

Maynooth University Master's Alumni Scholarships

Guide for Applicants

1. Important information for applicants

The purpose of this guide is to provide applicants with practical information in preparing and submitting an application for the Maynooth University Master's Alumni Scholarship.

Applicants are required to read carefully the terms and conditions of the scholarships and this guide before completing their application.

All applicants are required to apply for their chosen Master's courses on www.pac.ie before submitting their completed application.

Eligibility criteria for the scholarship are outlined in the Alumni terms and conditions documents.

Applications that are incomplete or not submitted (i.e. remain as drafts) in the online system after the application deadline will be deemed ineligible.

Where text in the application form exceeds the specified limit, only the text within the limit will be considered. For example, in composing the Alumni Scholarships Personal Statement, applicants are required to stay within the word count limit of 600 words.

2. Important dates

Deadline for applications:	17:00 (GMT), 15 th June 2018
Outcome of the competition:	Mid-late July 2018

Applicants are strongly encouraged to submit applications well in advance of the deadline. Late applications cannot be accepted.

3. How to apply

Applications are online via an online application system accessible from the following link:

https://app.hobsons.co.uk/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=nuim

Applicants do not have to complete and submit their application in one sitting; they can save the information in the online system and return to their application repeatedly. Please note that once an application is submitted, it is not possible to make any changes.

The application form consists of a number of fields. Many fields are mandatory and if left empty, the system will provide an error message as applicants save their work and progress to another section/check the application before submitting. Some fields are not specified as mandatory in the online system; however applicants still have to ensure that they provide information in fields relevant to their scholarship funding proposal.

Some fields require text to be entered into a box and some fields require documents to be uploaded into the system.

Where text is to be entered directly into a box, applicants can prepare their text outside of the online application system and simply cut and paste it into the online system once they are happy with it. Please note that the online system does not support any formatting such as bold, underlined or italics.

Where applicants are required to upload a document, they can upload a file in one of the formats supported by the online system: **.pdf (preferred file format)**, .docx, .doc, .rtf, .wpd, .txt, .xlsx, .xls, .jpg, .pict, .gif, .bmp, .tif or .png. The file name must include the appropriate three- or four-letter extension. Important: do not attempt to upload a document that is password protected or contains macros or some other active content; such files cannot be uploaded and the upload process will fail. It is recommended that applicants save their documents as .pdf, selecting "smallest file size" option when they create the .pdf file.

4. Content of the application

The table below provides applicants with information about the type of information required. Please note that the table does not represent an exhaustive list of fields that will be available to applicants in the online system.

Information type	Comments
Application details	Please select the option 'Taught Master's Scholarship' from the drop down menu.
PAC no.	Please insert your Postgraduate Application Centre (PAC) number that you have received from www.pac.ie after submitting your master's course(s) application online.

About You - Applicant's personal details	Mandatory information. Please note that date of birth is required to ensure that duplicate records can be identified in the online system.
Applicant's contact details	A number of fields are mandatory.
Applicant's academic history	Details of academic qualifications, including results. Information about the applicant's final undergraduate honours level 8 degree or equivalent must be provided. Applicants are required to upload official transcripts for academic qualifications into the online application system. Applicants may enter a number of qualifications into the system but only level 8 honours Bachelor's degrees or equivalent are considered.
Selecting your Department	Applicants may select up to three Departments from the drop down menu. Applicants may be considered for scholarships in Master's programmes in up to three Departments.
Student Grant Recipients	This section provides the opportunity for applicants to declare if they have been in receipt of a higher education authority student grant/SUSI grant. If an applicant has not been in receipt of a student grant for the final year of their undergraduate honours degree, this will not affect the assessment of their application. Applicants must also declare their acceptance of the scheme's terms and conditions in this section. Please note that this section is not relevant to the Alumni Scholarship assessment process. Please see terms and conditions for further details.
Taught Master's Access Scholarship	All applicants must indicate whether they wish to be considered for the taught master's scholarship allocated under the Maynooth Access Programme. Please note this section is only relevant to the Taught Master's Scholarship of €2,000 applications. It is not considered for Alumni Scholarship applications. If this section is not completed it is assumed that the applicant does not wish to be considered.
Alumni Scholarships	Please indicate the Faculty in which you wish to study your Taught Master's programme of choice. Please upload the Taught Master's Alumni Personal Statement as per the instructions on screen. Applicants must also declare their acceptance of the scheme's terms and conditions in this section. Please note that it is possible to apply for a 2 nd Alumni Scholarship if you are applying for a Master's programme in another Faculty at Maynooth University. This would require a separate application form with a new password and new email address.

	Please review the application guidance below for further details.
Recommendations	Recommendations are not required for Taught Master's Scholarship applications. References provided will not be considered.
Downloadable Forms	Please ensure that you have uploaded the Alumni Scholarship Personal Statement form. Please see on screen guidance and terms and conditions for further information.
Check your application	This section will help you to identify incomplete sections of the application before you submit your application.

5. Applying “step by step”

i) **Creating account**

The first step is to register in the online system and create an account, including user name and password – see a screen snapshot below. To create your account, select the “Create Account” tab. Note instructions regarding password characteristics provided on the bottom of the screen.

Welcome.

We are pleased that you are considering applying to Maynooth University.

This page allows you to set up an account and password.

Please review the system requirements and complete the form below.

If you already have an application account, please return to the login screen to login to your application.

Already have a User Name but cannot remember it? Please use the automated search to locate it.

Should you wish to make a second application, please create a new account and password here.

Already have a User Name but cannot remember it? Please use the automated search >> to locate it.

[Create Account](#) [User Login](#)

Account Profile

** indicates a required question*

First or Given Name * (e.g., David)

Last or Family Name * (e.g., Smith)

Email Address *

Confirm Email Address *

Birth Date * dd/mm/yyyy

ZIP/Postal Code *
enter 00000 if you do not have a ZIP/Postal Code

Please enter a user name and password. Passwords must be between 8-30 characters, contain at least 1 uppercase letter (A-Z), 1 lowercase letter (a-z), 1 number (0-9), and 1 of the following special characters: !@#\$%^&()_+!~=-\|{}[]:; '<>? ,./ Spaces are not allowed.*

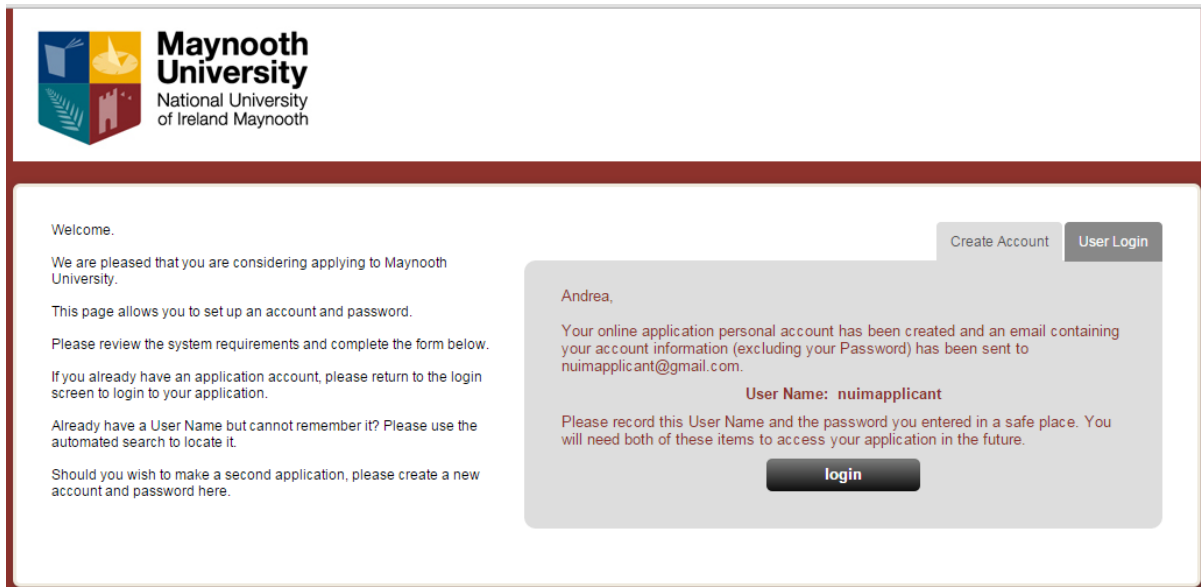
User Name *

Password *

Confirm Password *

[Create Account](#)

The online system will also send you an email confirming your account details.



