



---

# Mature Student Access Certificate

Application Guide 2021-22



Student  
Affairs  
Division



## Table of Contents

<b>Section One: Mature Student Access Certificate (MSAC) Overview .....</b>	<b>4</b>
<i>Programme Information:</i> .....	4
<i>Programme Structure:</i> .....	4
<i>What subjects can I study on the MSAC?</i> .....	4
Core Modules - completed by all participants: .....	4
Elective Modules – choose one of the streams below: .....	4
<i>Maths for STEM Certificate</i> .....	5
<i>What are the entry requirements for the MSAC?</i> .....	5
<i>Residency and nationality eligibility for the MSAC</i> .....	6
<i>How to apply:</i> .....	7
<i>Course Fees and Financial Support:</i> .....	7
Cost of participating on the MSAC: .....	7
Back to Education Allowance: .....	7
<i>Progression from the MSAC:</i> .....	8
<b>Section Two: Making an Application .....</b>	<b>11</b>
<i>Where can I find the online application form?</i> .....	11
<i>What is required for my application to be considered complete?</i> .....	11
<i>How can I access the Referee Questionnaire or how does my referee complete this?</i> .....	11
<b>Section Three: Supporting Documentation.....</b>	<b>13</b>
<i>What supporting documents are required?</i> .....	13
<i>Supporting Documentation Checklist:</i> .....	13
Documentation to support evidence of meeting the residency and nationality requirements: .....	13
<i>What financial documentation is required?</i> .....	13
<i>What do I do with these forms once they are completed?</i> .....	14
<i>How do I get electronic copies of my supporting documents?</i> .....	14
<i>How do I upload my documents to my application?</i> .....	14
<i>Important Notes in relation to supporting documents:</i> .....	15
<i>What should I include in the personal statement?</i> .....	15
<b>Section Four: Step-by-Step Application Instructions .....</b>	<b>16</b>



Dear applicant,

Thank you for your interest in UL's Mature Student Access Certificate (MSAC). This guide is intended to provide you with an overview of the MSAC programme, information on the application process and other relevant resources.

The closing date for submission of applications is 31<sup>st</sup> May 2021 and eligible applicants may be invited to attend for an interview in June. Please note that this is strict deadline and applications made after this date will not be accepted.

Applications for the MSAC are made directly to the University of Limerick via UL's online direct application system. This booklet provides instructions on how to apply.

If you have any questions about the MSAC or about the application process, please do not hesitate to contact the Mature Student Office by email [mso@ul.ie](mailto:mso@ul.ie).

Yours sincerely,

**Rhona McCormack**

**Mature Student Officer & MSAC Course Director**





## Section One: Mature Student Access Certificate (MSAC) Overview

### Programme Information:

The Mature Student Access Certificate (MSAC) is a one-year full-time pre-degree course designed for mature students who wish to develop or refresh key learning skills and to undertake some foundation level academic studies before applying to a degree programme.

The MSAC will give you the opportunity to develop core skills which will be very useful to you in third level, such as study skills and IT skills. It also gives you an opportunity to study a specialist subject area such as Humanities, Science or Engineering. You will experience life as a full-time student and will familiarise yourself with the many supports and services available in UL before progressing onto a degree course.

### Programme Structure:

The Mature Student Access Certificate consists of a set of core general modules and a set of specialist elective modules. All students on the programme complete four core and one elective module per semester. The MSAC is a full-time programme which means that classes are held during the day, from Monday to Friday, over one academic year. The first semester runs from September to December while the second semester runs from January to May.

