

UCC Apply 

You will also receive automated email updates throughout the process. These may include requests for additional documents, updates on your application status, and any required actions or payments.

Please read all emails carefully and check your spam/junk folder to ensure you do not miss any important communications.

***Applications in the following categories require additional verification steps before they are sent to the admissions team for review:**

- Sponsored Applicants
- Recognition of Prior Learning (RPL) Applicants

Please refer to the [relevant guides](#) for full details.

You can login to UCC Apply at any time to view the status of your application, on the main dashboard, under **My Applications**.

See an example here:



For an explanation of each application status, please see the table on the next page.

Emails, Reminders & Outstanding Documents

You will receive automated email updates throughout the process. These may include requests for additional documents, updates on your application status, and any required actions or payments.

Please read all emails carefully and check your spam/junk folder to ensure you do not miss any important communications.

Further Assistance

- **Fees and finance queries:** acefinance@ucc.ie
- **Programme-specific queries:** Contact the Programme Coordinator: Hermida Gonzalez: lucia.hermidagonzalez@ucc.ie
- **All other queries:** ace@ucc.ie

Status	Status Explained
Started	You have started an application but have not yet submitted it. You must complete and submit your application, including all required supporting documents, before it can progress to verification and review.
Action Required	Your application has been submitted and your registration fee has been paid or waived, but some supporting documents are still outstanding. Your application will not be reviewed until all required documents are uploaded. These must be submitted before the application deadline.
Submitted	You have submitted your application and uploaded all required supporting documents. However, these have not yet been checked. Your application will be reviewed to confirm that all documents and information provided are correct and meet the requirements.
Completed	Your application has been checked and all required documents and information have been received and are valid for review. Your application is now moving forward for review and/or additional verification (if applicable, e.g. Concession Scheme, Sponsored Applicant, or Springboard+ funding).
Past Deadline	The application deadline for this course has passed. As your application was not fully submitted with all required documents before the deadline, it will not be considered.
Withdrawn	You have withdrawn your application for this programme, and it will no longer be considered. If you have made a payment, please contact acefinance@ucc.ie to request a refund.



Contact Information:

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