Maynooth University
National University of Ireland Maynooth

Welcome.

We are pleased that you are considering applying to Maynooth University.

This page allows you to set up an account and password.

Please review the system requirements and complete the form below.

If you already have an application account, please return to the login screen to login to your application.

Already have a User Name but cannot remember it? Please use the automated search to locate it.

Should you wish to make a second application, please create a new account and password here.

Create Account User Login

Andrea,

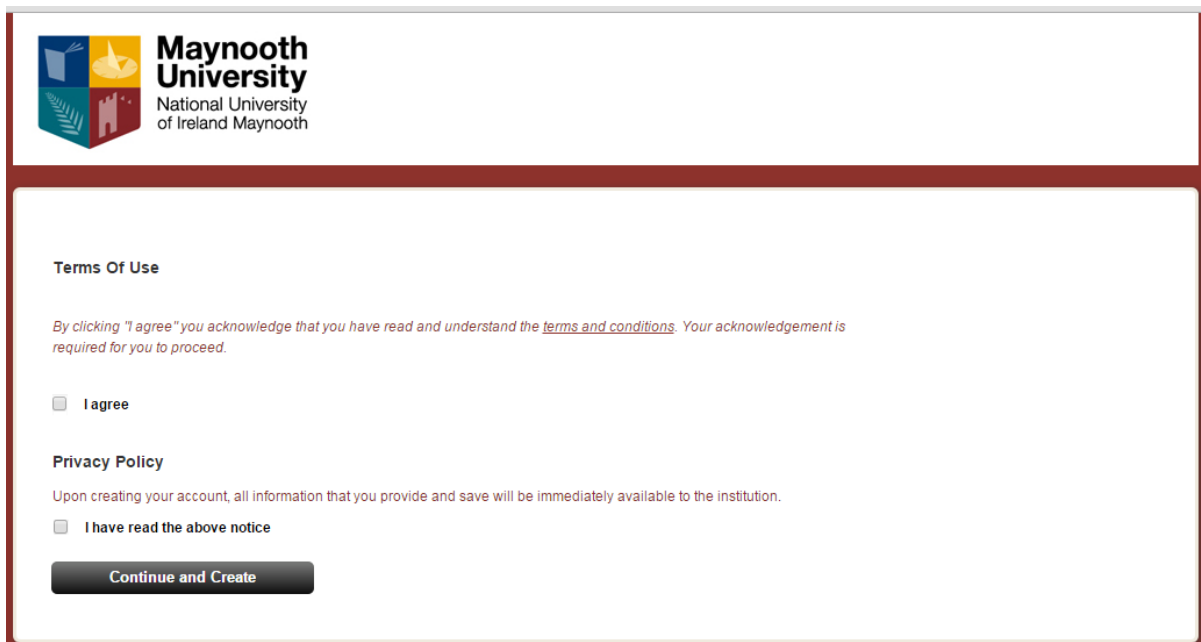
Your online application personal account has been created and an email containing your account information (excluding your Password) has been sent to nuimapplicant@gmail.com.

User Name: nuimapplicant

Please record this User Name and the password you entered in a safe place. You will need both of these items to access your application in the future.

login

Before you can log into the system for the first time after creating your account, you need to confirm your acceptance of terms and conditions for use of the online system.



Maynooth University
National University of Ireland Maynooth

Terms Of Use

By clicking "I agree" you acknowledge that you have read and understand the [terms and conditions](#). Your acknowledgement is required for you to proceed.

I agree

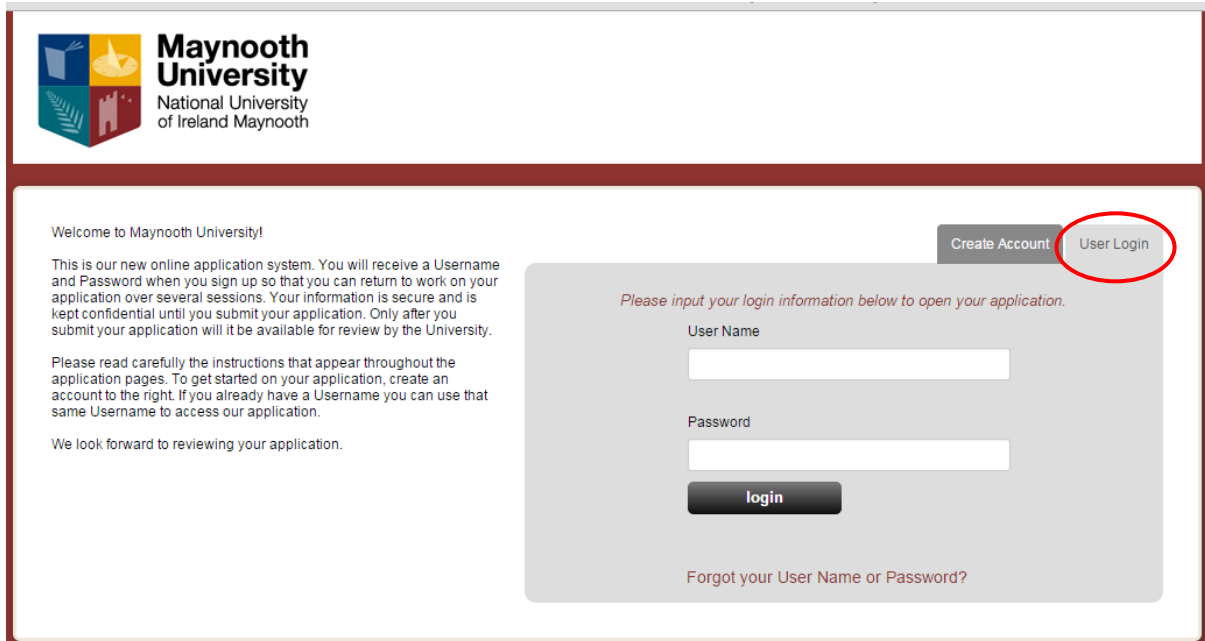
Privacy Policy

Upon creating your account, all information that you provide and save will be immediately available to the institution.

I have read the above notice

Continue and Create

When you need to return to the online system to continue working on your application, you will select the "User Login" tab as highlighted on the screen snapshot below.



Maynooth University
National University
of Ireland Maynooth

Welcome to Maynooth University!

This is our new online application system. You will receive a Username and Password when you sign up so that you can return to work on your application over several sessions. Your information is secure and is kept confidential until you submit your application. Only after you submit your application will it be available for review by the University.

Please read carefully the instructions that appear throughout the application pages. To get started on your application, create an account to the right. If you already have a Username you can use that same Username to access our application.

We look forward to reviewing your application.

Create Account User Login

Please input your login information below to open your application.