**Please note that while the MSAC is normally delivered fully on campus, it is likely that for 2021-22 the programme will either be delivered in a blended format (part on-line, part on campus) or fully online for some, or all, of the academic year.**

### What subjects can I study on the MSAC?

**The modules offered on the 2021-22 programme include the following:**

Core Modules - completed by all participants:

- Mathematics
- Computer Skills
- Study Skills
- Educational Guidance

Elective Modules – choose one of the streams below:

Elective Stream	Semester 1 Modules	Semester 2 Modules
Humanities	Politics & Sociology	English Literature & History
Science	Chemistry & Biology	Physics & Biology
Engineering	Manufacturing Tech & CAD	Introduction to Engineering

### Maths for STEM Certificate

For MSAC students who are interested in progressing to Science and Engineering undergraduate programmes, we recommend that you also complete the Maths for STEM Certificate in order to attain the minimum qualification in maths which is required for some of these degree programmes. This is separate part-time programme which is offered collaboratively between UL's Mature Student Office and Limerick and Clare Education and Training Board (LCETB). Further information on the Maths for STEM Certificate is available on the MSO's website: <https://ulsites.ul.ie/mso/maths-stem-certificate>.

If you are applying for a place on the MSAC you don't need to make a complete application for the Maths for STEM Certificate. You can start your application for the Maths for STEM Certificate and indicate that you give permission for your MSAC application to be used to also assess you for a place on Maths for STEM. This will then ensure that you are included on the application list for the Maths for STEM Certificate. If you accept your place on the MSAC you will receive separate communication thereafter as to how to register with LCETB for Maths for STEM.

### What are the entry requirements for the MSAC?

- Applicants must be at least 22 years of age by 1<sup>st</sup> January 2021.
- Applicants cannot already hold a third-level qualification.
- Applicants must qualify for EU Fees Status i.e. have been resident in an EU/EEA/UK/Swiss State for at least two of the previous four years and must meet the nationality criteria for EU Fees Status. See <https://ulsites.ul.ie/finance/student-fees> for further information on fee status.
- We welcome applications from all eligible adult students for this programme, in particular from anyone who does not have the conventional educational requirements to progress to third level and/or who comes from socio-economic backgrounds that are currently underrepresented at third level, including (but not limited to) Irish Travellers, lone parents, members of ethnic minority groups.\*

There are no standard educational entry requirements but evidence of motivation to progress to third-level education is desirable. Evidence of English language proficiency may be required where English is not the first language of the applicant. Non-EU citizens currently residing outside Ireland are not eligible to apply for this programme. Non-EU citizens who currently reside in Ireland must demonstrate that they qualify for EU Fee Status.

\* Under UL's University of Sanctuary initiative five places are reserved on the MSAC for applicants who are asylum seekers / currently in the International Protection application system. MSAC applicants who wish to apply for funding support under the University of Sanctuary must make a separate application [here](#) or by copying and pasting the link below into your web browser <https://www.ul.ie/courses/university-sanctuary-scholarship>. The closing date for University of Sanctuary applications is 30<sup>th</sup> April.



## Residency and nationality eligibility for the MSAC

You must be ordinarily resident in the EU/EEA/Swiss State/UK for at least two of the previous four years at the time you commence the MSAC. You must also currently meet the nationality criteria required to qualify for the Free Fees Initiative for your undergraduate course in the year following the MSAC.

In order to meet the nationality criteria of the Free Fees Initiative for your intended undergraduate course in the year you complete the MSAC, you must be one of the following:

- A national of
  1. an EU Member State,
  2. a state which is a contracting state to the EEA Agreement,
  3. the Swiss Confederation,
  4. United Kingdom, or
- Persons who have **official refugee status** in this State. Time spent from date of official lodgement of application papers for refugee status will be included for the purpose of meeting the residency requirement.
- **Family members of a refugee** who are granted permission by the Minister for Justice and Equality to enter and reside in the State under Section 18 of the Refugee Act 1996
- Persons who have **permission to remain** in the State as a family member of a Union citizen under the provisions of the European Communities (Free Movement of Persons) Regulations 2006 and 2008 and Directive 2004/38/EC of the European Parliament and of the Council
- Persons who have been granted **Humanitarian Leave to Remain** in the State (prior to the Immigration Act 1999)
- be a person in respect of whom the Minister for Justice and Equality has granted **permission to remain** following a determination not to make a deportation order under section 3 of the Immigration Act 1999
- be a person granted permission to reside in the State under Regulation 4(4) or 16(3)(a) or 16(4)(a) of S.I. No. 518 of 2006
- be a person granted **certain permissions under the International Protection Act, 2015**

