CRM Recruit

Applicant Guide

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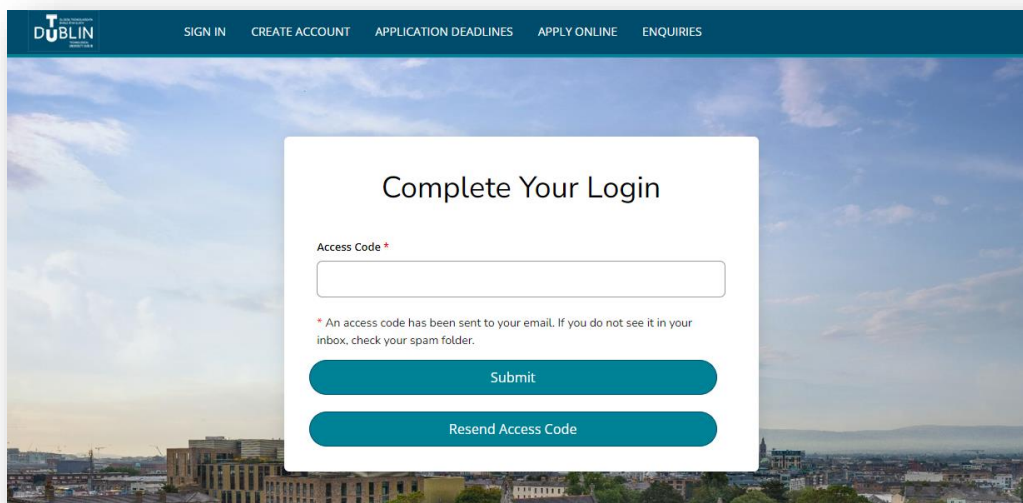
Introduction

This artefact is specifically designed for new applicants of TU Dublin to ensure a smooth and successful start to their academic journey. It serves as a comprehensive guide, providing clear instructions on how to create and activate your student account, a crucial step in accessing all university services and resources. The document walks you through the process step-by-step, helping you avoid common challenges or confusion. Additionally, to further assist you, a video tutorial is included, offering a visual guide that complements the written instructions, ensuring that every student, regardless of their familiarity with technology, can follow along with ease. By following this guide, you'll be well-prepared to engage with the university's online platforms and make the most of your time at TU Dublin.

Landing Page

This URL take you to the "Sign In/ Create Account" https://tudie.elluciancrmrecruit.com/Apply/
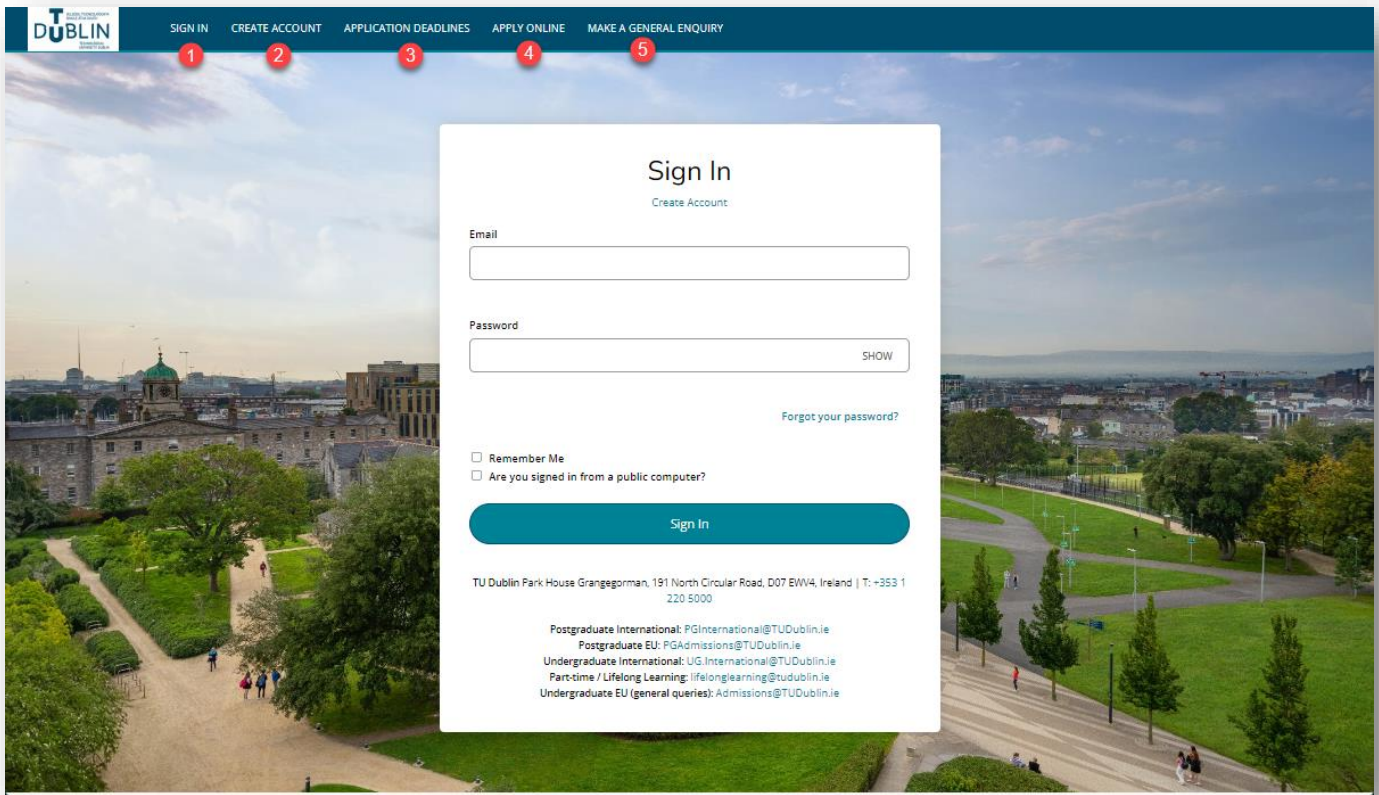
TU Dublin uses Multi-Factor Authentication (MFA) to enhance the security of your account. When signing in, you will receive an access code sent to your email, which you'll need to enter to verify your login.

