

Adult Continuing Education at University College Cork

Application Guide



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.

STEP ONE	Create a UCC Apply Account or Login	p. 3
STEP TWO	Create an application	p. 6
STEP THREE	Submit an application <ul style="list-style-type: none">• Personal Information• Academic Level• Education• Programme• English Proficiency• Work Experience• Additional Questions• Confirmation	p. 8
STEP FOUR	Payment, Waivers & Refunds	p. 16
STEP FIVE	Uploading Supporting Documentation	p. 18

Please note: This is a general application guide. For a step-by-step guide for the specific programme you wish to apply for, please contact the Programme Coordinator listed on the programme web page. All programme web pages can be found [HERE](#).

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](#))
- Concession Scheme Guide ([Find guide HERE](#))
- Springboard+ Applicant Guide ([Find guide HERE](#))

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)

You may also need:

- Details of existing qualifications (Details pg. 9)
- Full details of your work experience (Details pg. 13)
- Full details of other academic or professional training
- A Motivation statement (Details pg. 22)
- Other supporting documents (Details pg. 18)

A full list of the documents/information required for your programme will be listed clearly on each programme page and in the programme specific application guides.

All programme web pages can be found [HERE](#).

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.



The screenshot shows a 'Sign In' form with fields for 'Email' and 'Password'. A red arrow points from the 'Create Account' link to the 'Email' field. Another red arrow points from the 'Sign In' button to the 'Password' field.

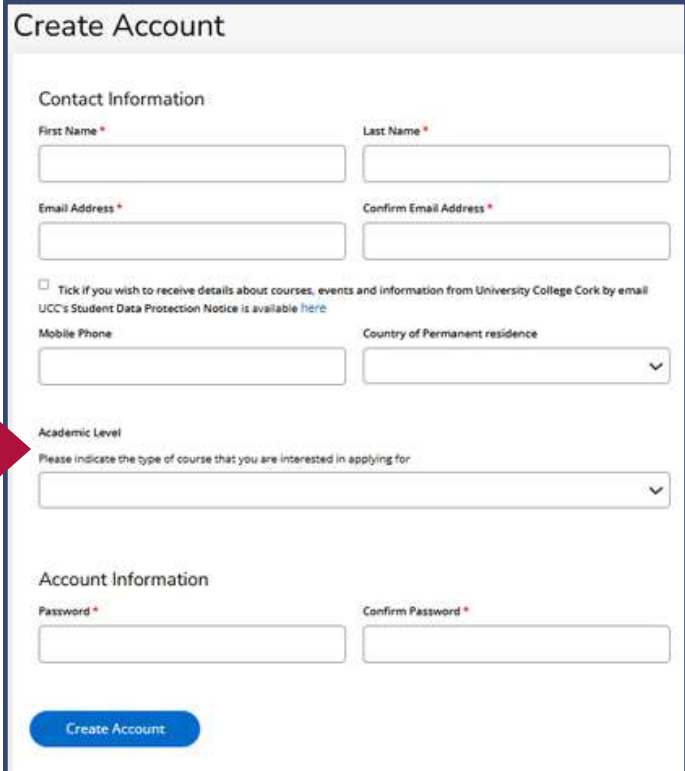
OPTION 2:
Enter your email and password if you already have an account. Click sign in, then go to Step Two.

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.



The screenshot shows the 'Create Account' form with sections for 'Contact Information', 'Academic Level', and 'Account Information'. Fields include First Name, Last Name, Email Address, Confirm Email Address, Mobile Phone, Country of Permanent residence, Password, and Confirm Password. A 'Create Account' button is at the bottom.

Select Course Type

A second dropdown will appear. You must choose from the following options:

ACE Part-time Courses

- Most programmes will appear here.

Company Specific Courses

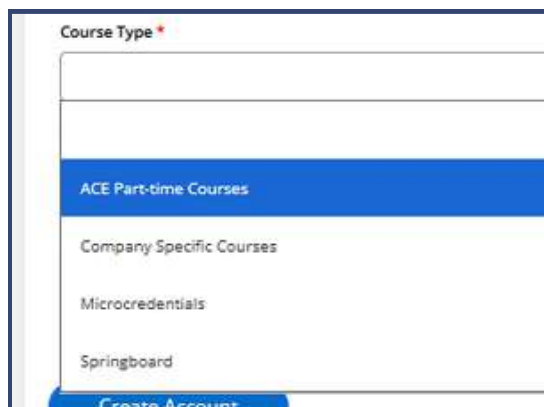
- For closed, company-only cohorts.