**Non-EU citizens currently residing outside Ireland are not eligible to apply for the Mature Student Access Certificate and should refer to the [International Foundation Programme](#). Non-EU citizens currently residing in Ireland must demonstrate that they would qualify for EU Fees Status in order to be considered for the MSAC.**



### How to apply:

Applications are made online before the closing date 31<sup>st</sup> May 2021. Further information is included in Section 2: Making an Application and Section 3: Supporting Documentation.

Please contact the Mature Student Office directly by email: [mso@ul.ie](mailto:mso@ul.ie) if you have any questions or difficulties.

### Course Fees and Financial Support:

The course fee for 2021-22 is €500. This is paid in two instalments to the UL Fees Office, after registering for the course. Applicants who are in receipt of social welfare payments and applicants on low income may be eligible for a reduced course fee of €100. If you wish to be assessed for the reduced course fee please provide relevant supporting financial documentation with your application. Further detail on the documents required is available from Section 2 of this guide.

Applicants who are in receipt of a qualifying social welfare payment for 3 months (78 days) prior to commencing the course may be eligible to apply for the Back to Education Allowance (BTEA), Second-Level Option. Please contact your local Department of Employment Affairs and Social Protection (DEASP) Office or check [www.studentfinance.ie](http://www.studentfinance.ie) for further information on the BTEA. The MSAC is not an eligible programme under the higher education grant scheme (SUSI).

#### **Cost of participating on the MSAC:**

The day-to-day costs associated with being a full-time student very much depends on your own individual circumstances. Typical costs can include rent, utilities, food, travel, books and materials, clothes, medical costs and social costs. As a mature student you may need to also factor in additional costs such as your mortgage, childcare costs, family support costs and so on. It is strongly advisable that you spend some time working out the potential costs associated with being a full-time student for your year on the MSAC.

For the most part, class notes for your MSAC modules are provided for you or are made available online. There is no requirement to purchase books or other specialist materials, other than your own personal stationery or stationery required for the presentation and submission of assignments to your tutors. In the current environment, it is also recommended that you have home access to a computer/laptop and internet access in order to be able to participate in this course.

#### **Back to Education Allowance:**

Applicants who are in receipt of a qualifying social welfare payment for 3 months (78 paid or credited days of employment) immediately prior to commencing the MSAC may be eligible to apply for the Back to Education Allowance (BTEA), Second-Level Option. Please contact your local DEASP Office or check [www.welfare.ie/en/Pages/353\\_Back-to-Education-](http://www.welfare.ie/en/Pages/353_Back-to-Education-)

[Allowance.aspx](#) or <http://www.studentfinance.ie> for more detailed information on the BTEA. There is also an annual Cost of Education Allowance of €500 if you are getting BTEA and you have a dependent child.

The MSAC is **not** an eligible programme under:

- Student Universal Support Ireland (SUSI) - the higher education grant scheme
- Student Assistance Fund
- UL Financial Aid Fund
- 1916 Bursary Fund
- UL40 Scholarships
- University Higher Education Scholarships for Adult Learners

### Progression from the MSAC:

Guaranteed progression from the Mature Student Access Certificate (MSAC) is available to the programmes listed below. All programmes listed are Level 8 Honours Bachelor Degrees, other than LM180 which is a Level 6 Certificate.

Students must achieve an overall **QCA of 2.6** on the MSAC in order to secure their guaranteed place on the programme of their choice, subject also to any additional requirements specified.

MSAC students also have the option of applying on a competitive basis to any other UL programme outside of this progression list. Details on mature student entry and assessment requirements to all other UL undergraduate courses are available in Section 7 of the [Mature Student Guide](#) or from <https://www.ul.ie/academic-registry/prospective-students/applying-UL/mature-students>.

