

**Young Adult Application Guide 2024**

# **Young Adult:** Aged 21 years or younger on Jan 1st, 2024



# Table of Contents:

1. What is the UCD Access to Arts, Humanities, Social Sciences & Law Programme (AHSSL)?
2. Who should make an application for the AHSSL Programme?
3. Application Process
4. Supporting Documents
5. Financial Documents
6. FAQ’s
7. Appendix I
8. Appendix II
9. Contact Information

[Privacy Statement](https://drive.google.com/file/d/170eYRjaCBYSk65mKLqIeFy19NCAYVm0c/view?usp=drive_link)

# 1. What is the UCD Access to Arts, Humanities, Social Science & Law (AHSSL) Programme?

Access to Arts, Humanities, Social Sciences and Law Programme is a one-year, part-time course designed to prepare learners, who may not have formal qualifications, for successful study at university. It is the oldest access course in Ireland.

It is a Special Purpose Awards ([Level 6](http://www.nfq-qqi.com/)) which equips students with the skills and confidence required to take the next step to selected degree courses at UCD.

The AHSSL programme is

* student-centred
* offers you support and guidance throughout your Access year

You will experience a range of teaching approaches including

* group work
* case studies
* reviews
* in-class discussions
* In supportive large and small group settings.

A variety of assessment methods are used including reflective journals, presentations, essays and exams to help you discover your learning style.

Students who achieve a Grade Point Average (GPA) of 2.6 or more can apply for a guaranteed minimum number of places on the following degree programmes in UCD.

∙  [BA Arts (CAO number DN520)](https://www.myucd.ie/courses/arts-humanities/)

∙  [BA Humanities (CAO number DN530)](https://www.myucd.ie/courses/arts-humanities/)

∙  [BSc Social Sciences (CAO number DN700)](https://www.myucd.ie/courses/social-sciences/)

∙  [BSocSc Social Policy and Sociology (CAO number DN750)](https://www.myucd.ie/courses/social-sciences/social-policy-sociology/)

∙  [BCL Law (CAO number DN600)](https://www.myucd.ie/courses/law/law-bcl/)

∙  [BSc Criminology with Psychology (CAO Number DN620)](https://www.myucd.ie/courses/law/criminology-with-psychology/)

For more detailed information on the course content and structure, please refer to our website the [AHSSL webpage](https://www.ucd.ie/all/cometoucd/applying/universityaccesscourses/accesstoartshumanitiessocialsciencesandlawahssl/)

# 2. Who should make an application to the Access to AHSSL Programme?

## AGE REQUIREMENT

* If you are 21 years of age or under on 1st January 2024 –you follow this guidebook and complete this [online application form](https://hub.ucd.ie/usis/W_HU_REPORTING.P_LAUNCH_REPORT?p_report=OA720&p_parameters=01B68F6F4A01E9FC2D96F8B7F2E0DE18C1DCAF89F2E4AD477A54CAD500668D81A957DE83C5E105D60FCEDCA4F695C7480316EC91178B2623D852D1FF08235372EC092AEF14079A13757747F52A37D3C7FA05FDD3E296701BC79123CC51E2D18D4BC9F0DA7D6B990B5354FEA12E1940CEC3D93606BE2B9EAC2335F000A30FD3EA106B2DE54B0E71A78B7B33BAD283E77AE43EC425072CADC8D609F5527863F7065E4DB68C9174050E97E755CB8D8C8B8EC23137F31165747CDC8F63751AD6E278) as well as the [Access Eligibility Form.](https://ucdall2023.qualtrics.com/jfe/form/SV_cJaqJLdv3xTuJkW)
* If you were 22 or over on January 1st 2024 – please [complete the application form](https://hub.ucd.ie/usis/W_HU_REPORTING.P_LAUNCH_REPORT?p_report=OA720&p_parameters=01B68F6F4A01E9FC2D96F8B7F2E0DE18C1DCAF89F2E4AD477A54CAD500668D81A957DE83C5E105D60FCEDCA4F695C7480316EC91178B2623D852D1FF08235372EC092AEF14079A13757747F52A37D3C7FA05FDD3E296701BC79123CC51E2D18D4BC9F0DA7D6B990B5354FEA12E1940CEC3D93606BE2B9EAC2335F000A30FD3EA106B2DE54B0E71A78B7B33BAD283E77AE43EC425072CADC8D609F5527863F7065E4DB68C9174050E97E755CB8D8C8B8EC23137F31165747CDC8F63751AD6E278) available on the [AHSSL webpage](https://www.ucd.ie/all/cometoucd/applying/universityaccesscourses/accesstoartshumanitiessocialsciencesandlawahssl/).