User Name

Password

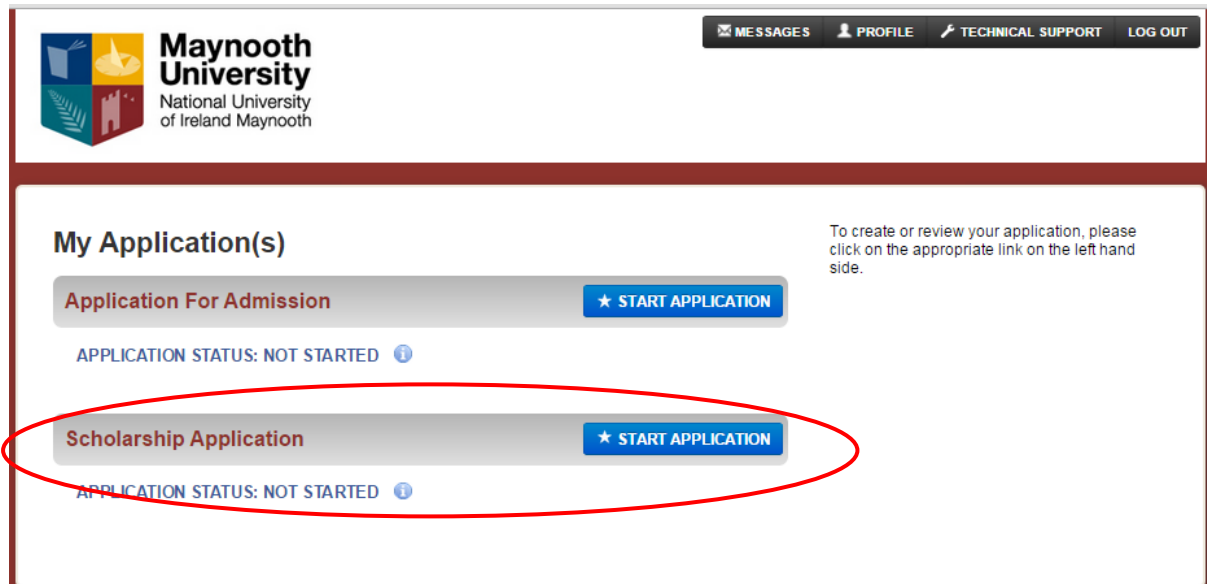
login

Forgot your User Name or Password?

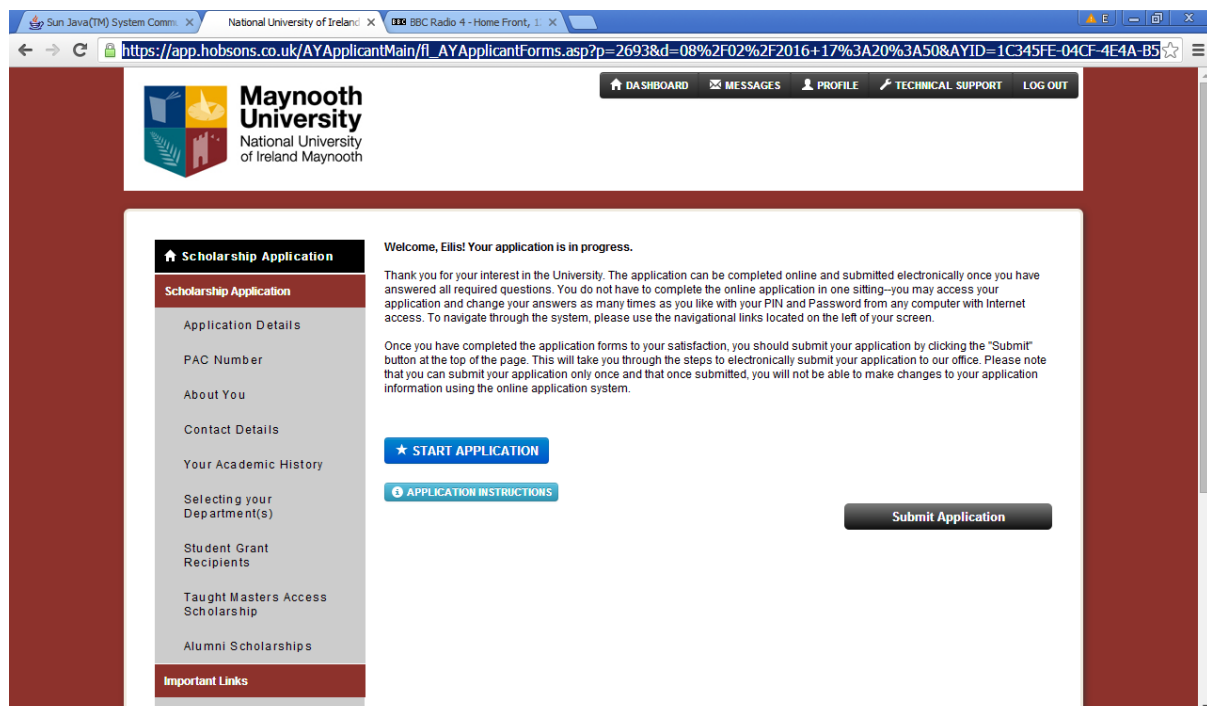
Note: If you forget/misplace your user name or password, click on “Forgot your User Name or Password?” at the bottom of the login screen and follow instructions provided by the system.

ii) Starting application

The University uses the online application system to accept and process not only scholarship applications but also applications for certain type of courses. An applicant's home screen therefore includes two main areas. "Application for Admission" and "Scholarship Application". To start your scholarship application, click on the "Start Application" button in the "Scholarship Application" area. See screen snapshot below.



After you click on the relevant "Start application" button, the following screen will be displayed:



After you click on the "Start Application" button again, you will progress into the first section of the application.

iii) “Application details” section

The online system can be used to accept applications for different scholarships depending on schemes currently available at the University. Please ensure that you select “**Taught Master’s Scholarship**” to indicate which scholarship you wish to apply for. If you select a different scholarship type, your application will NOT be considered as application for a Taught Master’s Scholarship or Alumni Scholarship, even if you submit details relevant for the scholarship competition.

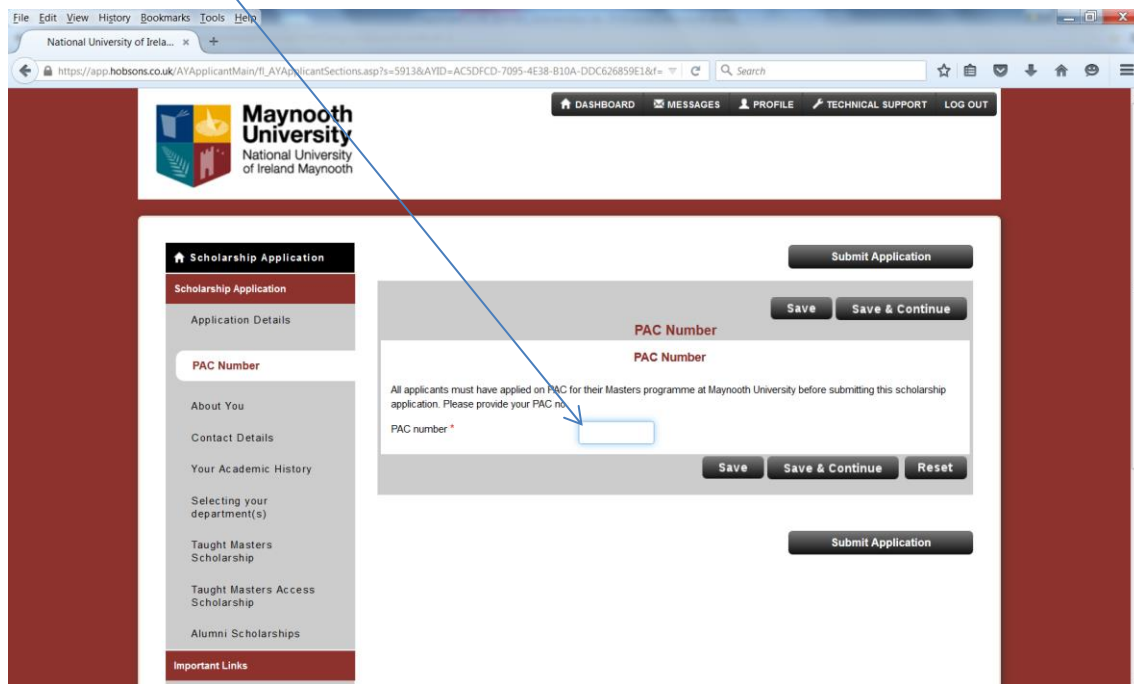
To save your scholarship selection and continue to the next section of your application, click on the “Save & Continue” button.

