

## Post Graduate Diploma in Palliative Care Application Procedure

### Application Procedure

Applicants for all postgraduate taught programmes must apply online through the Postgraduate Applications Centre at <http://www.pac.ie/ucc>

#### Before making an application, you will need access to the following:

- **A computer and printer** - Applicants must print their application receipt at the final stage of the online application form.
- **Credit/Laser card**- the application fee is €45. (For applicants who cannot pay by these methods, there is a facility to follow with the application fee by bank draft or direct bank transfer. There is an extra charge for this facility.)
- **Email Address** - Applicants must have a valid email address to use this online application facility. It is your responsibility to check your account regularly for updates.
- **PPS Number** - Irish applicants will be also required to have their PPS number. (This is not mandatory for non-Irish applicants).
- **UCC Student Number** - Applicants who are current/past graduates/postgraduates at UCC must also have their existing UCC student number.
- **PAC Login Account** - See below

### How To Apply Online

- Go to PAC website: <http://www.pac.ie/ucc>
- Create PAC Login Account (first time users only) – Applicants who are first time users need to create an account before making an application. Go to the login section on the right hand side of the screen and click on the register here link. Enter your email address, password and contact details and click submit
- Click on apply under the heading MY PAC
- Irish/EU Applications - select option: EU Taught  
Non-EU Applicants- select Option: Non-EU Taught
- Confirm you have read both the Application Instructions and Terms and Conditions and click on the start application button
- Page 1 – You will be asked to input biographical information, your PPS number, UCC student no (if applicable) and your course codes (**CKW13 PostGraduate Diploma Palliative Care**). You can choose to save your application at this point, or continue.

- Page 2 – You will be asked to fill in details of Higher Education Qualifications you have completed. Please note that transcripts of all Non-UCC qualifications will need to be submitted to PAC.
- Page 3 – You will be asked to verify the information submitted and proceed to fee payment.
- Page 4 – This is the receipt page where you will be given your PAC number. You will also be prompted to download supplementary information forms for certain programmes

## **Additional Information for Applicants for Postgraduate Diploma in Palliative Care: Taught Programme**

### **Supporting Documentation Required**

In addition to the details you submit on-line, please note that there is an additional supplementary form to be completed. You will be prompted to download the form when you reach the final Application Receipt page of the online application process. Please complete the form in detail.

Completed supplementary forms, which **must be marked with your PAC number**, should be forwarded to:

The Postgraduate Applications Centre  
1 Courthouse Square  
Galway

*Please note that your application cannot be considered until you have submitted the required supplementary forms.*

### **IRISH/EU APPLICANTS**

#### **Non-UCC Applicants - Documentation Required**

Please note you must also forward **PHOTOCOPIES** of official documentary evidence of any third level qualifications (undergraduate and postgraduate) and or other professional/vocational qualifications that were not completed at University College Cork. **PHOTOCOPIES** of academic transcripts (with details of subjects and results) and certificates/parchments of your qualifications listed on your application must be marked with your PAC number and forwarded directly to:

The Postgraduate Applications Centre  
1 Courthouse Square  
Galway  
Ireland

*Please mark all documents with your PAC Number.*

**N.B.** Non-UCC Applicants who are currently completing undergraduate/postgraduate programmes and have not as yet completed final exams/graduated should submit **PHOTOCOPIES** of academic transcripts with details of subjects studied and **results to date** as soon as possible after applying online.

#### **Current UCC Students/Graduates**

You are not required to submit evidence of qualifications pursued at University College Cork. However, if you are a current UCC student or past UCC graduate and have also completed additional qualifications in another University/College, you must provide official copy documentary evidence of your non-UCC qualifications.

### **NON-EU / INTERNATIONAL APPLICANTS**

Please note you must also forward certified true copies of official documentary evidence of any third level qualifications (undergraduate and postgraduate) and or other professional/vocational qualifications that were not completed at University College Cork. Certified true copies of academic transcripts (with details of subjects and results) and certificates/parchments of your qualifications listed on your application marked with your PAC number must be forwarded directly to

The Postgraduate Applications Centre

1, Courthouse Square  
Galway  
Ireland

*Please mark all documents with your PAC Number.*

(N.B. Non-EU Applicants who are currently completing undergraduate/postgraduate programmes and have not as yet completed final exams/graduated should submit copies of academic transcripts with details of subjects studied and results to date as soon as possible after applying online.

All documentation which is not in English must be officially translated to English.

### **Checking your Application Status**

Once an online application has been completed, applicants should check their application status regularly for updates and final selection decisions as follows:-

- Go to PAC website: <http://www.pac.ie/ucc> Go to the Login section:
- Enter username (email address) and password
- Click on Login button
- Go to the MY PAC section
- Click on Application Status
- Applicants' existing applications will be displayed on screen.
- Click on the **View Status** link to view your current application status and final application decisions
- To Logout, click on the **Logout** option under the heading **MY PAC** to logout of the PAC system.

**Contact Graduate Studies Office:** T:+353 (0)21 490 2876 | E: [graduatestudies@ucc.ie](mailto:graduatestudies@ucc.ie) |  
F:+353 (0)21 490 1897 |

Addr: *Graduate Studies Office, 2nd Floor, West Wing, University College Cork, Cork* |

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