Sign In

(A) **Create Account**: This link will take you to the Create Account option.

(B) **Email**: Enter your email address for your account.
(C) **Password**: Enter your password for your account.

(D) **Forgot your password?** This link will take you to the Forgot your Password option.

Forgot Password

To reset your password, enter your email address.

Email Address

Back   Send Email

(E) **Remember me:**

(F) Are you signed in from a public computer?

Create Account

Contact Information

If you have one first name and no last name please enter your name in the Last Name field and enter a single hyphen "-" in the First Name field. For more information and examples please see our website.

First Name *

(A)

Last Name *

(B)

Email Address *

(C)

Confirm Email Address *

(D)

Country Code

(E)

Mobile Phone

(F)

Country of Permanent Address Prior to Study *

This is your permanent address i.e. the address that you are ordinarily resident at and not where you live while attending university/college.

(G)

(H) ☐ Sign Up (Allow TU Dublin to contact you)

Please tick if you would like to receive details about courses, events and information from TU Dublin by email.
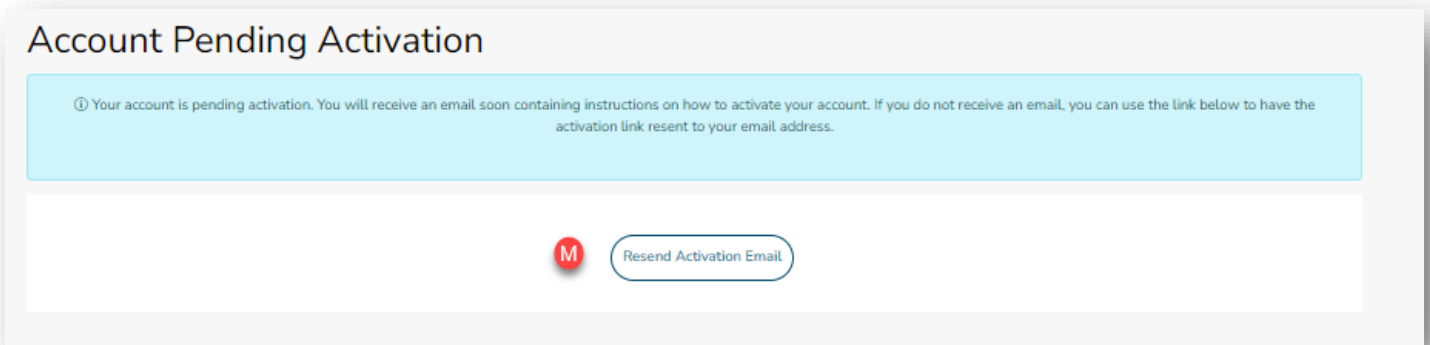
Proposed Start Date *

(I)

Account Information

Please ensure you enter a strong password. This should include a minimum of 14 characters and one or more of the following: letters (upper and lowercase), numbers, symbols and punctuation.

