

How to complete an Online Application

Screen 1

Logged In:

Your enquiries:					
Selected Programme(s)	IPP Code	IPO Sequence	IPO Start date	IPO Mode of Attendance	IPO Academic Year
1. Certificate in Supply Chain Management (Production and Inventory Management)	CTSCMPUPAD	0002	04/Sep/2017	TAUGHT PG PT	2017/8

Applied online already?

Username

Password

New to online applications?


 Click here if you haven't applied online already

Screen 2

Logged In:

Your enquiries:					
Selected Programme(s)	IPP Code	IPO Sequence	IPO Start date	IPO Mode of Attendance	IPO Academic Year
1. Certificate in Supply Chain Management (Production and Inventory Management)	CTSCMPUPAD	0002	04/Sep/2017	TAUGHT PG PT	2017/8

Invalid or missing values SIV-IPP-001

Please check the following mandatory fields or invalid entries:
 Username already in use

New User Details

*Title: Miss *Gender: Female *Date of Birth (Please use format DDMYY): 01/Jan/1900

*Forenames: JANE *Surname: SMITH

Known as: JANE

*Home Address (1) Line 1 *Contact Address (1) Line 1

(2) Line 2 (2) Line 2

(3) Line 3 (3) Line 3

(4) Line 4 (4) Line 4

Home Postcode Contact Postcode

Home Tel Number 00 353 12345678 Contact Tel Number 00 353 12345678

Home Fax Number Contact Fax Number

*Email Address: janesmith@gmail.com Contact e-mail Address: janesmith@gmail.com

Create your login details
 You should make a note of the username and password you select as this will be required if you return to complete your application at a later stage. You should select a username and password that you will remember but which would not be obvious to anyone else.

*Username: jsmith *Password: ***** (maximum of 12 characters)

*Confirm password: *****

Click on proceed once you have completed all the fields

Screen 3

Logged In:

Your enquiries:					
Selected Programme(s)	IPP Code	IPO Sequence	IPO Start date	IPO Mode of Attendance	IPO Academic Year
1. Certificate in Supply Chain Management (Production and Inventory Management)	CTSCMPUPAD	0002	04/Sep/2017	TAUGHT PG PT	2017/8

Security Questions

Questions

Answer the questions below.
 Please answer this security question correctly.

Question: Date of Birth
 Answer:

HINT: Please enter your date of birth in the format DDMYY.

Click on go once you have entered your date of birth in the format shown in the hint

How to complete an Online Application

Screen 4

Logged In: Jane Smith

Your enquiries:

Selected Programme(s)	I/P Code	I/P Sequence	I/P Start date	I/P Mode of Attendance	I/P Academic Year
Certificate in Supply Chain Management (Production and Inventory Management)	CTSCMPUPAD	0002	04/Sep/2017	TAUGHT PG PT	2017/8

Supporting Documentation

Document Description

Document	Amend	View Document
Document 1	<input type="checkbox"/>	<input type="checkbox"/>
Document 2	<input type="checkbox"/>	<input type="checkbox"/>
Document 3	<input type="checkbox"/>	<input type="checkbox"/>
Document 4	<input type="checkbox"/>	<input type="checkbox"/>
Document 5	<input type="checkbox"/>	<input type="checkbox"/>
Document 6	<input type="checkbox"/>	<input type="checkbox"/>
Document 7	<input type="checkbox"/>	<input type="checkbox"/>
Document 8	<input type="checkbox"/>	<input type="checkbox"/>
Document 9	<input type="checkbox"/>	<input type="checkbox"/>
Document 10	<input type="checkbox"/>	<input type="checkbox"/>
Document 11	<input type="checkbox"/>	<input type="checkbox"/>
Document 12	<input type="checkbox"/>	<input type="checkbox"/>
Document 13	<input type="checkbox"/>	<input type="checkbox"/>
Document 14	<input type="checkbox"/>	<input type="checkbox"/>
Document 15	<input type="checkbox"/>	<input type="checkbox"/>
Document 16	<input type="checkbox"/>	<input type="checkbox"/>
Document 17	<input type="checkbox"/>	<input type="checkbox"/>
Document 18	<input type="checkbox"/>	<input type="checkbox"/>
Document 19	<input type="checkbox"/>	<input type="checkbox"/>
Document 20	<input type="checkbox"/>	<input type="checkbox"/>

Click on upload and browse to select a document.

