

Visiting Student Application Instructions

To apply to UCC as a visiting student, there are TWO steps

- Step 1: Submit your application
- Step 2: Submit your documents

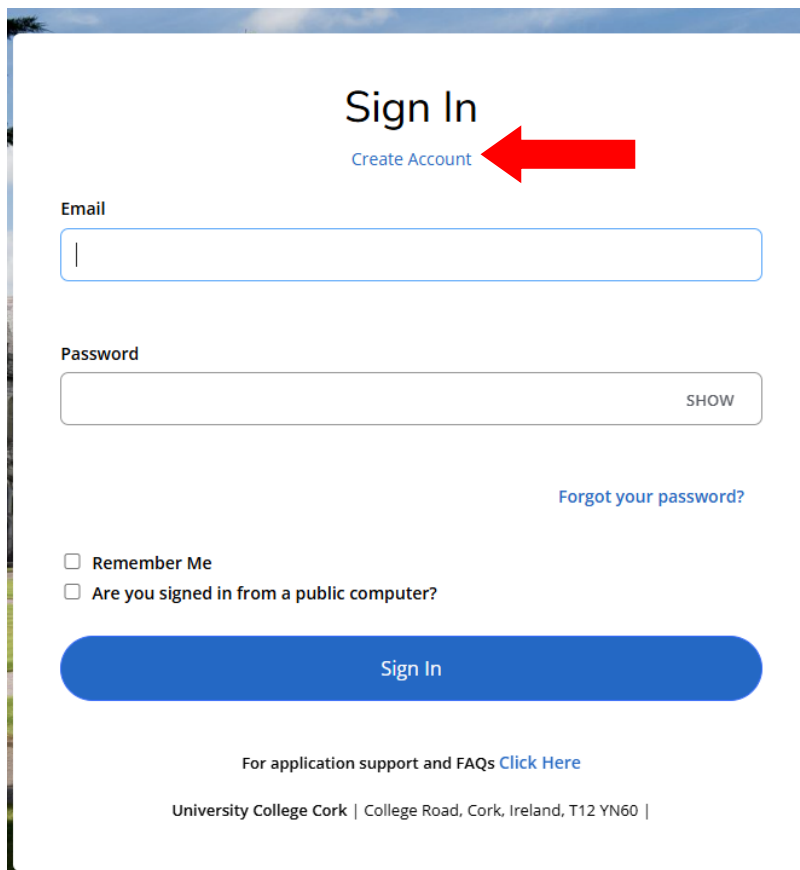
Step 1: Create an account and submit the application

Go to the **Online Application Portal** by clicking on this link:

<https://ucc.elluciancrmrecruit.com/Apply/Account/Login>

Click the "**Create Account**" button located under the '**Sign In**' title.

- Enter all required details to create your account.
- Return to the [Sign-in](#) the page and log in using your new credentials.



The screenshot shows a 'Sign In' page. At the top, the text 'Sign In' is displayed in a large font, with a red arrow pointing to the 'Create Account' link below it. Below the title, there are two input fields: 'Email' and 'Password'. The 'Password' field has a 'SHOW' button to its right. Below the input fields, there is a link for 'Forgot your password?'. At the bottom of the form, there are two checkboxes: 'Remember Me' and 'Are you signed in from a public computer?'. A large blue 'Sign In' button is positioned below the checkboxes. At the very bottom of the page, there is a footer with the text 'For application support and FAQs [Click Here](#)' and 'University College Cork | College Road, Cork, Ireland, T12 YN60 |'.


Visiting Student Application Instructions

Academic Programme


Choose the relevant study period

Academic Level

Please indicate the type of course that you are interested in applying for

Visiting & Erasmus  Choose this option

Course Type *

Visiting Student Modules  Choose this option

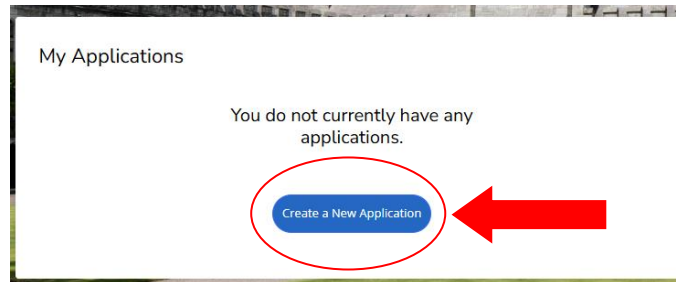
Academic Programme *

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!