Microcredentials

- Microcredentials not listed under ACE Part-time Courses may appear here.

Springboard

- Select this option **ONLY** if you have been instructed to do so **AFTER** applying for, and being approved for, Springboard+ funding.
- If your programme has both a Springboard funded and a fee-paying (open access) route, the fee-paying option will appear under ACE Part-time Courses or Microcredentials.
- This option is for applicants who have already been approved for Springboard+ funding. It is not the application process for Springboard+ funding itself. Applications for Springboard+ funding for UCC programmes must be made through the Springboard+ website.
- **Do not select this option unless specifically instructed to do so.**



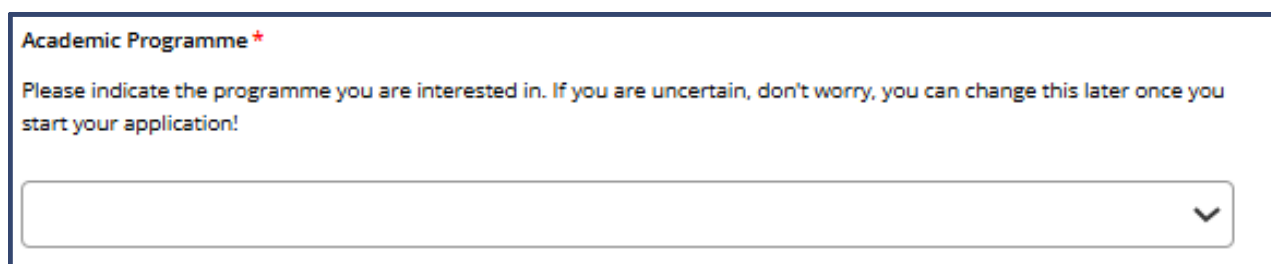
The screenshot shows a dropdown menu titled "Course Type" with a red asterisk. The menu is open, showing four options: "ACE Part-time Courses" (highlighted in blue), "Company Specific Courses", "Microcredentials", and "Springboard". A "Create Account" button is visible at the bottom of the menu.

TIP: Course Type selection for each programme will be specified on each programme page in the **Apply** section.

[See Programme Pages Here](#) 

Select Programme & Entry Term

From the **Academic Programme** dropdown, choose your programme.



The screenshot shows a dropdown menu titled "Academic Programme" with a red asterisk. 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.

From the **Entry Term** dropdown, you may have one, or two options:

- Autumn (September–December start), or
- Spring (January–May start)

Entry Term *

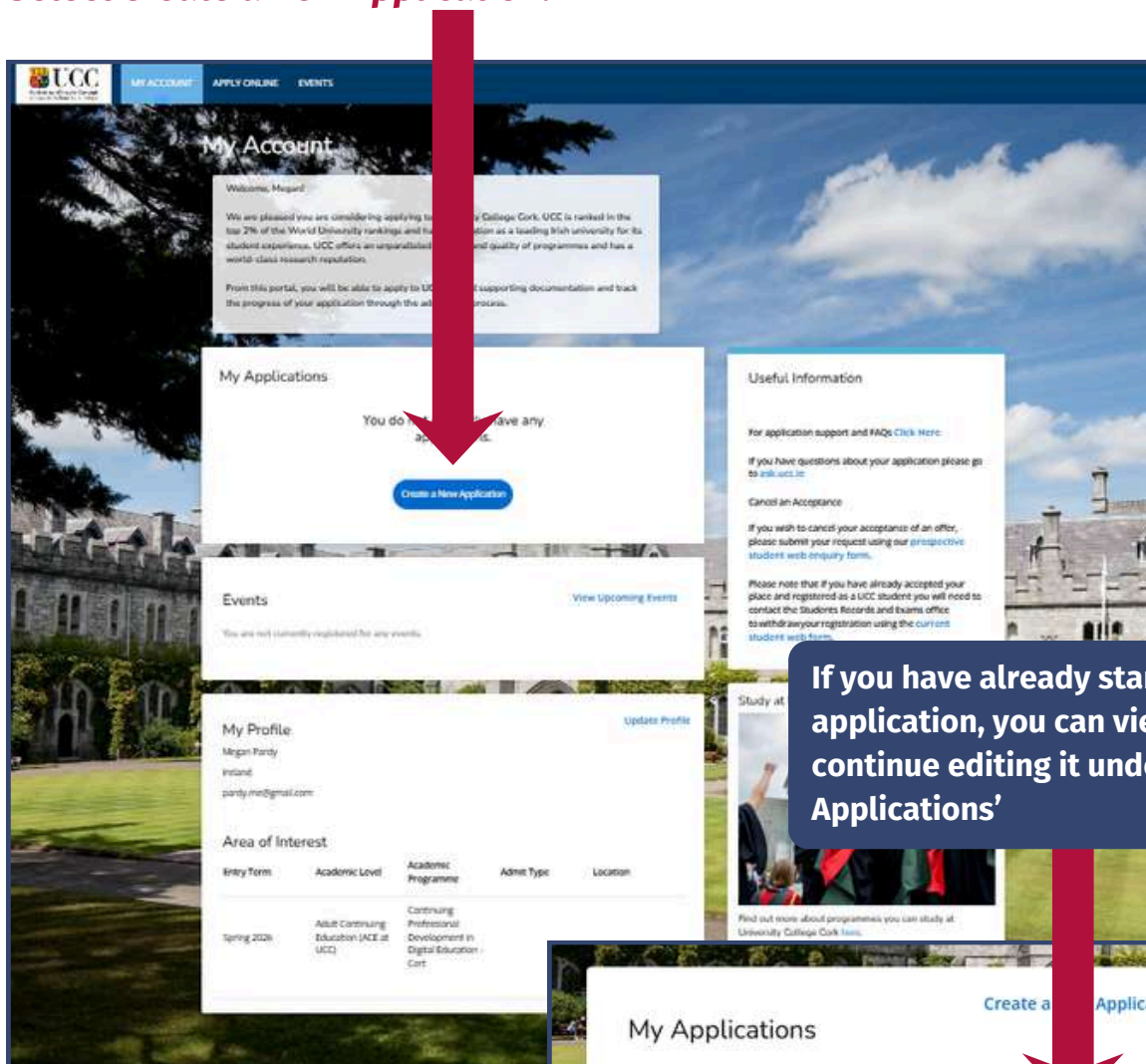
Important: You have now created an account, but you have not completed your application. Please progress to Step Two to continue.