Password *

(J)

Confirm Password *

(K)

(L) Create Account
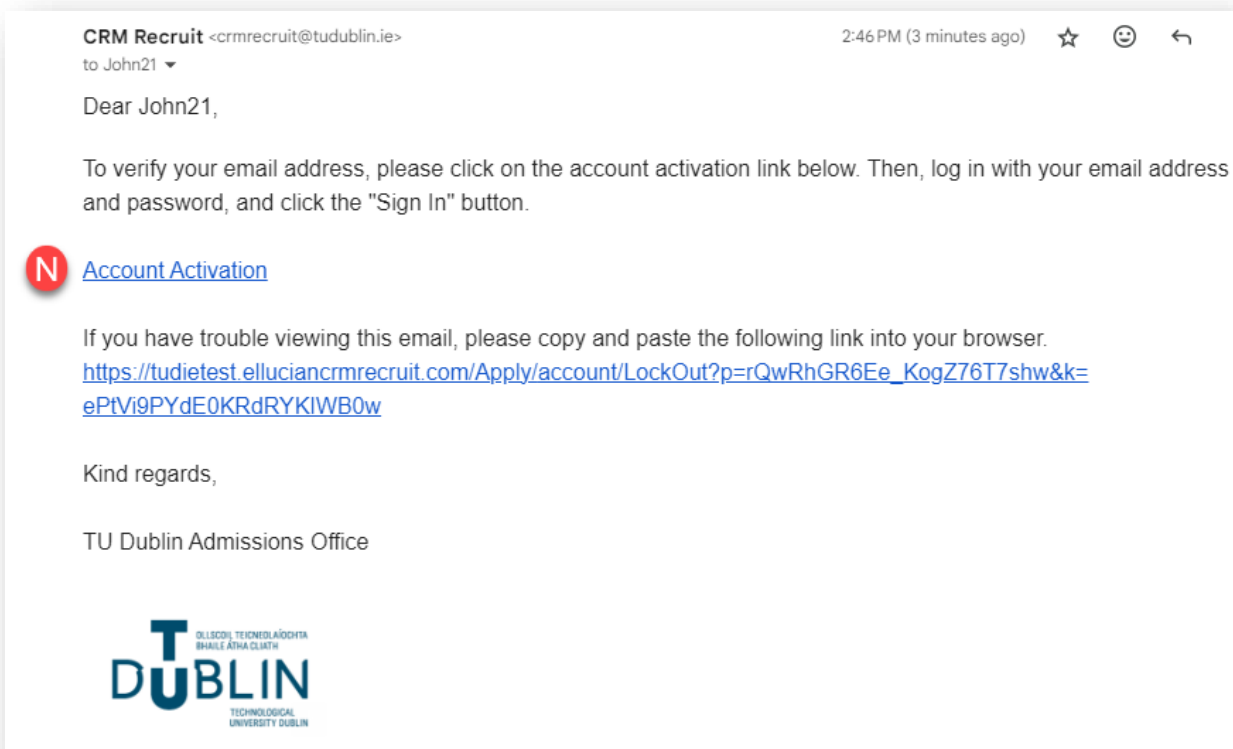
(A) **First Name:** Enter your First name. This is mandatory.

(B) **LastName:** Enter your Surname. This is mandatory.

(C) **Email Address:** Enter your contact email address. This is mandatory.

(D) **Confirm Email Address:** Confirm your contact email address. This is mandatory.

(E) **Country Code:** The international country code for your contact number.

(F) **Mobile Phone:** Enter your contact phone number.

(G) **Country of Permanent Address prior to Study:** Your home address that you are ordinarily resident. This is mandatory.

(H) **Sign Up (Allow TU Dublin to Contact you):** This will allow TU Dublin send details regarding your course, events, and information through email.

(I) **Proposed Start Date:** Select your proposed start date.

(J) **Password:** Enter your TU Dublin password which should include a minimum of 14 characters and one or more of the following: letters (upper and lowercase), numbers, symbols, and punctuation**.** This is mandatory.