You can alternatively click on the “Save” button and select a section that you wish to populate from the list of sections available on the left hand side of the screen. Note that the list of sections changes dynamically depending on information saved in the system – you will notice that more sections will become available to you once you save your choice of scholarship.

iv) “PAC Number.” section

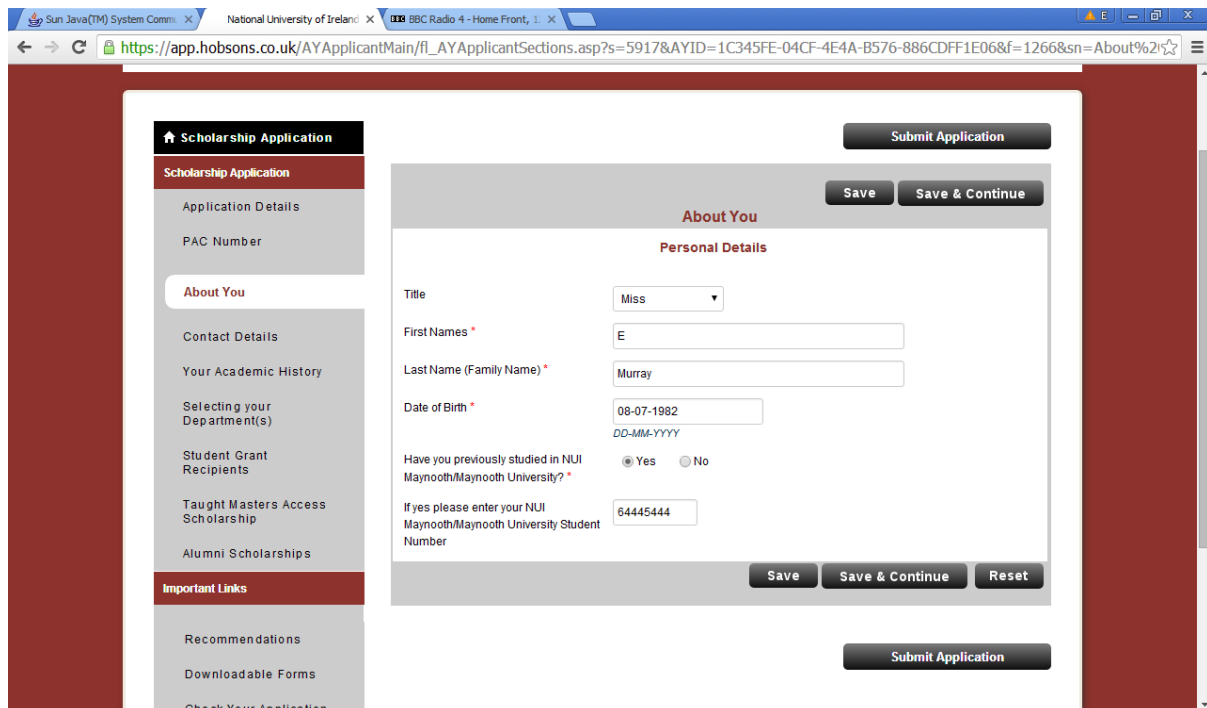
All applicants must include a PAC application no. in this section. The PAC no. is provided after submitting an application for Maynooth postgraduate programmes via the www.pac.ie online course application process.

Insert PAC no.



v) “About you” section

Ensure that all fields marked with * are completed.



Important: if you do not save details entered before selecting another section from the list of sections on the left hand side of the screen, the data will be lost. Therefore

you should always click on either “save” or “save & continue” if you wish to save the information entered.

vi) “Contact details” section

Fields on the screen below are used to capture applicant’s contact details.

Note: “Home phone number” field is mandatory and cannot be left empty. If you are not in the position to provide a home phone number, enter an alternative phone number (work, mobile) instead.

vii) “Your Academic History” section

This section allows you to provide a summary of your academic history to date. Applicants are required to upload a scan of their official transcripts. In case of transcripts issued in languages other than English, applicants are required to upload an English translation together with the original transcript. Official translations are preferred where available; if providing an official translation at the time of application is not feasible, an unofficial translation can be uploaded into the online system instead. The University reserves the right to require official translations of transcripts at the time of scholarship offer, before awards are confirmed. Applicants may enter a number of qualifications into the system but only level 8 honours Bachelor’s degrees or equivalent are considered for Taught Master’s Scholarship/Alumni Scholarship applications.

Applicants should select the relevant qualification level) from a drop-down list.

Highest qualification to date

Highest Qualification Awarded to date: Please specify your highest qualification awarded (i.e. fully completed) to date. Only honours level 8 degree or equivalent transcripts are required for Taught Master's Scholarship applications. If you have completed your undergraduate degree studies, please upload your honours level 8 Bachelor's degree transcript or equivalent in this section.

Current Studies: If you are currently studying/have not fully completed your most recent studies please select the relevant qualification level from the drop-down list. If this does not apply to you, select "Not Applicable". If you have not yet completed your honours level 8 degree but will do so in 2018, you are required to provide details of your qualification 'pending'. If the qualification has not yet been fully completed, please upload a copy of your penultimate summer results for the most recent year of your degree studies (or equivalent).

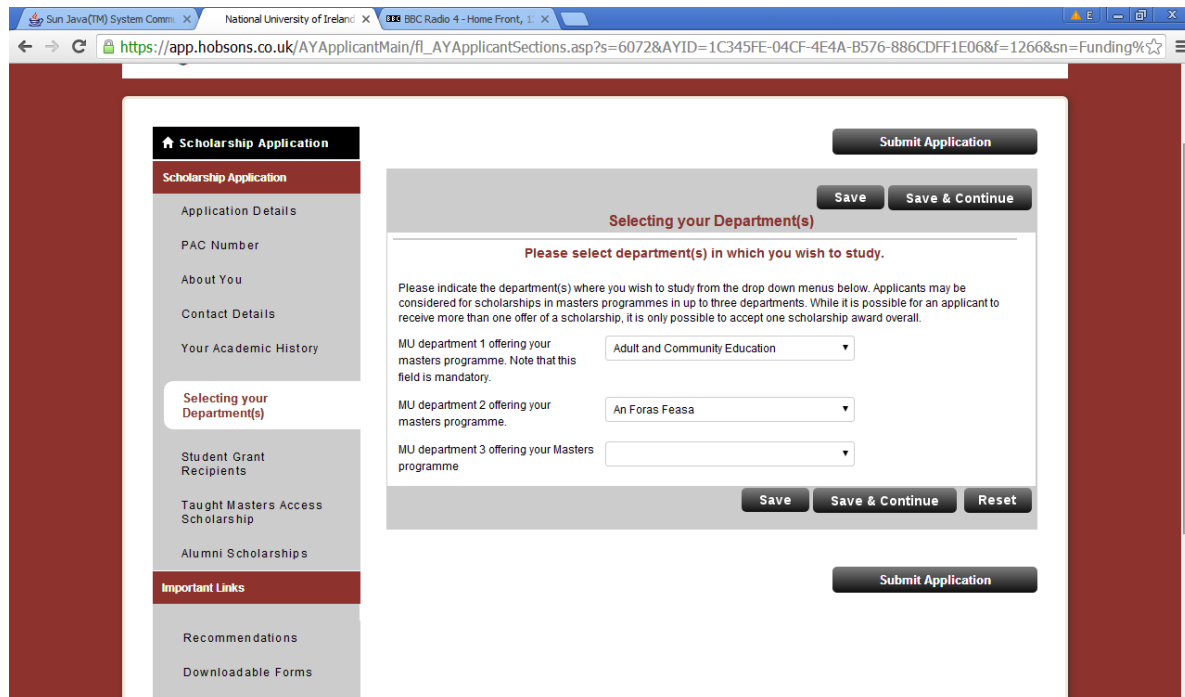
The screenshot shows a web browser window with the URL https://app.hobsons.co.uk/AYApplicantMain/fl_AYApplicantSections.asp?s=5921&AYID=1C345FE-04CF-4E4A-B576-886CDDFF1E06&f=1266&sn=Academic. The page is titled "Your Academic History" and includes a "Save" and "Save & Continue" button. The main content area contains instructions for uploading academic transcripts and a form for entering the highest qualification awarded to date. The form includes two dropdown menus for "Highest Qualification Awarded to date" and "If you are currently studying, select your current qualification type from the dropdown list. If you are currently not studying, select 'Not Applicable'". Below this, there is a section for "Undergraduate qualification - Bachelor's degree or equivalent" with a "Qualification" dropdown set to "Pending", a "Final overall result/grade" dropdown set to "Pending", and two empty text input fields for "Final overall result/grade if not on drop down" and "If your final overall result/grade is". A "PRINT FORMS" button is located at the bottom left of the page.