UL programmes to which progression is offered from the MSAC	MSAC elective stream applicable
<p><b>LM063</b> Technology Management</p> <p><b>LM068</b> Food Science and Health</p> <p><b>LM093</b> Equine Science</p> <p><b>LM066</b> Environmental Science</p> <p><b>LM123</b> Biological &amp; Chemical Sciences - <i>Common entry with choice</i> (subject to restriction) to pursue defined Degree Options in any of the following:</p> <ul style="list-style-type: none"> <li>• Pharmaceutical and Industrial Chemistry</li> <li>• Industrial Biochemistry</li> <li>• Environmental Science</li> <li>• Bioscience</li> </ul> <p><b>LM180</b> Equine Science (<i>Level 6 Certificate</i>)</p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>SCIENCE</b></p>



<p><b>LM121</b> Computer Science (<b>NOTE 1</b>) – <i>Common entry with choice to pursue defined Degree Options in any of the following:</i></p> <ul style="list-style-type: none"> <li>• Computer Systems</li> <li>• Mobile Communications &amp; Security</li> <li>• Computer Games Development</li> </ul> <p><b>LM122</b> Creative Media &amp; Interaction Design - <i>Common entry with choice (subject to restriction) to pursue defined Degree Options in any of the following:</i></p> <ul style="list-style-type: none"> <li>• Digital Media Design</li> <li>• Music, Media &amp; Performance Technology</li> </ul>	<p><b>SCIENCE</b></p> <p><u>OR</u></p> <p><b>ENGINEERING</b></p>
<p><b>LM082</b> Construction Management &amp; Engineering <b>LM063</b> Technology Management</p>	<p><b>ENGINEERING</b></p>
<p><b>LM077</b> Aeronautical Engineering <b>LM115</b> Chemical and Biochemical Engineering <b>LM116</b> Engineering - <i>Common entry with choice, subject to capacity, to pursue defined Degree Options in any of the following:</i></p> <ul style="list-style-type: none"> <li>• Biomedical Engineering</li> <li>• Mechanical Engineering</li> <li>• Civil Engineering</li> <li>• Design and Manufacture Engineering</li> </ul> <p><b>LM118</b> Electronic &amp; Computer Engineering <b>LM125</b> Physics - <i>Common entry with choice to pursue defined Degree Options in any of the following:</i></p> <ul style="list-style-type: none"> <li>• Applied Physics</li> <li>• Mathematics &amp; Physics</li> </ul>	<p><b>SCIENCE</b></p> <p><u>OR</u></p> <p><b>ENGINEERING</b></p> <p><i>(with QQI Maths for STEM)</i></p> <p><b>(NOTE 2)</b></p>
<p><b>LM002</b> Arts (<b>NOTE 3</b>)</p> <p><b>MI002</b> Arts (<i>Mary Immaculate College</i>) (<b>NOTE 3</b>) <b>LM019</b> Social Sciences <b>LM039</b> Journalism &amp; Digital Communication <b>LM040</b> European Studies (<b>NOTE 3</b>) <b>LM050</b> Business Studies (<b>NOTE 3</b>) (including Business Studies with French or German or Japanese)</p> <p><b>BA / Diploma Arts (Evening)</b> <i>Application to this course is made directly to UL, not through the CAO. Tuition fees are €3,090 p.a. Does not come under the SUSI grant scheme. Fees are tax-deductible.</i></p>	<p><b>HUMANITIES</b></p>

**NOTE 1:**

Progression to LM121 Computer Science is subject to students achieving an overall QCA of 2.6 on the MSAC AND achieving a min **B2** in both Foundation Maths modules.



**NOTE 2:**

Progression to these courses is subject to students achieving an overall QCA of 2.6 on the MSAC AND achieving a Merit in the QQI Maths for STEM Award.

**NOTE 3:**

Students progressing to language options within these programmes must already have Leaving Certificate level language, except where beginner's level languages are offered by the programme.