You can amend or replace any documents that you have uploaded.

You have the option to save your application at this point so that you may return to it at a later stage for completion.

Click here when you have finished uploading all of the supporting documents for your application.

Reset Save Continue with my application

Screen 5

Logged In: Jane Smith

Your enquiries:

Selected Programme(s)	I/P Code	I/P Sequence	I/P Start date	I/P Mode of Attendance	I/P Academic Year
Certificate in Supply Chain Management (Production and Inventory Management)	CTSCMPUPAD	0002	04/Sep/2017	TAUGHT PG PT	2017/8

Application Status - SAVED

Summary of application and its current status. An email confirming your application has been sent to your registered email address.

If you have chosen to save your application rather than proceed you will see the following screen.

Summary of application

Thank You For Your Application JB617H

Application Status: I/P Documents Saved

Course Title: Certificate in Supply Chain Management (Production and Inventory Management)

Course Code: CTSCMPUPAD / 0002

Department: Infructivity

Course Details

If you are an Incoming, Exchange Student or a Study Abroad student, please ignore the following Course Details section

Block: 11

Occurrence: A

Start Date/Time: 04/Sep/2017

End Date/Time: 22/Dec/2017

Academic Year: 2017/8 ACADEMIC YEAR

Period Slot: Semester 1

Your Details

Name: MISS JANE SMITH

I/P REF: 004189

Home Address (1): LINE 1

(2): LINE 2

(3): LINE 3

(4): LINE 4

(5):

Home Country

Home (COO) Country

Home Address Postcode

Contact Address (1): LINE 1

(2): LINE 2

(3): LINE 3

(4): LINE 4

(5):

Contact Country

Contact (COO) Country

Contact Address Postcode

How to complete an Online Application

Screen 6

Logged In:

Returning to a saved application form.

Your enquiries:					
Selected Programme(s)	IPP Code	IPO Sequence	IPO Start date	IPO Mode of Attendance	IPO Academic Year
1. Certificate in Supply Chain Management (Production and Inventory Management)	CTSCMPUPAD	0002	04/Sep/2017	TAUGHT PG PT	2017/8

Applied online already?

Username

Password

New to online applications?

As you already have an application underway you can login with your Username & Password that you created in screen 2

Screen 7

Logged In:

Your enquiries:					
Selected Programme(s)	IPP Code	IPO Sequence	IPO Start date	IPO Mode of Attendance	IPO Academic Year
1. Certificate in Supply Chain Management (Production and Inventory Management)	CTSCMPUPAD	0002	04/Sep/2017	TAUGHT PG PT	2017/8

Security Questions

Answer the Questions displayed and then click on the "Go" button.

Questions

Answer the questions below.

Date of Birth Please enter your date of birth in the format DDMMYY.
Click on go once you have entered your date of birth in the format shown

Screen 8

How to complete an Online Application

Logged In: Jane Smith

Your enquiries:					
Selected Programme(s)	IPP Code	IPO Sequence	IPO Start date	IPO Mode of Attendance	IPO Academic Year
Certificate in Supply Chain Management (Production and Inventory Management)	CTSCMPUPAD	0002	04/Sep/2017	TAUGHT PG PT	2017/8

Application User Details

Your Personal Details

IPP User Code: 17130021	Student Code: UNKNOWN	User Name: JSMITH
Title: MISS	Gender: Female	Date of Birth: 01/Jan/1980
Forename 1: JANE	Forename 2:	Forename 3:
Forename Used: JANE	Surname: SMITH	

<p>Home Address Line 1: LINE 1</p> <p>(2) LINE 2</p> <p>(3) LINE 3</p> <p>(4) LINE 4</p> <p>Line 5</p> <p>Home Post Code</p> <p>Home Country</p> <p>Home Telephone Number: 00 353 12345678</p> <p>Home Fax Number</p> <p>Email Address: janesmith@gmail.com</p>	<p>Contact Address Line 1: LINE 1</p> <p>Line 2: LINE 2</p> <p>Line 3: LINE 3</p> <p>Line 4: LINE 4</p> <p>Line 5</p> <p>Contact Post Code</p> <p>Contact County</p> <p>Contact Telephone Number: 00 353 12345678</p> <p>Contact Fax Number</p> <p>Contact Email Address: janesmith@gmail.com</p>
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This screen shows the details that you have entered to date on your application