Note information regarding supported formats and file size for documents to be uploaded. Once you upload your transcript, you can view the uploaded file by clicking on **“View”**. If you need to remove the uploaded file from the system, click on **“Delete”**. Both **“View”** and **“Delete”** are situated at the bottom of the section pertaining to the academic qualification as shown below.

The screenshot shows a web form titled "Qualification - Most Recent". On the left, there is a grey box labeled "Application Instructions" containing a "PRINT FORMS" button. The main form fields include: "Qualification *", "Final overall result/grade *", "Final overall result/grade if not on drop down", "Institution *", "Address of Institution *", "Dates Attended *", and "Upload Official Academic Results". The "Upload Official Academic Results" section features an "Upload Document" button and a list of supported file formats: ".doc, .pdf, .txt, .xls". Below this, a message states: "You have uploaded a file. You may view or delete your uploaded file. You may also upload another file to replace the file you have already uploaded." At the bottom of this message, there are two buttons: "View" (circled in green) and "Delete" (circled in red). A red arrow points from the text "Delete" in the paragraph above to the "Delete" button. A green arrow points from the text "View" in the paragraph above to the "View" button. At the very bottom of the form, it says "Preferred format PDF".

viii) **“Selecting your Department” section**

Here you will use the drop down menus provided to indicate up to three Departments where you wish to study a Taught Master's programme in 2018. You may choose 1, 2 or 3 Departments and these must correspond with the Departments running the Master's programmes selected in your PAC online course application. While it is possible for an applicant to receive more than one offer of a scholarship, it is only possible to accept one scholarship award overall.



The screenshot shows a web browser window with the URL [https://app.hobsons.co.uk/AYApplicantMain/fi_AYApplicantSections.asp?s=6072&AYID=1C345FE-04CF-4E4A-B576-886CDDFF1E06&f=1266&sn=Funding%](https://app.hobsons.co.uk/AYApplicantMain/fi_AYApplicantSections.asp?s=6072&AYID=1C345FE-04CF-4E4A-B576-886CDDFF1E06&f=1266&sn=Funding%20). The page is titled "Scholarship Application" and features a navigation menu on the left with options like "Application Details", "PAC Number", "About You", "Contact Details", "Your Academic History", "Selecting your Department(s)", "Student Grant Recipients", "Taught Masters Access Scholarship", "Alumni Scholarships", "Important Links", "Recommendations", and "Downloadable Forms". The main content area is titled "Selecting your Department(s)" and contains the following text: "Please select department(s) in which you wish to study. Please indicate the department(s) where you wish to study from the drop down menus below. Applicants may be considered for scholarships in masters programmes in up to three departments. While it is possible for an applicant to receive more than one offer of a scholarship, it is only possible to accept one scholarship award overall." Below this text are three dropdown menus: "MU department 1 offering your masters programme. Note that this field is mandatory." (selected: "Adult and Community Education"), "MU department 2 offering your masters programme." (selected: "An Foras Feasa"), and "MU department 3 offering your Masters programme." (empty). There are "Save", "Save & Continue", and "Reset" buttons at the bottom of the form, and a "Submit Application" button at the top right.

ix) **“Student Grant Recipients” section**

This section relates to the Taught Master's Scholarship of €2,000 only. Where a tie-break on academic results occurs at the top of the scholarship ranking, applicants who can provide evidence that they were in receipt of a student grant for their final year of degree study will be given preference for a scholarship. If an applicant has not been in receipt of a student grant for the final year of their undergraduate honours degree, this will not affect the assessment of their application other than in the event of two applicants equal on academic results. Please ensure to upload evidence of an email or letter from the grant authority confirming your receipt of the grant following the onscreen instructions. Applicants must also declare their acceptance of the scheme's terms and conditions in this section.

The screenshot shows the 'Student Grant Recipients' section of the application form. The left sidebar contains a navigation menu with options like 'Application Details', 'PAC Number', 'About You', 'Contact Details', 'Your Academic History', 'Selecting your Department(s)', 'Student Grant Recipients' (highlighted), 'Taught Masters Access Scholarship', 'Alumni Scholarships', 'Important Links', 'Recommendations', 'Downloadable Forms', 'Check Your Application', and 'Application Instructions'. A 'PRINT FORMS' button is at the bottom of the sidebar.

The main content area is titled 'Student Grant Recipients' and includes the following text and form elements:

- Buttons: Save, Save & Continue
- Section Header: **Student Grant Recipients**
- Text: **This section is only relevant to applicants for the Taught Masters Scholarship of 2,000 Euro who have been in receipt of a SUSI student grant for their undergraduate degree studies in Ireland.**
- Text: If you have not been in receipt of a SUSI student grant please do not complete this section. See terms and conditions of the scholarship for details.
- Text: Were you in receipt of SUSI or other Higher Education grant funding for part or all of their undergraduate BA or BSc degree at an Irish university?
 - Yes
 - No
- Text: If yes please provide the most recent year of receipt of your student grant
 - Input field: YYYY
- Text: Please upload evidence (email, letter) from your student grant provider.
 - Upload Document button
 - Text: e.g. doc, pdf, txt, xls [More](#)
- Text: Please confirm that you have read and understood the terms and conditions of this scholarship before submitting your application.
 - Yes
- Buttons: Save, Save & Continue, Reset
- Submit Application button

x) “*Taught Master’s Access Scholarship*” section

All applicants must indicate whether they wish to be considered for the taught master’s scholarship allocated under the Maynooth Access Programme. If you are not currently registered at Maynooth University with the Maynooth University Access Office you should select ‘no’ as your answer in this section. Please note that this section is only relevant to the Taught Master’s Scholarship of €2,000 applications.

The screenshot shows the 'Taught Masters Access Scholarship' section of the application form. The left sidebar is identical to the previous screenshot, with 'Taught Masters Access Scholarship' highlighted in the navigation menu.

The main content area is titled 'Taught Masters Access Scholarship' and includes the following text and form elements:

- Buttons: Save, Save & Continue
- Section Header: **Taught Masters Access Scholarship**
- Text: **Please indicate below if you are interested in applying for the scholarship under MAP allocation.**
- Text: Please note that the Access Scholarship is only relevant to the Taught Masters Scholarship of €2,000 assessment process and is open to current Maynooth University students/graduates registered with the Maynooth University Access Office.
- Text: There is a taught Masters scholarship for students who have been supported by the Maynooth Access Programme (MAP) i.e. students who came through the HEAR route, students with a disability and mature students. To apply for this scholarship you must provide consent for MAP to confirm to the Graduate Studies Office that you were registered with MAP. Please note that no details of your registration with MAP will be shared with the Graduate Studies Office.
- Text: I would like to apply for the MAP taught Masters scholarship. I also provide consent for MAP to confirm to the Graduate Studies Office that I was registered with MAP.
 - Yes
 - No
- Buttons: Save, Save & Continue, Reset
- Submit Application button

xi) “Alumni Scholarship” section

Please indicate the Faculty in which you wish to study your Taught Master's programme of choice. Please upload the Taught Master's Alumni Personal Statement as per the instructions on screen.