Academic Programme	What does this mean?
Visiting Student - Autumn Semester	September to December
Visiting Student - Full Year	September to May
Visiting Student - Spring Semester	January to May
Visiting Student (USA only) - Autumn Semester	Students from USA universities only September to December
Visiting Student (USA only) - Early Start Archaeology - Autumn Semester	Students from USA universities only August to December
Visiting Student (USA only) - Early Start History - Autumn Semester	Students from USA universities only August to December
Visiting Student (USA only) - Early Start History - Full Year	Students from USA universities only August to May
Visiting Student (USA only) - Spring Semester	Students from USA universities only January to May
Visiting Student (USA only)- Early Start Archaeology - Full Year	Students from USA universities only August to May
Visiting Student (USA only)- Full Year (Sept - May)	Students from USA universities only September to May

Visiting Student Application Instructions

Click on create a new application



Click on Visiting Student Application

IMPORTANT- YOU MUST CLICK ON VISITING STUDENT APPLICATION

3. Visiting Student Application

Use this application type if you wish to study Undergraduate modules

Start a Visiting Student Application

Complete personal information questions (name, address etc)

Personal

Programme

Education

English Proficiency

Additional Questions

Confirmation



What does domicile mean?

Name the country where your home university is located

Country of Domicile *

Country of Permanent Residence

FAQ- ONLY completed by students applying via Arcadia, BJRO, IFSA, ISEP or USAC

Study Abroad Provider

Please complete this section only if you are applying through a study abroad provider

Visiting Student Application Instructions

Programme

Student type: Visiting & Erasmus

Application type: Visiting Student Modules

Academic Program: Choose one of the study periods on the drop-down list

It is important you choose this correctly as you cannot edit it once it has been submitted

Academic Term

Autumn 2026: If you are starting in August/September

Spring 2027: If you are starting in January

Personal Programme Education English Proficiency Additional Questions Confirmation

To view what you can study, please [click here](#).

Student Type *

Visiting & Erasmus

Application Type *

Visiting Student Modules

Academic Programme *

Previous Page Save Application Save & Continue


Academic Programme	What does this mean?
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Visiting Student Application Instructions

Education

Personal Programme Education English Proficiency Additional Questions Confirmation

Your Home University Details

 [+ Add Your Home University Details](#)

Previous Page

Save Application

Save & Continue

Start typing your home university name and a dropdown menu will appear.

Your Home University Details

Your Home University Details 1

[- Delete Your Home University Details](#)

Home University

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

Previous Page

Save Application

Save & Continue

Visiting Student Application Instructions

IF YOUR UNIVERSITY IS NOT LISTED

Click on **school not found**

Your Home University Details

Your Home University Details 1

[Delete Your Home University Details](#)

Home University

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

University of New York

Country

Search Results

Baruch College of the City University of New York
(United States of America)

Borough of Manhattan Community College of the City University of New York
(United States of America)

Bronx Community College of the City University of New York
(United States of America)

Brooklyn College of the City University of New York
(United States of America)

College of Staten Island of the City University of New York
(United States of America)

Hostos Community College of the City University of New York

School Not Found

[Previous Page](#)

[Save Application](#)

[Save & Continue](#)

Type in the name of your home university in this box
Example below

Your Home University Details

Your Home University Details 1

[Delete Your Home University Details](#)

[Show School Search](#)

I cannot find my Higher Education Institution

University of New York

State/Province *

New York

[Previous Page](#)

[Save Application](#)

[Save & Continue](#)

Visiting Student Application Instructions

English Proficiency

If English is an official language in your country/university

Click **yes** and **save and continue**

If English is **NOT** an official language in your country/university

Click **no** and **continue answering on this page**

Is English or Irish your first language? *

Yes No

Have you taken an English equivalency test?

Yes No

Add English Language Qualification

English Qualification Type

[Previous Page](#)

[Save Application](#)

[Save & Continue](#)

Additional Questions

Learn more at <https://www.ucc.ie/en/access/support-while-in-ucc/disability-support/>

Health & Safety

Are you registered with Disability Support Services/Learning support at your home university?