Screen 9

Logged In: Jane Smith

Your enquiries:					
Selected Programme(s)	IPP Code	IPO Sequence	IPO Start date	IPO Mode of Attendance	IPO Academic Year
Certificate in Supply Chain Management (Production and Inventory Management)	CTSCMPUPAD	0002	04/Sep/2017	TAUGHT PG PT	2017/8

Supporting Documentation		
Document Description		
Document 1	<input type="checkbox"/>	<input type="button" value="Amend"/> <input type="button" value="View Document"/>
Document 2	<input type="checkbox"/>	<input style="background-color: #ff69b4;" type="button" value="Upload"/>
Document 3	<input type="checkbox"/>	<input type="text" value="Upload"/>
Document 4	<input type="checkbox"/>	<input type="text" value="Upload"/>
Document 5	<input type="checkbox"/>	<input type="text" value="Upload"/>
Document 6	<input type="checkbox"/>	<input type="text" value="Upload"/>
Document 7	<input type="checkbox"/>	<input type="text" value="Upload"/>
Document 8	<input type="checkbox"/>	<input type="text" value="Upload"/>
Document 9	<input type="checkbox"/>	<input type="text" value="Upload"/>
Document 10	<input type="checkbox"/>	<input type="text" value="Upload"/>
Document 11	<input type="checkbox"/>	<input type="text" value="Upload"/>
Document 12	<input type="checkbox"/>	<input type="text" value="Upload"/>
Document 13	<input type="checkbox"/>	<input type="text" value="Upload"/>
Document 14	<input type="checkbox"/>	<input type="text" value="Upload"/>
Document 15	<input type="checkbox"/>	<input type="text" value="Upload"/>
Document 16	<input type="checkbox"/>	<input type="text" value="Upload"/>
Document 17	<input type="checkbox"/>	<input type="text" value="Upload"/>
Document 18	<input type="checkbox"/>	<input type="text" value="Upload"/>
Document 19	<input type="checkbox"/>	<input type="text" value="Upload"/>
Document 20	<input type="checkbox"/>	<input type="text" value="Upload"/>

Click on upload and browse to select a document.

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Click here when you have finished uploading all of the supporting documents for your application.

Screen 10

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University of Limerick Application Form Page 1 of 6

Programme of Study	
Application for Certificate in Supply Chain Management (Production and Inventory Management) 2017/8 Taught postgraduate part-time	
* Please select your second preference	I do not wish to make a 2nd preference
Personal Details (* indicates mandatory field)	
Title	MISS
* Forenames (As appears on your Birth certificate)	JANE
* Surname	SMITH
Previous surname if different	
Sex	F
* Date of Birth	01/Jan/1980
Previous UL ID (if applicable)	
* Country of Birth	Ireland (Including NI)
* Country of Residence	Ireland (Including NI)
* Country of Nationality	Ireland (Including NI)
* County	GALWAY COUNTY
* PPS Number	12345678G
<i>If you have Dual Nationality, please select a second nationality below</i>	
Second Nationality	Please select
Education Agent Information	
Are you applying through an education agent?	No
<input type="button" value="Save and Exit"/> <input type="button" value="Proceed"/>	

If you are applying from outside of Ireland and do not have a PPS number, then enter N/A



How to complete an Online Application Screen 11

University of Limerick Application Form Page 2 of 6

Address Details		
	*Home/Permanent Address	*Address where we can contact you, if different (Click here to copy Home Address) <input checked="" type="checkbox"/>
Line 1	<input type="text" value="LINE 1"/>	<input type="text" value="LINE 1"/>
Line 2	<input type="text" value="LINE 2"/>	<input type="text" value="LINE 2"/>
Line 3	<input type="text" value="LINE 3"/>	<input type="text" value="LINE 3"/>
Line 4	<input type="text" value="LINE 4"/>	<input type="text" value="LINE 4"/>
Post Code	<input type="text"/>	<input type="text"/>

Please contact

Other Details	
*Email address	<input type="text" value="janesmith@gmail.com"/>
*Home telephone number	<input type="text" value="00 353 12345678"/>
*Contact telephone number	<input type="text" value="00 353 12345678"/>
Mobile/Cell telephone number (format +353861234567)	<input type="text"/>