## ACCESS CRITERIA

This programme is for applicants who have experienced socio-economic disadvantage and/or educational disadvantage. Each candidate is checked at the short-listing stage to determine eligibility for the programme.

Applicants must **satisfy three** of the following criteria:

* You have attended a [**DEIS post primary school**](https://www.gov.ie/en/directory/category/495b8a-schools/?school_roll_number=&county=6eba29-limerick&school_level=POST+PRIMARY) for at least two years.
* Your **household income** in 2023 must be on or below €55,924.
* You or your family are in receipt of a **medical card/ GP visit card** that was in date on 31 December 2023
* Your family received a **means tested payment** from the Department of Social Protection for at least 26 weeks in 2023 (Outlined in Appendix I).
* You live in an area of urban or rural disadvantage. To meet this indicator your address must be in an area classified as **disadvantaged**, **very disadvantaged** or **extremely disadvantaged.**
* Your parents have not gone to college.

**OR**

**Provide proof that you are eligible for HEAR (Higher Education Access Route) for the 2023 or 2024 academic year.**

## ACCESS PRIORITY GROUPS

In addition to the above, special consideration is given to applicants in the [National Access Plan 2022-28 Priority Groups](https://hea.ie/policy/access-policy/national-access-plan-2022-2028/), below is a list:

* Members of the Traveller Community
* Members of the Roma Community
* Lone/teen parents
* Students who may have experienced domestic violence
* Migrants, international protection applicants, refugees and ethnic minority groups
* Students who experience or have experienced homelessness
* Students who are/were in the care of the State/TUSLA (The Child & Family Agency)
* Students who care for a member of their family
* Students with a disability
* Students who have experienced of the criminal justice system

## ACADEMIC

There are **no standard educational requirements**, such as the Leaving Certificate, but all applicants must meet the following criteria:

* Be able to demonstrate a desire to pursue third level programmes and a level of learning ability suitable to do so.
* Demonstrate an ability to communicate effectively in English at a level suitable to commencing the programme.
* Candidates who already hold a higher education qualification will be considered ineligible.

# 3. APPLICATION PROCESS

## How do I apply?

You must apply online. You can apply using the link below:

* [UCD Access to AHSSL Application Form](https://hub.ucd.ie/usis/W_HU_REPORTING.P_LAUNCH_REPORT?p_report=OA720&p_parameters=01B68F6F4A01E9FC2D96F8B7F2E0DE18C1DCAF89F2E4AD477A54CAD500668D817526E4AA16A35F4AC75A568DF5A17BFD5508E1FD40EEA425661917ED8656C481BFB0E793C32AF410C92FF67B7282F9F4C04D28D5B0FD80DA942AE6FAB977C166EE8652E7203A9E401C00B3CF6B11FA15429298F8EC9A493F123705435C4899EF5A331444031680A53446540DC5FB4A0E64F8CC1562E648F5E64256A693C064CC028CB3EB1DB526E82781EC914B4120DAFA06E86BB32EB466DCD680D02F8D63F5C71D7CFB668C2796AE44921F00B12A5C)
* [Access Eligibility Form](https://ucdall2023.qualtrics.com/jfe/form/SV_cJaqJLdv3xTuJkW) - needs to be completed by applicants who are 21 or under on Jan 1st, 2024.

If you are unsure if you should apply or want to check if you are eligible for

the course, please review page 5 & 6.

You can also talk to a member of the UCD Access & Lifelong Learning Team

– all@ucd.ie /(01) 716 7123

## What is the closing date?

* Applications will close on the 20th of August. Late applications may be considered.

## Do I have to complete my application all in one go?

* The Access Eligibility Form must be completed on one sitting but supporting documents can follow.
* The Programme application form can be saved and submitted at a later date.

## What do I include in my personal statement?

* Explain why you want to do the AHSSL programme and what you hope to achieve by completing it.
* Mention what appeals to you about the course and how you think it could benefit you.
* Explain how your life and work experience to date has led you to this course.

It does not have to be too long. You can write your statement of interest outside the form and save this separately. Once finished, you can copy and paste this into the online form.