Please note that it is possible to apply for a 2nd Alumni Scholarship if you are applying for a Master's programme in another Faculty at Maynooth University. This would require a separate application form with a new password and new email address. You will need to complete the application process for the 1st Alumni Scholarship application and then commence the application process for a 2nd time in order to make two Alumni Scholarship applications. If you need some advice, please contact: masters.scholarships@mu.ie

The Alumni Scholarship requires all applicants to submit a 600 word personal statement. Please download the Alumni Scholarship Personal Statement form (available to download from the 'Downloadable Forms' section on screen.) The fully completed form should be uploaded into the 'Alumni Scholarship' section, following the instructions on screen.

Applicants must also declare their acceptance of the scheme's terms and conditions in this section.

The screenshot shows a web browser window displaying the 'Alumni Scholarships' application page. The page has a dark red sidebar on the left with a navigation menu. The main content area is white with a dark red header. The header contains the text 'Alumni Scholarships' and 'Maynooth University graduates only'. Below the header, there is a section titled 'Funded by the Alumni Credit Card, the Taught Masters Alumni Scholarships are supported by the Alumni Community of Maynooth University. This is a €5,000 euro fees scholarship open to graduates of Maynooth University only (including the BA/BSc graduating classes of 2016). If you wish to apply for this scholarship, please review the scholarship guidance before completing the application form, which includes the terms and conditions of the scholarship, eligibility requirements and the closing date.' Below this text, there is a dropdown menu for selecting the relevant faculty. To the right of the dropdown menu, there is an 'Upload Document' button. Below the dropdown menu, there is a section titled 'Please upload a personal statement (600 words max.) indicating why you have chosen this masters programme at Maynooth University, IMPORTANT: download the Alumni Scholarships Statement supplementary form from the 'Downloadable Forms' sections. After you complete the form in full, please upload it to your application form here using the 'Upload Document' button. Please see the Guide for applicants available under the 'Application Instruction' section for information on how this personal statement will be assessed by the scholarship panel.' Below this text, there is a checkbox for 'Please confirm that you have read and understood the terms and conditions' with a 'Yes' option.

Screenshot of the Alumni Scholarship application form. The page title is "Alumni Scholarships" and it specifies "Maynooth University graduates only". The form is funded by the Alumni Credit Card and is supported by the Alumni Community of Maynooth University. It is a €5,000 euro fees scholarship open to graduates of Maynooth University only (including the BA/BSc graduating classes of 2016). Applicants are instructed to review the scholarship guidance before completing the application form, which includes the terms and conditions of the scholarship, eligibility requirements and the closing date.

The form includes a dropdown menu for selecting the relevant faculty at Maynooth University where the applicant will study their masters programme. There is an "Upload Document" button for uploading a personal statement (600 words max.) indicating why the applicant has chosen this masters programme at Maynooth University. An important note states: "download the Alumni Scholarships Statement supplementary form from the 'Downloadable Forms' sections. After you complete the form in full, please upload it to your application form here using the 'Upload Document' button. Please see the Guide for applicants available under the 'Application Instruction' section for information on how this personal statement will be assessed by the scholarship panel."

At the bottom, there is a checkbox for "Please confirm that you have read and understood the terms and conditions" with a "Yes" option.

xii) "Recommendations" section

Recommendations (references) **are not required for Taught Master's Scholarship** applications. References provided will not be considered. Please ignore this section.

The screenshot shows a web browser window with the URL https://app.hobsons.co.uk/AYRequestRecommendation/fl_Request_Recommendation.asp?AYID=1C345FE-04CF-4E4A-B576-886CDDFF1E06&d=08%2F02%2F2016+19%2F02%2F2016. The page header features the Maynooth University logo and navigation links: DASHBOARD, MESSAGES, PROFILE, TECHNICAL SUPPORT, and LOG OUT. The main content area is titled "Recommendations are NOT REQUIRED for taught master scholarship applications. Please ignore this section." Below this is a blue button labeled "RECOMMENDATION PROVIDER LIST". An "Additional Information" section contains the text: "Please note if references are received for a taught master scholarship application, they will be ignored. Maynooth University will not contact your referees even if you do provide their contact details." The left sidebar menu includes: Scholarship Application (selected), Application Details, PAC Number, About You, Contact Details, Your Academic History, Selecting your Department(s), Student Grant Recipients, Taught Masters Access Scholarship, Alumni Scholarships, and Important Links.

xiii) "Downloadable Forms" section

Downloadable forms are not required for Taught Master's Scholarship applications. They are only relevant to Alumni Scholarship applications. If you are a graduate of Maynooth University and you are uploading an Alumni Scholarship personal statement form, please refer to the Alumni Scholarship section of the application form.

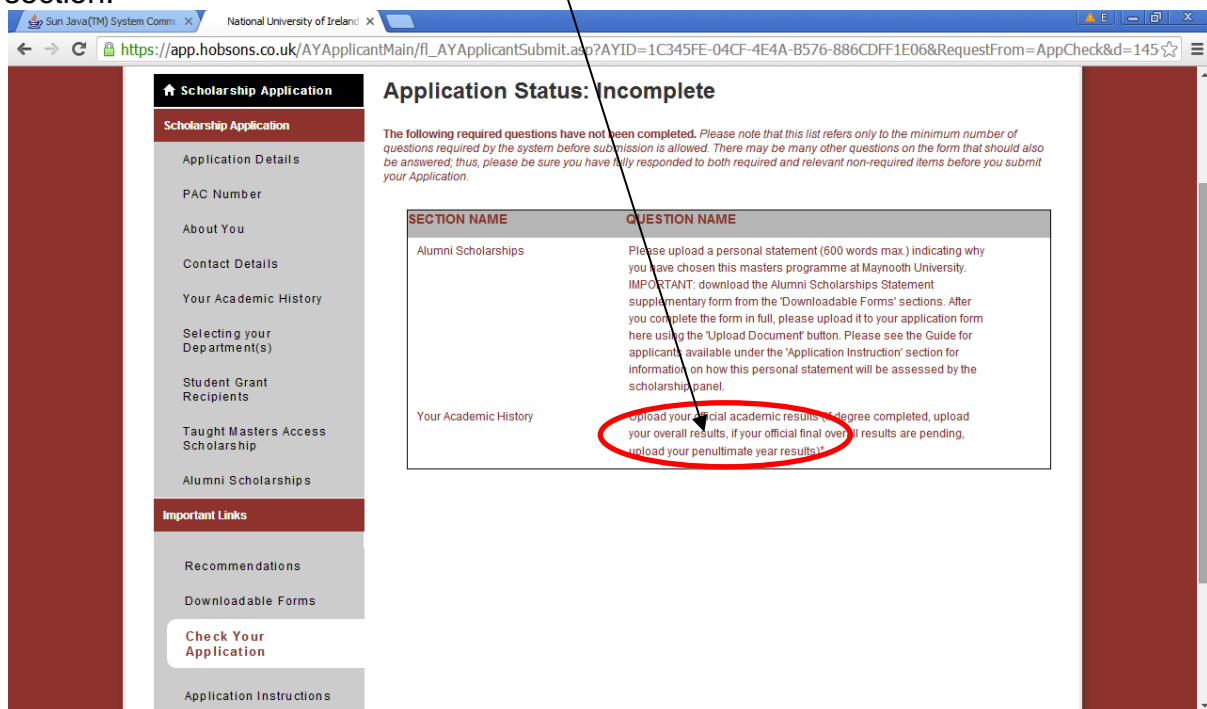
The screenshot shows a web browser window with the URL https://app.hobsons.co.uk/AYApplicantMain/fl_AYDownloadableForms.asp?AYID=1C345FE-04CF-4E4A-B576-886CDDFF1E06&d=08%2F02%2F2016+19%2F02%2F2016. The page header features the Maynooth University logo and navigation links: DASHBOARD, MESSAGES, PROFILE, TECHNICAL SUPPORT, and LOG OUT. The main content area is titled "Downloadable Forms". Below this is a section for "TM Alumni Scholarship personal statement" with instructions: "Applicants for the Taught Master Alumni Scholarship need to download this form, complete it and once fully completed, upload it into the system. The form does not apply to applicants for other MU scholarships. Please refer to the Guidelines for applicants for assistance with completing the form." Below this is an Adobe Acrobat Reader icon. An "Additional Information" section contains the text: "To download files in .pdf format, you must have Adobe Acrobat Reader installed on your machine. If you do not have a copy, you can download a free version from the Adobe Website. After downloading the software (make sure to remember the folder to which you have saved it), you may follow these instructions:" followed by a bulleted list:

- Logout of your online application and close your browser.
- Close all other open applications on your desktop.
- Run the Adobe Acrobat .exe programme (i.e. AdbeRdr60_enu_full.exe).
- Follow the instructions on your screen.