(K) **Confirm Password:** Confirm your password. This is mandatory.

(L) Create Account: Once Activated an activation email is sent to your email address. Check your email inbox & spam folders for activation email.
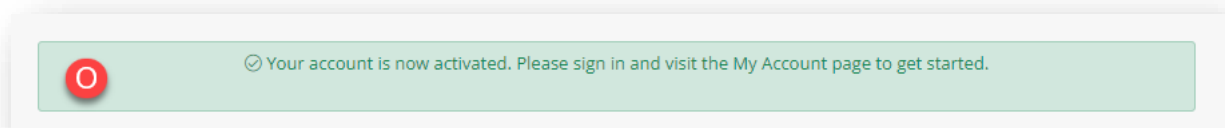
Account Pending Activation

ⓘ Your account is pending activation. You will receive an email soon containing instructions on how to activate your account. If you do not receive an email, you can use the link below to have the activation link resent to your email address.

(M) (Resend Activation Email)

(M) Resend Activation Email: If you don't receive a activation email select this option.

(N) Account Activation:

CRM Recruit <crmrecruit@tudublin.ie>   2:46 PM (3 minutes ago)   ☆   ☺   ↰
to John21 ▾

Dear John21,

To verify your email address, please click on the account activation link below. Then, log in with your email address and password, and click the "Sign In" button.

(N) Account Activation

If you have trouble viewing this email, please copy and paste the following link into your browser.
https://tudietest.elluciancrmrecruit.com/Apply/account/LockOut?p=rQwRhGR6Ee_KogZ76T7shw&k=ePtVi9PYdE0KRdRYKIWB0w

Kind regards,

TU Dublin Admissions Office

DUBLIN
TECHNOLOGICAL
UNIVERSITY DUBLIN

(O) Create Account completed: Your account is now setup.

(O) ⊘ Your account is now activated. Please sign in and visit the My Account page to get started.

You can now Sign In.

Application Deadlines

(A) Entry Term: Select your Entry Term from the dropdown menu.

(B) Academic level: Select your Academic level from the dropdown menu.

(C) Academic Programme: Select your Academic Programme from the dropdown menu.
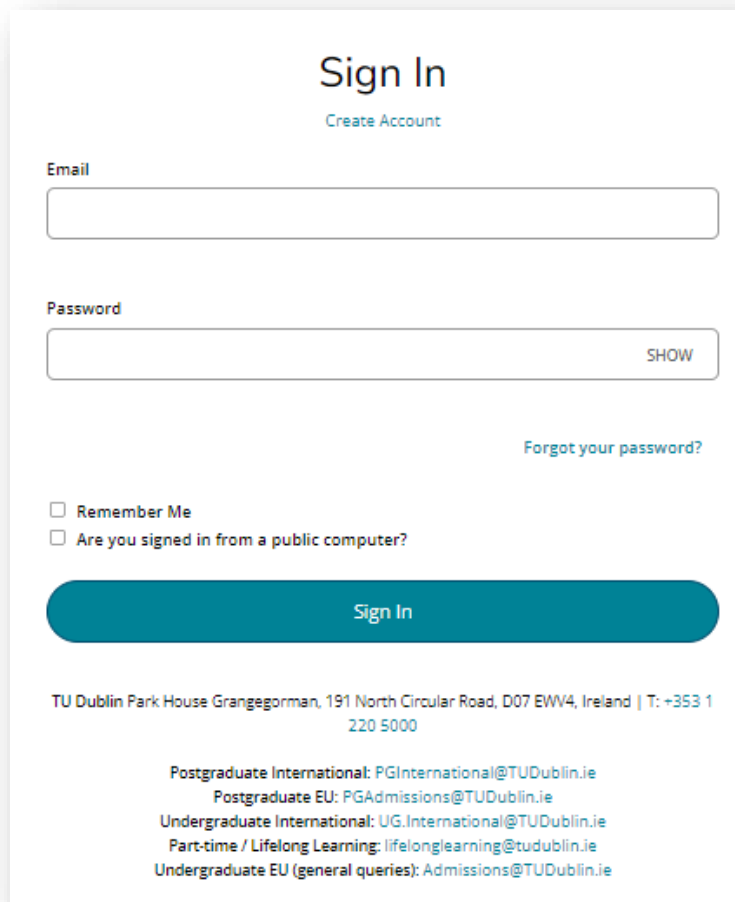
(D) Date From: Use date picker to select your start date of your search.