Yes No

Additional Information

Is there any additional information (concerning medical conditions or mental, learning or physical disabilities) that would require action in the event of a medical emergency or be helpful to be aware of during your study abroad experience? If Yes, Please explain:

[Previous Page](#)

[Save Application](#)

[Save & Continue](#)

Visiting Student Application Instructions

Confirmation

Certification

Do you certify the following? *

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

Do you certify the following? *

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

Do you certify the following? *

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

Signature *

Signature Date *

27/03/2026

[Previous Page](#)

[Save Application](#)

[Preview Before Submission](#)

Check that all information is correct before submitting your application

[Edit Application](#)

[Submit](#)

Your application has been submitted!

[Click to check your application status](#)

[Student Data Protection Notice](#)

- You will receive an **email** confirming your application has been submitted
- Click to **check your application status** and proceed to **STEP 2- Uploading documents**

Visiting Student Application Instructions

STEP 2- Uploading documents

1. Click on **action required** to complete step 2- uploading documentation

If this does not appear right away, **refresh** the webpage

2. The Click **'VIEW'**

[Create a New Application](#)

My Applications

APPLICATION	STATUS	ACTION
<ul style="list-style-type: none"> Spring 2027 - Visiting Student - Spring Semester 	Action Required	View

Supplemental items are required to complete your application.

The page below will appear, and you will need to upload some of the following

- Click on **'Choose Files'**
- Click on the relevant document you have saved ready for upload from your desktop
- Click on the word **UPLOAD** and the document should appear like the **example** below







FAQ: Why does it say **no file chosen** even if I can see that I do have one uploaded?

This appears to allow students upload more than one document if needed in this section

Review [Upload Supporting Documentation](#)

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

ITEM	SUBMISSION STATUS	ACTION
<p>* Evidence of English language proficiency</p> <p>Information regarding required evidence of English language proficiency can be found here.</p> <p>If you are uploading a Duolingo test result, please note that you must share your result with UCC on your Duolingo Dashboard. You must upload a pdf version of your Duolingo test result, screenshots will not be accepted.</p>	Received	<p><input type="button" value="Choose files"/> No file chosen</p> <p> English results.pdf (REMOVE)</p>
<p>* Letter of Permission</p> <p>Please upload a letter from your study abroad advisor at your home university confirming that you have permission to study abroad at University College Cork</p>	Received	<p> Letter of permission.pdf (REMOVE)</p>
<p>* Passport or Birth Certificate</p> <p>Please upload a copy of your passport or birth certificate.</p>	Received	<p><input type="button" value="Choose files"/> No file chosen</p> <p> Passpor2.pdf (REMOVE)</p>
<p>* Transcript(s)</p>	Received	<p><input type="button" value="Choose files"/> No file chosen</p> <p> Official Transcript.pdf (REMOVE)</p>

Go to the next page for a list of supporting documents

Visiting Student Application Instructions

Email mb.murphy@ucc.ie if you need clarification on any of the below

Evidence of English language proficiency

- Required **only** for students from **non-English speaking countries or universities** (China, Japan, South Korea, Latin America etc)
- If your university **teaches your degree through English** (but English is NOT an official language of the country), please upload an official letter from your home university confirming this.
- Information on visiting student English language requirements are here: <https://www.ucc.ie/en/international/studyatucc/visitingusandnoneustudents/howdoiapply/#english-language-requirements>
- If you have not taken your test yet, in this case, click no and email mb.murphy@ucc.ie with the date of your test. You need to upload the certificate by a certain date which will be listed on your conditional offer letter (typically within 2 weeks of submitting your application)
- **Recommendation:** Sit your English language test **BEFORE** you submit your UCC application so that you have the certificate ready. Be mindful of **application deadlines**.

Letter of Permission

- Issued by the home university or study abroad provider confirming approval to study at University College Cork (UCC).
- Click here for the [sample letter](#) that you can ask your home university to write for you.