**Right of entry to your chosen degree course is only guaranteed for two years i.e. the year in which you complete the MSAC and the following year, should you request to defer your place or should you re-apply.**



## Section Two: Making an Application

Applications for the Mature Student Access Certificate are made [online here](#).

or by copying and pasting the link below into your browser -  
[https://www.si.ul.ie/urd/sits.urd/run/siw\\_ipp\\_lgn.login\\_enc?EVP\\_ttrRJWf64jk8yT3xEDWZ2kPY-c3Sj1vW7p6LnXoJ36HS80J6YsUtSrgNo3TL](https://www.si.ul.ie/urd/sits.urd/run/siw_ipp_lgn.login_enc?EVP_ttrRJWf64jk8yT3xEDWZ2kPY-c3Sj1vW7p6LnXoJ36HS80J6YsUtSrgNo3TL)

This guide has been prepared to provide information about the MSAC application, supporting documents and instructions to assist you with your application. If you have any questions before making your application, please contact the Mature Student Office directly email: [mso@ul.ie](mailto:mso@ul.ie).

### Where can I find the online application form?

You can access the online application form by going to the [MSO website](#) and clicking 'apply now'. We suggest that you consult this section of the application guide before starting your application. You can also contact the Mature Student Office directly for advice and support with making your application. Email: [mso@ul.ie](mailto:mso@ul.ie).

### What is required for my application to be considered complete?

For your application to be considered complete you will require the following:

- Completed online application form.
- All supporting documentation uploaded to your application.
- Referee Questionnaire (completed by your nominated referee). See instructions for referee questionnaire below.

### How can I access the Referee Questionnaire or how does my referee complete this?

**Link to the Referee Form:** <https://forms.office.com/Pages/ResponsePage.aspx?id=JLmEALQ6FkGSUZk59pXITEUmBQBUsbBJj9AWzH2Ish9UNFBRsk5KVDMwWDRDU083MkRaSFNWQkhCMS4u>

Please email this link directly your referee and ask that they complete this on your behalf. The link will take them to an online referee questionnaire. Your nominated referee will need to complete this online questionnaire which will be returned directly to the Mature Student Office.

If your referee would like to get in touch with the MSO prior to completing the referee form please advise them to email [mso@ul.ie](mailto:mso@ul.ie).



### Who should I ask to be a referee?

Referees should not be family members. They may be one of the following:

- A tutor/teacher from a course you have attended, e.g. part-time day courses, literacy scheme, VTOS, evening course, etc.
- A supervisor from a place of work, e.g. full-time, part-time, CE scheme, etc.
- An employee of a local Resource/Information/Unemployed Centre who has been working with you on your career and educational options.
- Chairperson or Committee member of a local community/voluntary organisation with which you are involved, e.g. Credit Union, Parents Association, Unemployed Centre, Parish Activities, etc.

## Section Three: Supporting Documentation

### What supporting documents are required?

To be considered for a place on the Mature Student Access Certificate you must attach supporting documentation to your application.

An application may not be considered if all supporting documentation is not submitted before the deadline. Use the checklist below to ensure all information relevant to your application is included. You can update your online application, before submitting it, with the following documentation any time up until the closing date of 31<sup>st</sup> May 2021.

### Supporting Documentation Checklist:

1. **A copy of your Passport or Birth Certificate**
2. **Evidence of citizenship / refugee status** (if relevant)
3. **A copy of your highest educational qualification to date** (e.g. Leaving Certificate, QQI/FETAC award, GCSE etc.)
4. **Personal Statement** (You can type or copy and paste this into a text box on the online form as an alternative to attaching it)
5. **Financial documentation** (If relevant, i.e. if you wish to be assessed for the reduced course fee)

Documentation to support evidence of meeting the residency and nationality requirements:

- A copy of your (EU) passport OR national identity card OR the original letter issued by the Department of Justice confirming your EU or international protection status.
- Evidence of residency in an EU member state for at least two of the four years preceding admission. Residency is based on your principal residence for purposes of taxation. To meet this requirement, you must submit P21 tax certificates (or equivalent) and/or social welfare documentation for minimum two of the four years prior to entry.