(E) Date To: Use date picker to select your end date of your search.

(F) Clear Filters: This option removes selected any selected filters.

(G) Search: This option will search for items within your search criteria entered.

(H) Results: This section will display search results.

Apply Online

Sign in using your email and your password, you are presented with option to Start a new TU Dublin application. See section 1 for sign in instructions.

Enquires

In the **Enquiries** section, you can make general inquiries in the following areas:

- **Prospectus** – Request a course prospectus or additional information.

- **Course Enquiry** – Get details on specific courses.

- **Entry Requirements** – Learn about academic requirements and qualifications needed.

- **How to Apply** – Find guidance on the application process.

- **EU or Non-EU Status** – Clarify your residency status and its impact on your application.

- **Fees and Grants** – Inquire about tuition fees, available grants, and financial support.

- **Accommodation** – Get information on housing options and university accommodations.

My Account

Once the applicant has successfully completed the login stage, they are presented with their My Account page.

- **My Applications** – Allows applicant to start a new application.
- **My Profile** – The Applicant can update their personal profile.
- **Need Help?** – Provides email address for contacting Admission Office.

Create a New Application

To start a new application, go to **My Account** and select the **Create a New Application** button. This will take you to the **Application Listing** section, where you can choose **Start a new TU Dublin application** to begin the process.
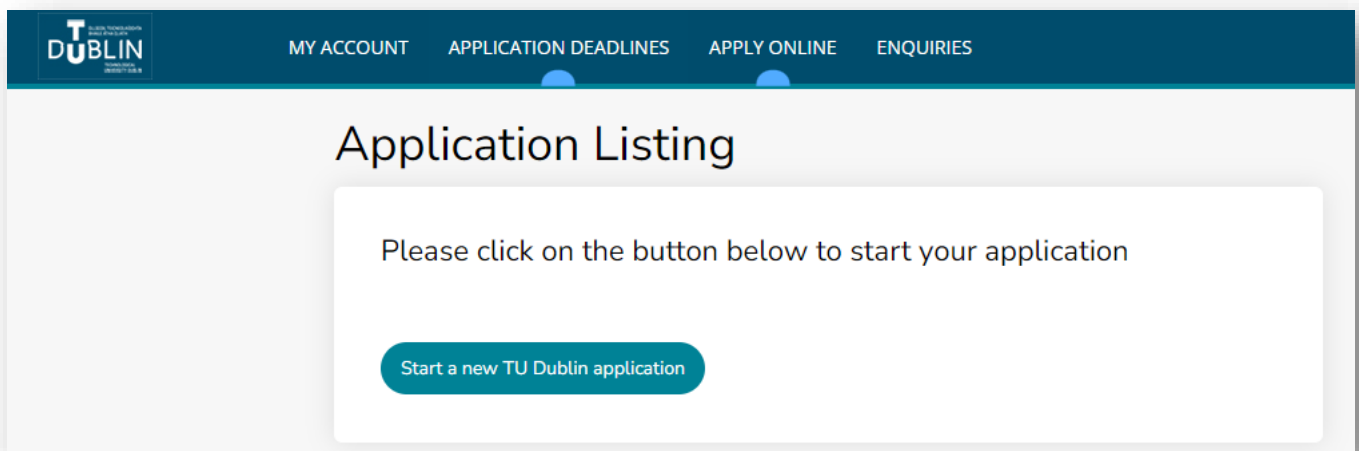
In the **Online Application** section, select the **Academic Term** in which you wish to start your course.
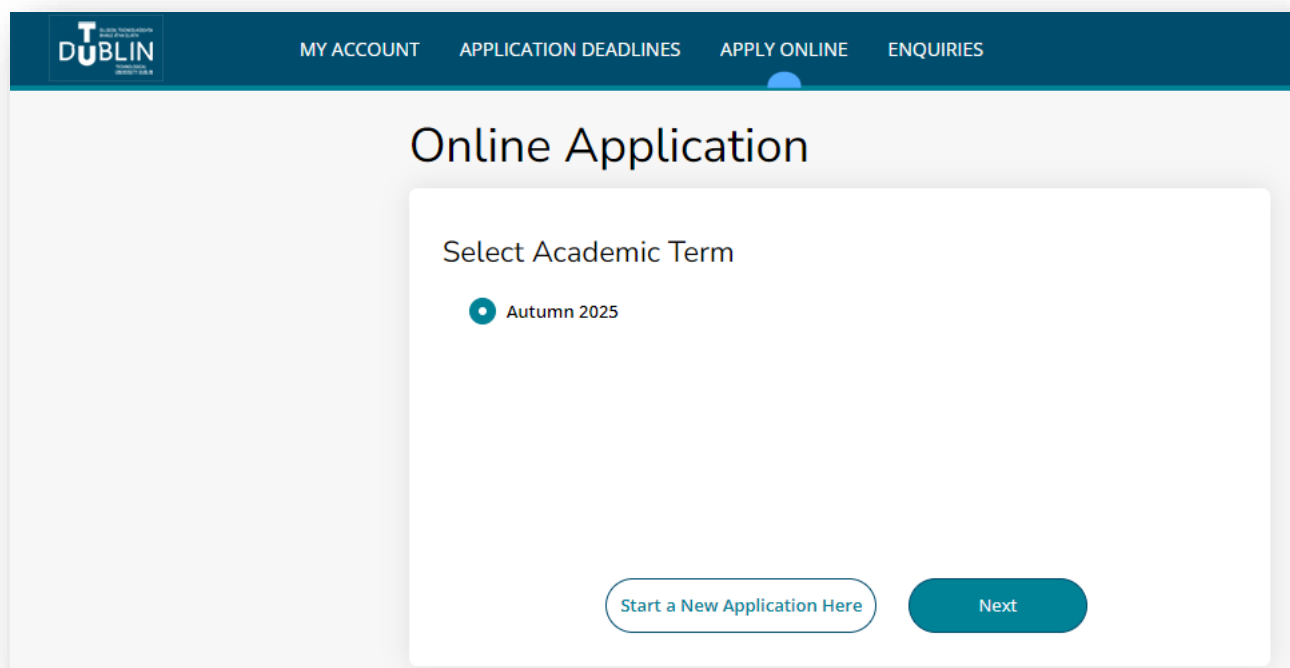
Application