## How do I know what I need to include with my application?

You must do the following:

* Complete all relevant sections of the [Programme Application form](https://hub.ucd.ie/usis/W_HU_REPORTING.P_LAUNCH_REPORT?p_report=OA720&p_parameters=01B68F6F4A01E9FC2D96F8B7F2E0DE18C1DCAF89F2E4AD477A54CAD500668D817526E4AA16A35F4AC75A568DF5A17BFD5508E1FD40EEA425661917ED8656C481BFB0E793C32AF410C92FF67B7282F9F4C04D28D5B0FD80DA942AE6FAB977C166EE8652E7203A9E401C00B3CF6B11FA15429298F8EC9A493F123705435C4899EF5A331444031680A53446540DC5FB4A0E64F8CC1562E648F5E64256A693C064CC028CB3EB1DB526E82781EC914B4120DAFA06E86BB32EB466DCD680D02F8D63F5C71D7CFB668C2796AE44921F00B12A5C) and the [Access Eligibility Form](https://ucdall2023.qualtrics.com/jfe/form/SV_cJaqJLdv3xTuJkW).
* Upload supporting documents with the application form or contact [therese.fitzgerald@ucd.ie](mailto:therese.fitzgerald@ucd.ie) for support with this.

# SUPPORTING DOCUMENTS

## Medical Card

**If you or your parent/guardian has a Medical/GP Visit card:**

* If you / your parent(s)/guardian(s) have a HSE Medical Card/ GP Visit Card that is in date as of 31st December 2023 you must fill in the [Medical Card/GP Visit Card Form](https://docs.google.com/document/d/1X1yzJrLFB7h4EtRmm5v4YMPEbCsXkDYg/edit?usp=sharing&ouid=109769995658920192313&rtpof=true&sd=true)
* You must complete Part 1 of the Medical/ GP Visit Card Form. Then ask your local HSE Office that issued you/your Parent(s)/Guardian(s) card to complete and stamp Part 2 of the same form.
* The Medical Card/ GP Visit Card Form must be uploaded to your application – it is your responsibility to ensure this form has been completed correctly by the HSE officials.

## Social Welfare

**If your parent/guardian receives Social Welfare Payments:**

* You will need to submit the [Social Welfare Form](https://drive.google.com/file/d/1nLWhwp9AmsP9amB1PLRRwMf8hXzpCDUC/view?usp=drive_link).
* Once you complete Part 1, your parents/guardians will need to bring or post the form to their Local DEASP /Intreo Centre and a representative from the Department of Employment Affairs and Social Protection (DSP) must complete the rest of the [Social Welfare Form](https://docs.google.com/document/d/1sB-0oj0K7qm2mee0SCaXPWdJTX7BTemj/edit?usp=sharing&ouid=109769995658920192313&rtpof=true&sd=true).
* The completed Social Welfare Form must be uploaded to your application.

**If you are in the care of the state/TUSLA (The Child and Family Agency) or if you were previously in the care of the state/HSE?**

* If you are in the care of the state/TUSLA (The Child and Family Agency) or if you were previously in the care of the state/HSE please contact UCD Access & Lifelong Learning for further information on supporting documentation and support with the form (Therese Fitzgerald – [therese.fitzgerald@ucd.ie](mailto:therese.fitzgerald@ucd.ie)).

FINANCIAL DOCUMENTSPlease see the table below to find out what financial documents are required.

|  |  |  |
| --- | --- | --- |
| **TYPE OF INCOME** | **DOCUMENTS REQUIRED** | **HOW DO I GET THE REQUIRED DOCUMENTS?** |
| My parent/guardian was in paid employment in 2023 on a full, part time or temporary basis. | Statement of Liability for 2023 from Revenue Commissioners. A Statement of liability provides a breakdown of total household income from all sources. | [www.revenue.ie](http://www.revenue.ie/) |
| My parent/guardian was self-employed, engaged in farming, or receiving rent from rental properties in 2023. | Self-Assessment – Chapter 4 for 2022 from Revenue Commissioners or Tax Exemption Letter. | [www.revenue.ie](http://www.revenue.ie/) |
| My parent/guardian received social welfare payments in 2023, other than child benefit. | See page 9 | Department of Employment Affairs and [Social Protection (DEASP) Form](https://docs.google.com/document/d/1sB-0oj0K7qm2mee0SCaXPWdJTX7BTemj/edit?usp=sharing&ouid=109769995658920192313&rtpof=true&sd=true) or DEASP Statement for 2023  Local DEASP Intreo Office  <https://services.mywelfare.ie/> |
| My parent/guardian retired in 2023 | Retirement lump sum letter from employer and/or  Statement of Liability for 2023 /Self-Assessment – Chapter 4 for 2022 and/or  [DEASP Form](https://docs.google.com/document/d/1sB-0oj0K7qm2mee0SCaXPWdJTX7BTemj/edit?usp=sharing&ouid=109769995658920192313&rtpof=true&sd=true) for 2023 signed and stamped. | Contact last employer or body administering pension [www.revenue.ie](http://www.revenue.ie/)  DEASP Intreo Office |

**Financial Documents:**

Your parents/guardians may not automatically receive a Statement of Liability for 2023. This provides a breakdown of total household income from all sources. They may need to apply for this online or by contacting their local Revenue Office. Please check [www.revenue.ie](http://www.revenue.ie/) to find your local Revenue Office. Sample images of the required documents can be found in Appendix II.