STEP TWO

Create a New Application

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

Select *Create a New Application*.

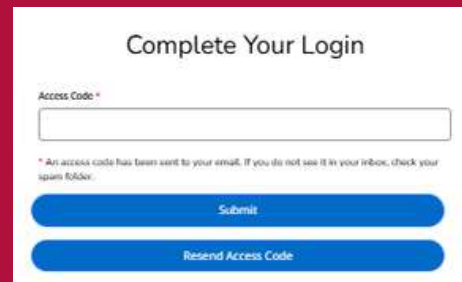


APPLICATION	STATUS	ACTION
2026	Started	Edit
2026	Started	Edit

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.



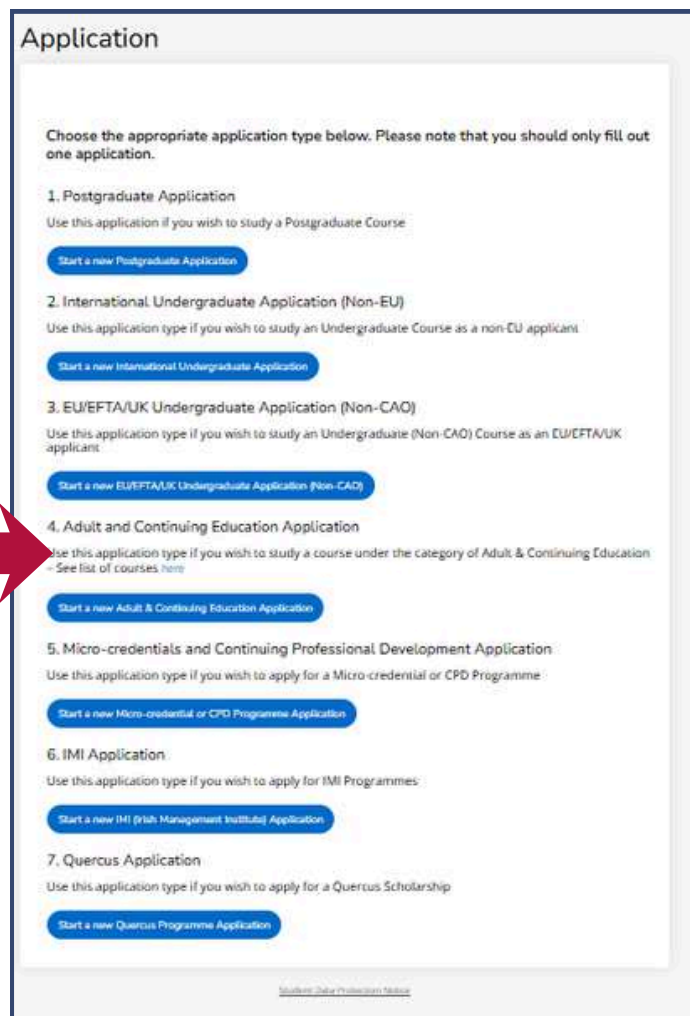
Application Type

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.



