

Applicant Instructions

1. Type <https://www.ucc.ie/en/quercus/about/> into your search engine. This will bring you to the section on the Quercus website where you can apply for the scholarship/scholarships.
2. At the bottom of this page you will find a list of Scholarship links – please click on the link of the scholarship that you would like to apply for:

- [Active Citizenship Scholarships](#)
- [Innovation/ Entrepreneurship Scholarships](#)
- [Creative and Performing Arts Scholarships](#)
- [Sport Scholarships](#)

Please Note: You can apply for a number of Quercus scholarships but you can only apply for one type of scholarship at a time.

If you would like to apply for both a Sports and a Creative & Performing Arts Scholarship, for example, you will have to do so on separate application forms.

If, however, you are talented in a number of sports then you need just fill in one Sports' application form, giving detail on all the sports but concentrating on the sport with which you have had most success. The same would apply for Creative & Performing Arts where your talents may spread across a number of disciplines. The academic scholarships are only open to UCC students and are only accessible through invitation.

3. Click on the [Apply Now](#) link to be brought to the online Quercus application system. Below is an image of the page that you will see upon clicking the Apply Now link:



4. Some applicants may have an existing account with UCC, in which case you can choose to put in your User Name and Password and 'Sign In'.

Those applicants that do not have an existing account will need to select 'Create Account'. The image below will appear and you will need to input the relevant information and press submit. Note: Choose a password and security question that you will remember.

University College Cork, Ireland
Coláiste na hOllscoile Corcaigh

Sign up for a new local account

* Username	<input type="text" value="ElaineOMahony"/>
* Password	<input type="password" value="....."/>
* Confirm Password	<input type="password" value="....."/>
* Email	<input type="text" value="elaine.omahony@ucc.ie"/>
* Confirm Email	<input type="text" value="elaine.omahony@ucc.ie"/>
* Security Question	<input type="text" value="What was the name of your first pet?"/> <input type="button" value="v"/>
* Security Answer	<input type="text" value="Hector"/> <input type="button" value="x"/>
<input type="button" value="Submit"/>	

5. A Personal Profile Information Page will open. Fill in the relevant information, tick the box next to 'I have read and accept the privacy statement' and select Save.

Title	
<input type="text" value="Ms"/> <input type="button" value="v"/>	
First Name(s) (As per passport - include middle name) *	
<input type="text" value="Elaine"/>	
Last Name(s) (As per passport) *	
<input type="text" value="O'Mahony"/>	
Date of Birth *	Gender *
<input type="text" value="03/02/1982"/> <input type="button" value="calendar"/>	<input type="text" value="Female"/> <input type="button" value="v"/>
E-mail *	Mobile Phone *
<input type="text" value="elaine.omahony@ucc.ie"/>	<input type="text" value="🇮🇪 +353 87 123 4567"/>

- The Create Application page will open. Ensure that the relevant box for which scholarship you wish to apply for is ticked. For example, on this guide the applicant has chosen to apply for a Quercus Active Citizenship Scholarship. Select 'Apply'.

CREATE APPLICATION

YOU MAY APPLY FOR MULTIPLE SCHOLARSHIP STRANDS BUT ONLY 1 AT A TIME. FOR ALL QUERIES ON THIS PROGRAMME PLEASE CONTACT QUERCUS@UCC.IE.

Showing 4 Items

Select	Title	Code	Year	Availability	Details
<input checked="" type="checkbox"/>	QUERCUS ACTIVE CITIZENSHIP SCHOLARSHIP	QRSCH001	2018	AVAILABLE	View
<input type="checkbox"/>	QUERCUS CREATIVE AND PERFORMING ARTS SCHOLARSHIP	QRSCH002	2018	AVAILABLE	View
<input type="checkbox"/>	QUERCUS INNOVATION/ENTREPRENEURSHIP SCHOLARSHIP	QRSCH003	2018	AVAILABLE	View
<input type="checkbox"/>	QUERCUS SPORTS SCHOLARSHIP	QRSCH004	2018	AVAILABLE	View

Apply

Apply

- On the Your Selection page you will be asked to confirm your choice of application by pressing 'Save and Continue'.

YOUR SELECTION

Quercus Active Citizenship Scholarship QRSCH001

You have selected Quercus Active Citizenship Scholarship - QRSCH001. If you are happy to continue with the application please click 'Save & Continue'.

Previous

Save & Continue

- You will now be asked for additional information. If you are a current UCC student you can enter your UCC Student Number; if you are a non-UCC/leaving cert student you will need to enter your CAO number. Tick the declaration and select 'Next'.

APPLICATION PROFILE DETAILS

Application Reference Number: APP-004840

- QUERCUS ACTIVE CITIZENSHIP SCHOLARSHIP

ADDITIONAL INFO

DOCUMENTS

CHECKLIST

ADDITIONAL INFORMATION

Current/Previous UCC Number

CAO Number (If Applicant)


101234567

DECLARATION

*

By ticking the above box, I certify that the information given in this application is correct. I have read and understood the terms of reference of the Quercus Scholarship programme associated with this application. I understand that UCC may withdraw any offer of a place, or discontinue the Quercus Scholarship, where supplied information is found to be incorrect, misleading or falsified. I also hereby undertake, if admitted to University College Cork, to observe and comply with Student Rules all other regulations of the University.

Next

- Once the form is filled in you **must save it as a PDF**. Then you can upload the application by clicking on the green upload arrow  .
- It is also mandatory to upload a profile photo, again you will use the green upload arrow to do this.
- Although it is also mandatory to upload one academic and one scholarship related reference it is not necessary for submission. It is important, however, that you upload your references as soon as possible. You can return to your original submitted application at <https://ucc360.ucc.ie/myapplicationsview/> when ready to add the required references. Please try and upload the references before the closing date of Friday 8th February at 4:30pm. After that time you will have to contact quercus@ucc.ie to have your application re-opened to allow you download the references.
- Press 'Next' to move on to the next page.

Application Submitted

Thank you for your application to University College Cork.

An acknowledgement has been sent to your email account.

To review your application please click "My Applications" or click "Home" to return to the homepage.

10. The next page will allow you to submit your application. Click 'Submit'.

Item Selection

Quercus Active Citizenship Scholarship

Documents Uploaded



Previous

Submit

11. You will then see a message informing you that you have successfully applied for your chosen scholarship, and a confirmation email will be sent to your email.

Dear Elaine,

Thank you for your application, details as follows:

Name: Elaine O'Mahony
 Application Reference Number: APP-004840
 Application Date: 28/11/2017
 Scholarship: Quercus Active Citizenship Scholarship

To view your application please logon to <https://ucc360.ucc.ie/>.

If you have not already done so, please upload the two mandatory references as soon as possible. These form an essential part of the selection process.

I will be in contact again once shortlisting has taken place.

Note: This email includes a UCC Tracking reference number in the subject line. Please include this tracking reference in your subject line when responding to this email so that UCC can respond to your email quickly.

Best wishes,

Michèle Power,

QuercusTalented Students' Programme.