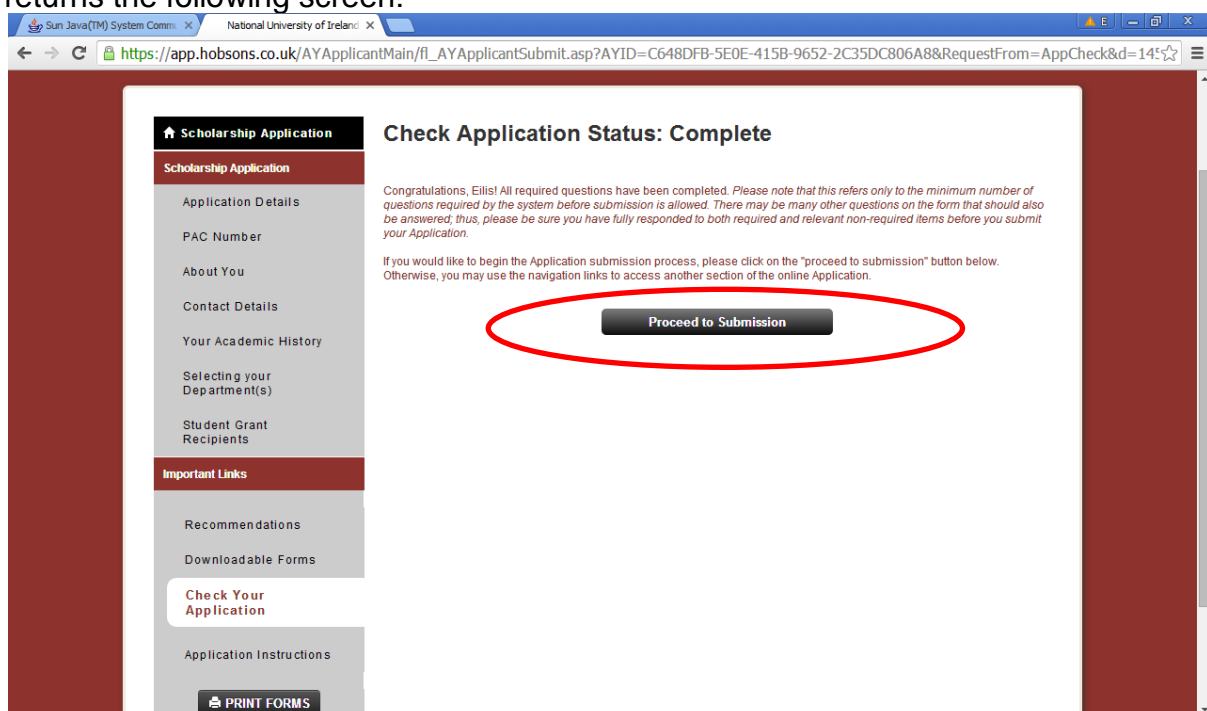
Below the list is the text: "You are now ready to view and download .pdf files from the Web!". The left sidebar menu includes: Scholarship Application, Application Details, PAC Number, About You, Contact Details, Your Academic History, Selecting your Department(s), Student Grant Recipients, Taught Masters Access Scholarship, Alumni Scholarships, Important Links, Recommendations, Downloadable Forms (selected), Check Your Application, and Application Instructions.

xiv) “Checking your application” section

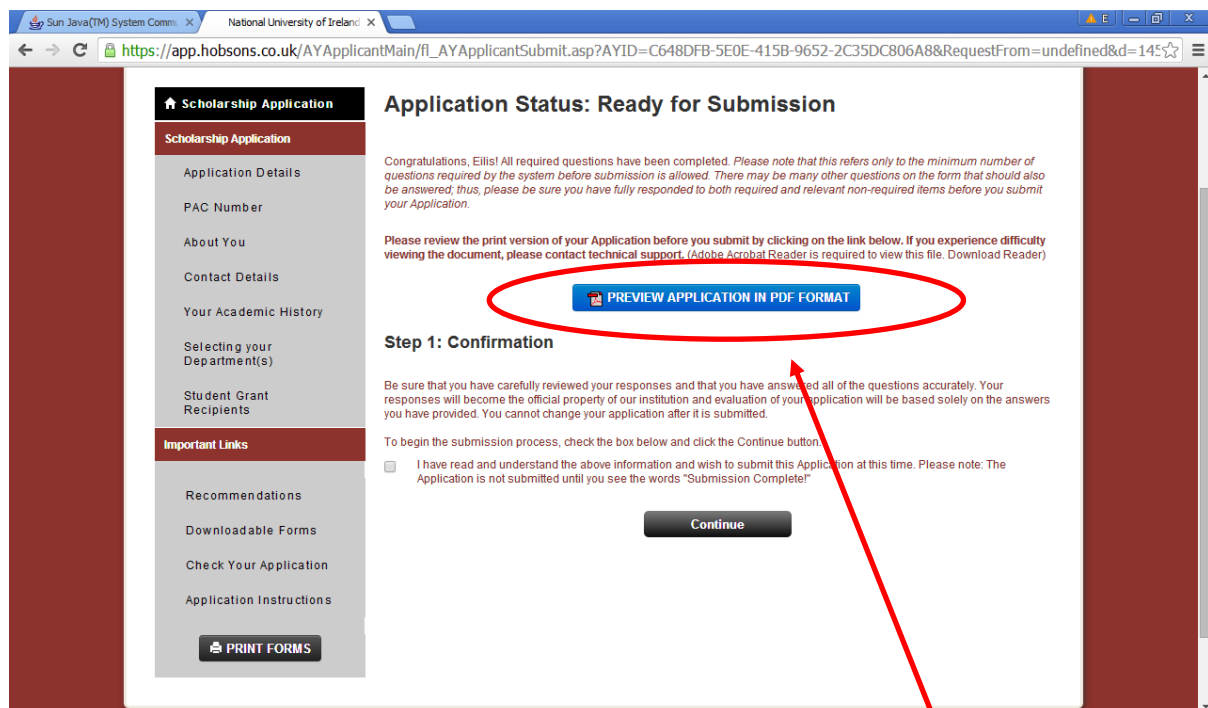
It is not possible to submit an application if some of the mandatory fields are not completed. To check whether all mandatory fields have been populated, select “Check Your Application”. The screen snapshot below shows a result of the check where some of the mandatory fields are not populated. By clicking on the subject of the question, in this case “**Academic History**”, you can access directly the relevant section.