Passport or Birth Certificate

Upload **one** of the following

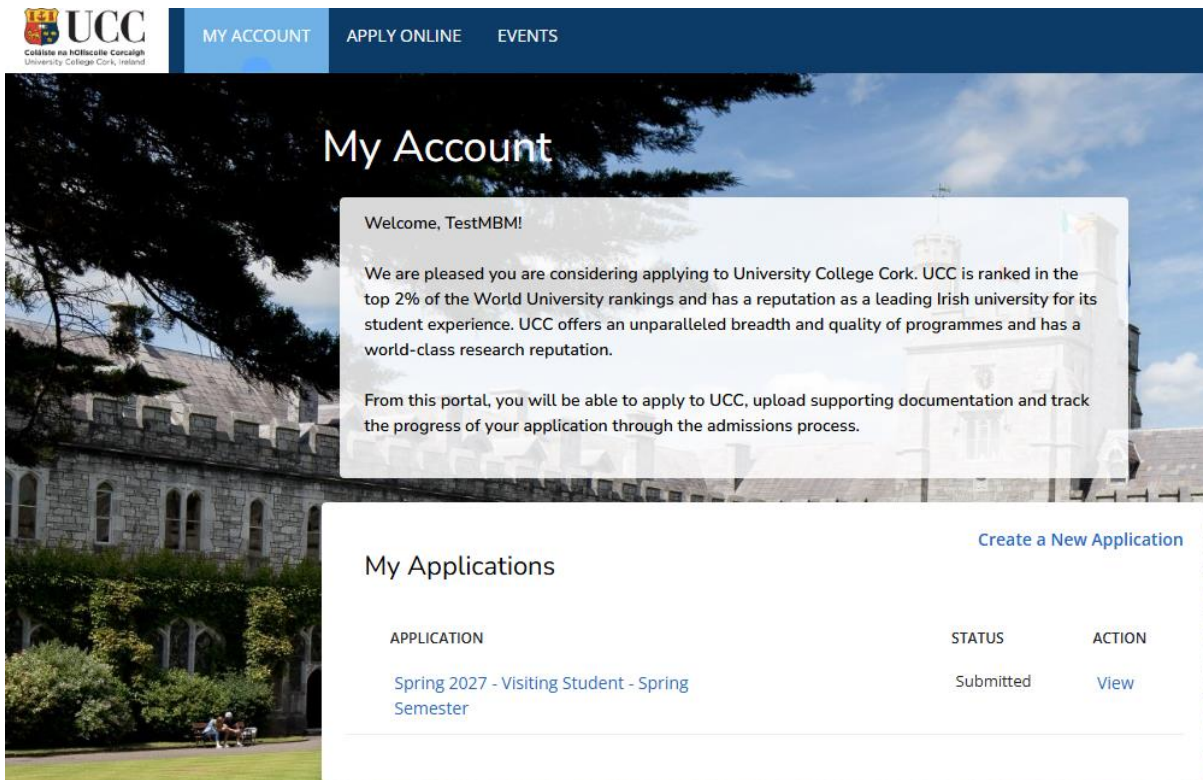
- Copy of Bio page of Passport
- State Identification
- other Government-Issued Identification

Transcript- Official Academic Transcript

- Must be an **up-to-date** official transcript from your current university.
- If needed, you can upload multiple transcripts
- Unofficial transcripts, screenshots, or advising transcripts will **not** be accepted.
- If the home university must send the transcript directly to UCC, it should be emailed to mb.murphy@ucc.ie
- In this case, **upload a Word document** to the application form stating that the transcript will be sent directly, as the upload field is mandatory.

Visiting Student Application Instructions

After uploading the documents, click on **'My account'** at the top of the page



The screenshot shows the UCC My Account portal. At the top, there is a navigation bar with the UCC logo and links for 'MY ACCOUNT', 'APPLY ONLINE', and 'EVENTS'. The main content area features a large background image of a UCC building. A white box contains a welcome message: 'Welcome, TestMBM!' followed by a paragraph about UCC's reputation and a paragraph explaining the portal's purpose. Below this is a 'My Applications' section with a 'Create a New Application' link. A table lists one application: 'Spring 2027 - Visiting Student - Spring Semester' with a status of 'Submitted' and a 'View' action link.

APPLICATION	STATUS	ACTION
Spring 2027 - Visiting Student - Spring Semester	Submitted	View

- Your application and supporting documents are now submitted
- Your application will go for review to the International Office
- Please allow 14 working days for a decision on your application
- You will receive emails updating you on the status of your application (check junk/spam inboxes aswell)

To learn more about coming to UCC as a Visiting Student, click here

<https://www.ucc.ie/en/international/studyatucc/visitingusandnoneustudents/visitingstudentinformationguide-acceptedstudents/#visiting-student-faq>

All queries should be directed to Mary-Bríd Murphy by email to mb.murphy@ucc.ie

Technical issues: <https://www.ucc.ie/en/apply/support/#Troubleshooting>