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).

Entry Year *

Please select the year that you wish to commence your programme from the following options:

2026

Back Submit

Student Data Protection Notice

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**.

Nationality & Residency

Country of Nationality * Ireland

Country of Birth * Ireland

Country of Domicile * Ireland

Country of Permanent Residence Ireland

PPSN * Mandatory for Irish Nationals/Residents

B. Academic Level

On the Academic Level tab you will need to confirm your

- Academic Level
- Course Type
- Academic Programme

as per Step One.

Click **Save and Continue**.

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 *

Autism Studies - Dip - ONLINE

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](#)

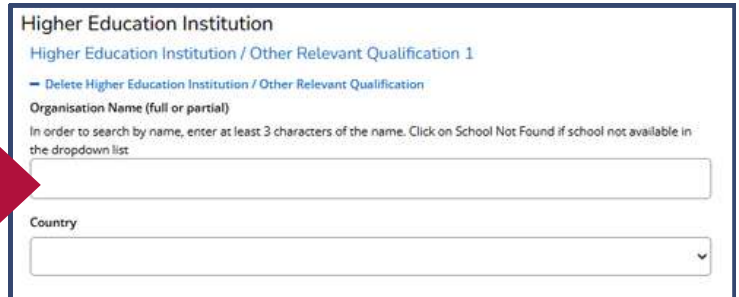
[+ Add Details of Post Primary Education](#)

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.

If your education is still in progress:

- You must still enter an end year (Enter your expected completion year).
- Indicate that the qualification is ongoing or pending by selecting the appropriate response to these questions:

For Higher Education:

Have you been awarded this qualification? *

 Pending
 Yes
 No

For Post-Primary Education:

Have you completed the course?

 Yes
 No

Important: Check before you proceed to next step



Each time you click:

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

or:

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

a new blank section will appear as follows:

Higher Education Institution / Other Relevant Qualification 2

[- 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

If you add a section and leave it blank, **YOU MUST DELETE IT** before submitting your application. Otherwise, the system will prevent submission.

To remove an unused section, please click the following alongside the unused section.:

[- Delete Higher Education Institution / Other Relevant Qualification](#)

or:

[- Delete Details of Post Primary Education](#)

Click **Save and Continue**.

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

Some programmes will ask you to indicate if you are applying as one of the following:

- **A sponsored applicant**
- **A concession scheme applicant**

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

You must read the [detailed guides](#) before selecting **yes** to either option.

Brief overviews and links to the guides are as follows:

About Sponsored Applications

Sponsored Application

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

Yes No

What is a Sponsored Application?

- Your organisation is paying part of your fees
- Your organisation is paying your full fees

What is not a Sponsored Application?

- A friend/other person is paying your fees
- You received a Sanctuary scholarship
- You received Springboard+ funding
- Other bursaries/fee subsidies

Before you apply as a Sponsored Applicant, you must:

- Have a sponsorship agreement in place with your employer
- Read the *Sponsorship Guide for Applicants*
- Send the *Sponsorship Guide for Sponsors* to the person responsible for managing your sponsorship

[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.

About ACE Concession Scheme

ACE Concession Eligibility

Applying for the ACE Concessionary Rate? *

Proof of DSP payment required. See here for full details <https://www.ucc.ie/en/finance>

Yes No

The ACE Concession Scheme supports applicants who are in receipt of certain Department of Social Protection (DSP) payments and are applying to selected community-related, part-time programmes.

Eligible applicants may avail of a reduced fee of €1,000 per year. A strict payment schedule applies.

Before you apply for the Concession Scheme, you must:

- Check your eligibility
- Review the full process outlined in the Concession Scheme Guide

[Concession Scheme Guide](#) 

If you are a concession scheme applicant, please now refer to the Concession Scheme Guide 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



UCC English Language Entry Requirements
for Level 8/Level 9 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, some programmes may allow you to indicate that you are:

Applying via Recognition of prior learning (RPL)

You should read the [RPL web page](#) before selecting yes to this option.