Applicants are encouraged to review their application before it is submitted, by clicking at the “**Print Forms**” button located in the bottom left corner of the screen. When all mandatory fields are populated, the “Check Your Application” functionality returns the following screen:



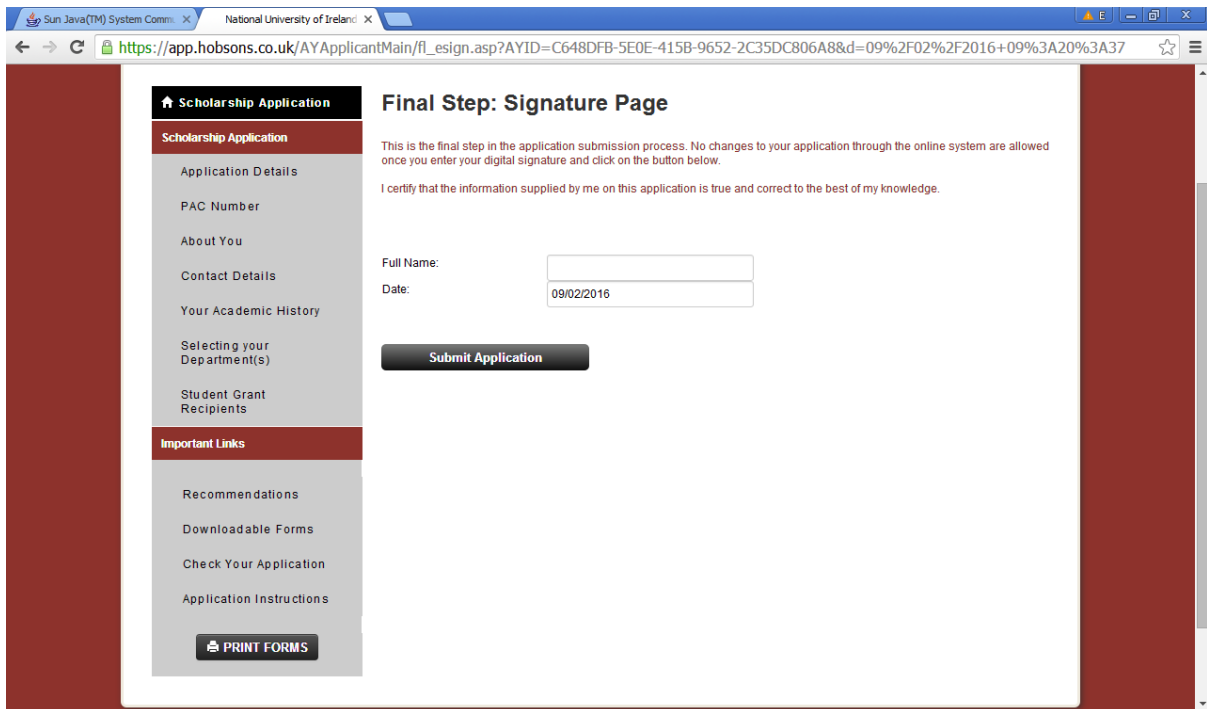
By clicking at the **“Proceed to Submission”** button, the submission process will be initiated and the following screen will appear:



Remember, once you submit your application, it will not be possible to make any amendments in it.

Applicants can at this stage preview and save their complete application including all uploaded documents in PDF format, by clicking at **“Preview Application in PDF format”**.

After applicants review their complete application and are ready to submit, by clicking at the “Continue” button they will progress to the final step in the submission process illustrated on the screen snapshot below:

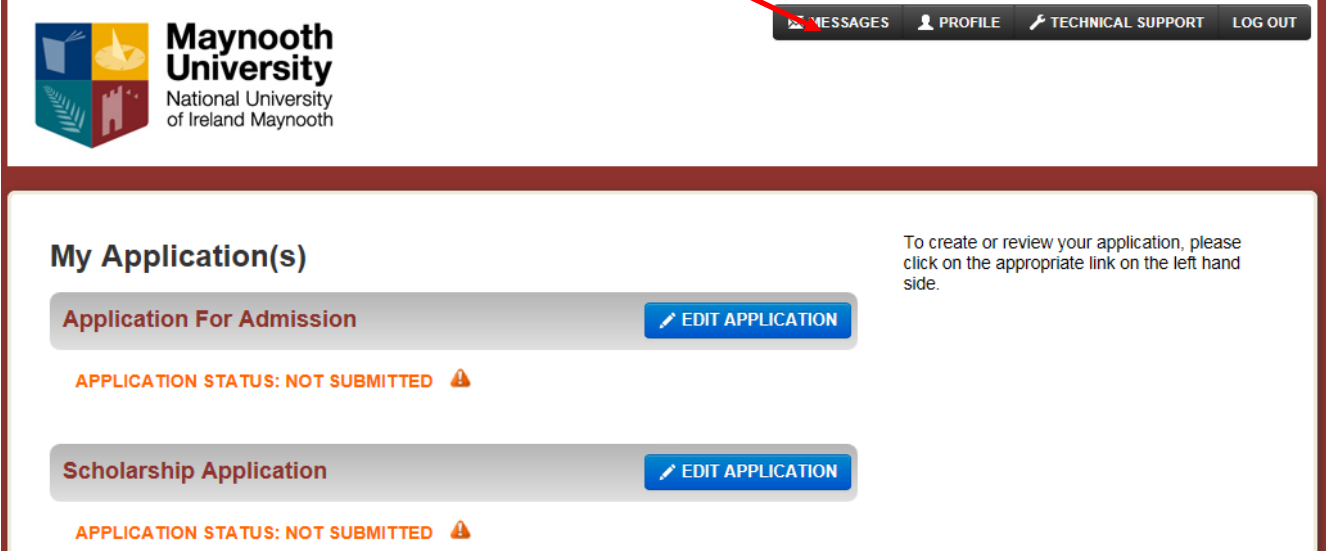


Following successful submission, the applicant's home screen will indicate that the **application has been submitted** and will allow **viewing the application**, see the screen snapshot below:



6. Changing password, updating applicant's profile

Password can be changed by clicking at **"Profile"** on the top of any screen within the online application system.



The screenshot shows the Maynooth University National University of Ireland Maynooth online application system. At the top right, there is a navigation bar with links for MESSAGES, PROFILE, TECHNICAL SUPPORT, and LOG OUT. A red arrow points from the text above to the PROFILE link. The main content area is titled "My Application(s)" and contains two application entries:

- Application For Admission**: Includes an "EDIT APPLICATION" button and a status of "APPLICATION STATUS: NOT SUBMITTED" with a warning icon.
- Scholarship Application**: Includes an "EDIT APPLICATION" button and a status of "APPLICATION STATUS: NOT SUBMITTED" with a warning icon.

To the right of the application list, there is a note: "To create or review your application, please click on the appropriate link on the left hand side."

The following window opens which allows to change the password and to update some other details saved in the applicant's profile, as indicated on the screen snapshot below:

Account Profile ✕

** indicates a required question*

User Name: nuimapplicant

First/Given Name*:

Last or Family Name*:

Email Address*:

The following two items will be used to validate yourself in case you lose or forget your User Name and/or password.

Birth date*: (dd/mm/yyyy)

ZIP/Postal Code*:

i A confirmation email containing your account information will be automatically sent to the email address provided above.

Update Account

7. Recommended system requirements for using the online system

Maynooth University uses a third party service, therefore some email addresses and urls used are those of the service provider. All information provided by applicants and referees will only be used by Maynooth University in the process of collecting and processing scholarship applications. No third party will have access to the data.

Supported browsers include Internet Explorer 9 and 11, Firefox, Chrome and Safari.

While the majority of features will work with other browsers, full compatibility is guaranteed and support offered is for the browsers mentioned above.

If you are using one of the supported browsers and are experiencing problems, we encourage you to upgrade to the latest version. If you still experience problems after upgrading, please make sure that your browser is set to accept cookies. Also, make sure the following browser settings are enabled:

JavaScript must be enabled.

Popup blockers must be disabled.

If your browser has a section for trusted sites, please enter these two URLs:

<http://rec.hobsons.co.uk>

<https://rec.hobsons.co.uk>

You will need Adobe Reader 6.0 or higher to download, view and print PDF files. While PDF files should work with most other PDF viewers, we can only guarantee full compatibility and support for Adobe Reader 6.0 or higher.

If your email offers a whitelist, please add the following addresses:

support@hobsons.com

8. Enquiries

If you have any questions regarding the application process please consult documentation for applicants, such as this guide, Frequently asked questions (FAQ), and Terms and conditions of the scheme.

Should the documents available do not answer your question, please email masters.scholarships@mu.ie with "Alumni Scholarships 2018" in the subject line.

For reasons of transparency and fairness, only email enquiries will be accepted and responses will be included in the FAQ document published at: www.maynoothuniversity.ie/postgradscholarships

The FAQ process will close on the 7th June.