# Frequently Asked Questions

## 1.What if I have applied to HEAR, do I still need to include supporting documents with my application?

* If you are applying for HEAR and the UCD Access to AHSSL Course you should submit supporting documents (HEAR Social Welfare form, Statement of Liability for 2023 etc) directly to the CAO.
* In such circumstances, it is not necessary to upload the documents to the form for this programme.

Please remember to tick that you have applied to HEAR in the application form.

You will also need to forward your HEAR eligibility email from HEAR/CAO as soon as

you receive it.

## 2.What do I do with my supporting documents once they are completed?

Once you have all your documents fully completed, stamped and signed by the relevant office, you need to create an electronic copy of the document to upload to your application form.

## 3.How do I get electronic copies of my documents?

If you have a hard copy or print out of the document (such as Social Welfare Form or Medical Card/GP Visit Card Form or Letter from the HSE) you can create an electronic copy in some of the following ways:

* Scan the document and save the file. Scanners may be available to you in your school, at a local library or in a copy centre.
* Take an image of the document and save the file.
* Revenue will provide documents such as the Statement of Liability form etc. in electronic format.

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

* Uploading documents to your application form is the same as adding attachments to an e-mail. You simply follow the instructions on the application form and attach the relevant file from your computer. This will add the document to your application.
* You can only upload one document in each section.

**Please retain all of your original hard copy documents as you may be asked to produce these to verify your application**.

## 5.What if I am not sure what financial documents to include?

If you are still not sure, please contact UCD Access & Lifelong Learning [all@ucd.ie](mailto:all@ucd.ie) or [therese.fitzgerald@ucd.ie](mailto:therese.fitzgerald@ucd.ie)

## 6. What if I experience difficulty accessing the application form?

If you have any problems, please contact UCD Access & Lifelong Learning [all@ucd.ie](mailto:all@ucd.ie) or [therese.fitzgerald@ucd.ie](mailto:therese.fitzgerald@ucd.ie)

## 7. What if I still have questions about my application?

You could talk to your guidance counsellor who can help you with your application or you can contact UCD Access & Lifelong Learning [all@ucd.ie](mailto:all@ucd.ie) or [therese.fitzgerald@ucd.ie](mailto:therese.fitzgerald@ucd.ie)

# Appendix I: List of Social Protection Payments

**The most common means-tested social assistance payments are:**

* Carer’s Allowance
* Disability Allowance
* Working Family Payment (WFP) (formerly know as Family Income Support, FIS)
* Jobseeker’s Allowance (JA)
* One-Parent Family Payment (OFP)
* State Pension (Non-Contributory)

**Other acceptable means-tested social assistance payments are:**

* Back to Work Enterprise Allowance – Self-employed year 2-4
* Back to Work PAYE work
* Deserted Wife’s Allowance
* Guardian’s Payment (Non-Contributory)
* Jobseeker’s Transitional Payment
* Part-Time Job Incentive Scheme
* Pre-Retirement Allowance (PRETA)
* Prisoner’s Wife Allowance
* Blind Pension
* Rent Allowance
* Supplementary Welfare Allowance (SWA)2
* Widow’s or Widower’s (Non-Contributory) Pension

# Appendix II: Images of Acceptable Financial Documents Sample images of Income Statements, it includes a Statement of Liability, Sample Self-Assessment Letter Chapter 4, Sample Notice of Assessment and Sample Notice of Amended Assessment. Contact Us

## For Further Information:

**Email:** all@ucd.ie

**Phone:** +353 (1) 716 7123

**Webpage:** https://www.ucd.ie/all/

**ACCESS STUDENT TESTIMONIAL**

“The access course was a perfect introduction for me to the academic

world, after being away from formal education for so long. Doing the different modules equipped me with an academic foundation in a supportive environment and

demonstrated the potential I have which I probably didn’t think I possessed. It has provided me with the confidence and self-assurance to pursue a full-time degree and the diverse modules sharpened my focus on which degree would suit my interests best."

UCD Access and lifelong Learning,

Level One, James Joyce Building

UCD, Belfield

Dublin 04 V1W8

01 716 7123

all@ucd.ie