Click continue

Screen 12

University of Limerick Application Form Page 3 of 6

Second Level/High School Education	
Country where qualification studied	<input type="text" value="Ireland (Including NI)"/>
Name of institution (school/college)	<input type="text" value="St Rapheal School"/>
Date you began studying for this qualification (dd/mm/yyyy)	<input type="text" value="01.09.1992"/>
Date you completed studying for this qualification (dd/mm/yyyy)	<input type="text" value="01.06.1997"/>
Name of Final Exams taken (e.g. Leaving Certificate)	<input type="text" value="Leaving Certificate"/>
English Translation of Final Exams	<input type="text" value="Leaving Certificate"/>
Results Received?	<input type="text" value="Received"/>
Result	<input type="text" value="Pass"/>

College/University Education	
Country where qualification studied	<input type="text" value="Ireland (Including NI)"/>
Name of institution (school/college/university)	<input type="text" value="University of Limerick"/>
Date you began studying for this qualification (dd/mm/yyyy)	<input type="text" value="01.09.2000"/>
Date you completed/will complete studying for this qualification (dd/mm/yyyy)	<input type="text" value="01.06.2004"/>
Title of your award in your own language	<input type="text" value="Bachelor of Arts"/>
Title of your award in English	<input type="text" value="Bachelor of Arts"/>
Specialist Option/Major final year subjects	<input type="text" value="n/a"/>
Results Received?	<input type="text" value="Received"/>
Class of Qualification (e.g. 1st Class Honours)	<input type="text" value="2.2"/>

Click Continue

How to complete an Online Application
Screen 13

Employment

Employer 1

Name of Employer

Location of Employer

Start Date (dd/mm/yyyy)

End Date (dd/mm/yyyy)

Duties undertaken

Please note: If your information exceeds the size of the text area, please return to the 'Document Upload' page and attach a document named Employer1 Duties instead.

Employer 2

Name of Employer

Location of Employer

Start Date (dd/mm/yyyy)

End Date (dd/mm/yyyy)

Duties undertaken

Please note: If your information exceeds the size of the text area, please return to the 'Document Upload' page and attach a document named Employer2 Duties instead.

Referees

Academic Referee

Referee Name

Address

Contact Number

Email Address

Work Related Referee

Referee Name

Address

Contact Number

Email Address

Sources of Interest

Please tell us how the Certificate in Supply Chain Management (Production and Inventory Management) programme came to your attention

Screen 14

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University of Limerick Application Form Page 5 of 6

Supporting Statement

State briefly but explicitly the basis of your interest in studying at the University of Limerick and how this relates to your career objectives. **Please note: If your information exceeds the size of the text area below, please return to the 'Document Upload' page and attach a document called Supporting Statement instead.**

State briefly but explicitly the basis of your interest in studying at the University of Limerick and how this relates to your career objectives.

Declaration

Data Protection / Privacy statement

Personal information provided to the University will be treated with the highest standards of security and confidentiality in accordance with the Data Protection Acts 1988 & 2003. The information provided on this form will be held and used for the purpose of processing your application for study.

Applicant Declaration

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.



Tick here

Consent to verify qualifications / work experience

I hereby give my consent to the University of Limerick to make enquiries to all referenced institutions / bodies to satisfy itself that the information I have supplied in this application is true and correct.

Back

Save and Exit

Submit Application



Submit here

Screen 15

University of Limerick Application Form Page 6 of 6

Application Fee

Application Handling Fee - How do you wish to pay?

If paying by credit or debit card, the cost of the application is €35.

If you are paying by Cheque please send a cheque for the amount of €40 made payable to the University of Limerick and post it to:

Postgraduate Admissions,
University of Limerick,
Limerick,
Ireland.

Select payment type and
then click Submit Application

You must ensure that this message is sent with the cheque as this gains your unique Application Number:17130921. The University will not process your application until the fee is received

Please select a payment option

Back

Submit Application

Credit or Debit Card
Cheque / Bank Draft

Screen 16

Logged in: Jane Smith

Your enquiries	IPP Code	IPD Sequence	IPD Start date	IPD Mode of Attendance	IPD Academic Year
Certificate in Supply Chain Management (Production and Inventory Management)	CTS001/PPAD	002	04/Sep/2017	TALGHT PG PT	2018

Application Status - SUBMITTED

Summary of application and its current status. An email confirming your application has been sent to your registered email address.