A overview and links to the guide is as follows:

About Recognition of Prior Learning (RPL)

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](#)

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.

Before you select yes to applying via RPL, you must:

- ✓ Read the UCC RPL Policy and RPL Learner Website
- ✓ Prepare your reflection and supporting documentation in advance (See the RPL Learner Guide for further details).
- ✓ Map your evidence to programme/module learning outcomes.

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

[UCC RPL Applicant Web Page](#)



[See UCC RPL Policy](#)



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

Click **Save & Continue**

G. Additional Questions

Complete any additional questions required for your programme.

This may include:

1. Academic or Professional Training Listing
2. Motivational Statement
3. Supporting information for application options such as RPL

A short guide on writing your motivational statement is included at the end of this document.

Click **Save & Continue**.

Tip: It is helpful to prepare these responses in advance in a Word document, which will enable you to view word count, save and edit. During the application you can copy and paste your finalised text directly into the application form.

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. 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

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.



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 applying under a specific funding or support scheme, for which you may be provided with a fee waiver code.

The screen will show the fee payment required.

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

The fee payment required depends on the programme/application type.

Self-funded Applicants applying to programmes commencing in Autumn

Programmes over €1,200 per year, or programmes of 1 year or more:

- 50% of the Year 1 fee is due at the time of application.
- The remaining 50% can be paid in instalments via My Student Admin up to 31 January.

Microcredentials (€1,200 or less per year):

- The full fee is due at the time of application.

For programmes with non-Autumn start dates, please refer to: [ACE Fees & Finance](#) or email acefinance@ucc.ie.

Fee payment policies differ for the following applicants:

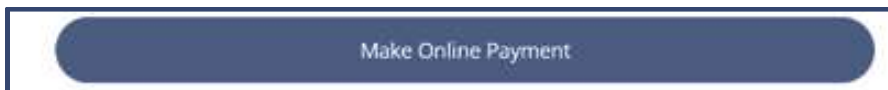
- Sponsored Applicants
- Concession Scheme Applicants
- Springboard+ Funded Applicants

If you fall into one of these categories, you must follow the payment instructions outlined in the relevant guide. [See all guides here](#).

Make Your Payment

If you are a standard (self-funded) applicant:

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



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

Once uploaded successfully, the submission status of the document will update to **Received**.

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

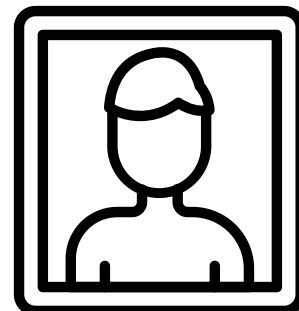
Required Documents

You must upload the following two documents:

1. Passport-style photo
2. Proof of identity document

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).

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 Guides
- Concession Scheme Application Guide
- Recognition of Prior Learning Application ([See RPL web page](#))
- Springboard+ Application Guides

[See All Guides](#)



Some applicants may need to upload additional documents to demonstrate that they meet the programme entry requirements.

These may include:

- Academic transcripts
- English language test results
- Curriculum Vitae (CV)
- References
- Certificate of achievement

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.

Application Review & Queries

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

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

- Concession Scheme Applicants
- Sponsored Applicants
- Springboard+ 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:



UCC Apply 

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

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.

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 listed on the relevant programme page here: <https://www.ucc.ie/en/ace/study/>
- **All other queries:** ace@ucc.ie

Writing a Motivation Statement

Some programmes require you to submit a motivation statement as part of your application.

This is your opportunity to explain why you are applying and why you are a suitable candidate for the programme.

What to Include

Your statement may briefly address the following:

- **Your interest in the programme**
 - Why do you want to study this subject?
- **Your relevant experience**
 - This may include work experience, education, volunteering, or personal experience related to the field.
- **Your goals**
 - How will this programme support your personal, academic, or career development?
- **Your motivation and commitment**
 - Why are you ready to undertake this programme now?

Tips for Writing Your Statement

- Keep your writing clear and concise
- Stay focused and relevant, avoid unnecessary detail
- Use specific examples where possible
- Write in your own words, be authentic
- Check spelling and grammar before submitting

Length and Format

- Follow any word count or character limits provided in the application
- If no limit is given, aim for approximately 300–500 words

Before You Submit

- Review your statement for clarity and accuracy
- Ensure it directly addresses why you are a good fit for the programme



Contact Information:

Office :

The Laurels, University College Cork, Western Road, Cork, T12 EH31

Phone Number :

+353 (0)21 490 4700

Email :

ace@ucc.ie