### What financial documentation is required?

The standard course fee for the Mature Student Access Certificate is €500. If you wish to be considered for a reduced course fee of €100, please upload supporting financial documentation as part of your online application. Your **gross household income** (*including for your spouse/partner, if relevant or if you are currently living with your parent(s)/guardian(s), their income must be included*) must be below €24,500 for 2020 for you to be considered eligible for the reduced course fee.



Please attach a copy of one or more the following financial documents if you wish to be assessed for the reduced course fee. If you have income from different sources (e.g. employment and social welfare, please include both, unless both are reported on a P21):

- a) **P.A.Y.E Employee:** Employment Detail Summary for 2020 or Preliminary End of Year Statement or Statement of Liability/P21 for 2020 (*available from MyAccount on Revenue.ie*).
- b) **Self-employed and Persons engaged in Farming Activities:** Notice of Assessment for 2020.
- c) **Social Welfare Recipient:** A Department of Employment Affairs and Social Protection (DEASP) statement showing the payments and total amounts received for 2020.
- d) **Any other financial documentation** which will assist in assessing your fee liability for this programme.

This information is strictly confidential and will be used for the purpose of ascertaining eligibility for a reduced fee for the Mature Student Access Certificate. Under no circumstances will it be disclosed to any other agency or body.

#### What do I do with these forms once they are completed?

If they are not electronic copies (Word Doc, PDF, JPEG, PNG etc.), you need to convert them from hard copies to electronic copies. To do this, please see the next step.

#### How do I get electronic copies of my supporting documents?

If you have a hard copy of the document (such as a birth certificate) you can create an electronic copy in the following ways:

- Take an image of the document with your phone/camera and save the file as a jpeg file to your computer/laptop. Right click on the file and click 'convert to PDF'.
- Scan the document and save the file. Scanners may be available to you at a local library, in an education/jobs centre or in a copy centre.

#### How do I upload my documents to my application?

The procedure for uploading documents to your application is similar to adding an attachment to an email. Just click the Select transcript for qualification/supporting documentation icon and select the relevant file from your computer/laptop. This will add the file to your application.



## Documents

Please upload your  
Transcript

Select transcript for qualification 1

?

Add Qualification

## Supporting Documents for this Programme

Other programme specific requirements can be found on the entry requirements section of the programme web page.

**NOTE:** Failure to upload will result in a delay in processing your application.

Please upload  
additional  
supporting  
documentation  
(maximum 5  
documents)

Select supporting documentation

### Important Notes in relation to supporting documents:

We request that you upload any Qualification, Certificate(s) under the heading **Documents**.

All other supporting documentation (including Passport or Birth Certificate or Financial Information or other) should be uploaded under the heading **Supporting Documents for this Programme**.

If you wish to include your Personal Statement as a separate attachment (Word doc. or PDF), please upload this under the **Personal Statement Section**.

### What should I include in the personal statement?

Please outline briefly why you would like to participate in the Mature Student Access Certificate, max. 500 words. This should be typed on A4 Document and saved as a Word.Doc or PDF file.

Your personal statement should address the following 3 points:

1. **Reasons for wishing to undertake the Mature Student Access Certificate (MSAC).**
2. **What you hope to study at third-level in the future, and why.**
3. **Any obstacles which have prevented you from proceeding to, or completing, third-level studies up to now.**

You have the option to upload a Word. Doc or PDF file to your application. Please answer 'YES' and upload your personal statement under the **Section: Personal Statement** where it indicates 'Documents', select file.

Alternatively, you can copy and paste into the textbox provided. Please answer 'NO' and the textbox will appear. Copy and paste your text into the textbox and click save.

## Section Four: Step-by-Step Application Instructions

### Introduction

The application for the Mature Student Access Certificate is now made online via the link below:

[https://www.si.ul.ie/urd/sits.urd/run/siw\\_ipp\\_lgn.login\\_enc?EVP\\_ttrRJWf64jk8yT3xEDWZ2kPY-c3Sj1vW7p6LnXoJ36HS80J6YsUtSrgNo3TL](https://www.si.ul.ie/urd/sits.urd/run/siw_ipp_lgn.login_enc?EVP_ttrRJWf64jk8yT3xEDWZ2kPY-c3Sj1vW7p6LnXoJ36HS80J6YsUtSrgNo3TL)

Follow the steps below to guide you through each of the application sections.

### Step 1 – Start



Logged In:

Your Application					
Selected Course	Course Code	Course Sequence	Start date	Mode of Attendance	Academic Year
1. Mature Student Access Certificate	CTMSACUFAD	0002	06/Sep/2021	UNDERGRAD FT	2021/2

You are applying for Mature Student Access Certificate to start in September 2021. Please log in using your email address and password below. If you have not applied to us using the online application form before please select New User.

**Login**

Email Address\*

Password\*

[Forgotten Password](#)

**New to online applications?**

eVision Portal © Tribal Group 2015. All Rights Reserved (Go to top)

### Step 2 – New or Existing Applicants

If you are a first-time applicant to UL, please select the 'New User' option on the right side of the screen. New users will be asked to enter their personal details, as seen below.



**Create New User**

Forename(s)

Surname

Date of Birth

---

Create your login details

Email Address \*

Confirm Email Address

Password \*

Confirm Password \*

---

We will process your Personal Data in accordance with our Student Privacy Notice which can be accessed here <https://ul/sites/ul.ie/corporatesecretary/data-protection> \*

We will process your Personal Data in accordance with our Student Privacy Notice which can be accessed here or by browsing to [www.ul.ie/dataprotection](http://www.ul.ie/dataprotection).

If you are a former applicant to UL i.e. if you previously received a UL Student ID number, please use the email that you received previous communication from UL to login to the application form.

If you have forgotten your password – you can click on the ‘Forgotten Password’ Button below to reset.

You are applying for **Mature Student Access Certificate** to start in **September 2021**. Please log in using your email address and password below. If you have not applied to us using the online application form before please select New User.

**Login**

Email Address\*

Password\*

**New to online applications?**

### Step 3 – Checklist

Review application checklist.

We recommend that all applicants prepare their supporting documents in advance of submitting their application (where possible) to avoid delays processing your application - please refer to the Supporting Documentation Section (page 13) for more details.



#### Step 4 – Qualifications and Supporting Documents

Please upload any relevant qualifications or awards completed to this section. Further details on supporting documentation required for this application is available in Section 3 of this guide or contact the Mature Student Office directly if you have any questions.

#### Step 4b – Supporting Documents for this Programme

##### Supporting Documentation Checklist:

1. A copy of your Passport or Birth Certificate
2. Evidence of citizenship / refugee status (if relevant)



3. A copy of your highest educational qualification to date (e.g. Leaving Certificate, QQI/FETAC award, GCSE etc.)
4. Personal Statement (You can type or copy and paste this into a text box on the online form as an alternative to attaching it)
5. Financial documentation (If relevant, i.e. if you wish to be assessed for the reduced course fee)

**Important:**

As part of your MSAC application you can provide either your certificate of completion and or your transcript of results. Please upload any certificates of completion to the Documents section. You can add as many qualifications as you wish to this application.

### Documents

Please upload your Transcript

Select transcript for qualification 1

?

Add Qualification

### Supporting Documents for this Programme

Other programme specific requirements can be found on the entry requirements section of the programme web page.

**NOTE:** Failure to upload will result in a delay in processing your application.

Please upload additional supporting documentation (maximum 5 documents)

Select supporting documentation

**Step 5 – Professional / Work experience**

Please provide brief summary of employment history or work and/or any experience that you feel may be relevant to your application.

**Important:**

Please disregard the Professional Registration Number question as this information is not required as part of your MSAC application.



**Your Application**

- Checklist
- Personal Details
- Contact Details
- Qualifications/Supporting Documents
- Experience
- Personal Statement
- References
- Submission
- Preview

**Icon Guide**  
Please complete as many fields as possible to assist with processing your application.

- This page has not been started
- Outstanding information required for mandatory fields
- All mandatory information has been provided

**Experience**  
\* Denotes a mandatory field

**Professional/Work Experience**

**Current/Most Recent Role**

Employer name and address

Job title and main duties

Full time/Part time

Date of Appointment

End date (if applicable)

**Other Experience**

Do you have any other relevant work experience to support your application?

**Professional Registration**

What is your current professional registration number? (e.g. Nursing Board Registration Number)

## Step 6 – Personal Statement

Guidelines for writing your personal statement for this application are outlined in Section 3 Pg.15 of this guide. You have the option to upload a Word, Doc or PDF file to your application. Please answer 'YES' and upload your personal statement under the **Section: Personal Statement** where it indicates 'Documents', select file.

Alternatively, you can copy and paste into the textbox provided. Please answer 'NO' and the textbox will appear. Copy and paste your text into the textbox and click save.

**Personal Statement**  
\* Denotes a mandatory field

**Personal Statement**

Do you have a personal statement to upload? \*

**Documents**

Please upload your personal statement

## Step 7 – Submission



**Your Uploaded Documentation**  
The following documentation has been uploaded by you within the qualifications tab of your application form.  
LM066 Mature Applicant Information.pdf  
LM066 Mature Applicant Information.pdf

**Data Protection Statement and Applicant Declaration**  
We will process your Personal Data in accordance with our Student Privacy Notice which can be accessed here or by browsing to www.ul.ie/dataprotection.

**International Applicants.** Please note that

- We may also share your contact details with a third party company that is assisting us with applications from international students.
- We may also share your contact details with Campus Life Services for the purpose of booking your on-campus accommodation should your application be successful.

I confirm that the information provided in this application form is true and correct and that any supporting documentation submitted with my application is genuine. I understand that the University of Limerick may cancel my application, withdraw or amend its offer or terminate my registration at the University if any aspect of my application is found to have been falsified.

By ticking the checkbox below and submitting your completed online application form, you are confirming that the information given in this form is true, complete and accurate and that no information requested or other material information has been omitted.

You will not be able to change your application once you have submitted it. You will receive an auto-acknowledgement email confirming the submission of your application.

I have read, understand and agree to the above \*

**Marketing Data**  
How did you find out about the course? \*

**Marketing and Contact**  
We may wish to notify you by email about events, news and services relating to UL, and/or your application which we think may be of interest to you. Please tick the checkbox to give your consent to be contacted in this way. We will never pass your details to any third parties for marketing purposes. Please note, we will continue to send you communications directly related to your application even if you opt out of receiving other communications.

I consent to be contacted by email about events, news and services relating to UL.

**Save and Continue**

**Save**

**Important:**

Please ensure that you review your application before clicking on ‘SAVE & CONTINUE’.

Once you select ‘SAVE & CONTINUE’ your application will be submitted.

Please use the menu list on the left side of the screen to review sections of your application form prior to submitting this.

**Step 8 – Review**

After you have completed your application you can review it at any stage by logging into your Online Application. Please monitor your email for updates on the status of your application.



Logged In: Lucy McGrath

[Logout](#)

Your Application					
Selected Course	Course Code	Course Sequence	Start date	Mode of Attendance	Academic Year
Mature Student Access Certificate	CTMSACUFAD	0002	06/Sep/2021	UNDERGRAD FT	2021/2

**Confirmation**

**Thank you for your course application to the University of Limerick for the Mature Student Access Certificate programme.**

We would like to acknowledge receipt of your application (REF-21011567) and to let you know that initial processing time can take up to five working days.

You will receive an email shortly containing instructions on how to logon to the University of Limerick portal.

From your portal account, you will be able to contact us and/or upload any outstanding documentation for this application.

**Review Application**