All fields marked with an ***** are mandatory and must be completed on the application.

The full application requires several sections to be completed, including:

Review Section:

- **Study Plans**

- **Personal Information**

- **Qualifications**

- **Confirmation**

Additionally, **Supplemental Items** may also be required.

Study Plans

Applicants should begin their application by entering the following information:

- **Citizenship Status**
- **Academic Level**
- **Course**
- **Campus**

- **Save Application** will save your current application progress and log you out.
- **Save & Continue** will save your progress and proceed to the **Personal Information** section.

Personal Information

In this section, applicants are required to enter their personal information.

- **Save Application** will save your current application progress and log you out.
- **Save & Continue** will save your progress and proceed to the **Qualifications** section.

Qualifications

In this section, applicants must provide details about their educational background, including:

- **Previous Qualifications** – List any past qualifications, such as diplomas, certificates, or degrees obtained.

- **History with TU Dublin** – Indicate if you have previously attended TU Dublin, including details of your course and dates attended.

- **Other Higher Education Institutions** – List any other institutions attended, along with relevant course details and dates.

- **English Language Proficiency** – Specify your level of English language proficiency and any relevant test scores. Please see TU Dublin website for more information.

- **Save Application** will save your current application progress and log you out.
- **Save & Continue** will save your progress and proceed to the **Confirmation** section.

Confirmation

In the **Confirmation** section, applicants are asked to:

- **Indicate how they learned about TU Dublin** – Share details on how you discovered the university or the programme, such as through online research, referrals, or recruitment events.

- **Verify the Accuracy of Provided Information** – Confirm that all information in the application is correct and truthful.

- **Grant Permission for Communication** – By confirming, applicants give TU Dublin permission to contact them with further information regarding course details, application updates, and other relevant notifications.

This final step ensures that the application is complete, accurate, and that applicants are open to receiving communications from the university.

Preview Before Submission button will highlight any mandatory fields not completed in the application

Submit Application button will display the Order Summary screen

Order Summary

This will allow the payment of the Application Fee

You can enter a discount code / promo code and select the *Apply* button, if valid it will be applied.

Make Online Payment will bring up the merchant screen for you to enter your card number.

Continue will bring up personal information and billing address from your application you will need to enter in the **Expiration Date** from your card.

Confirmation screen will display the details of your payment

Selecting **Continue** will display a confirmation message indicating that your application has been successfully submitted. This message will confirm that your application is now complete and provide any next steps or additional information you may need.
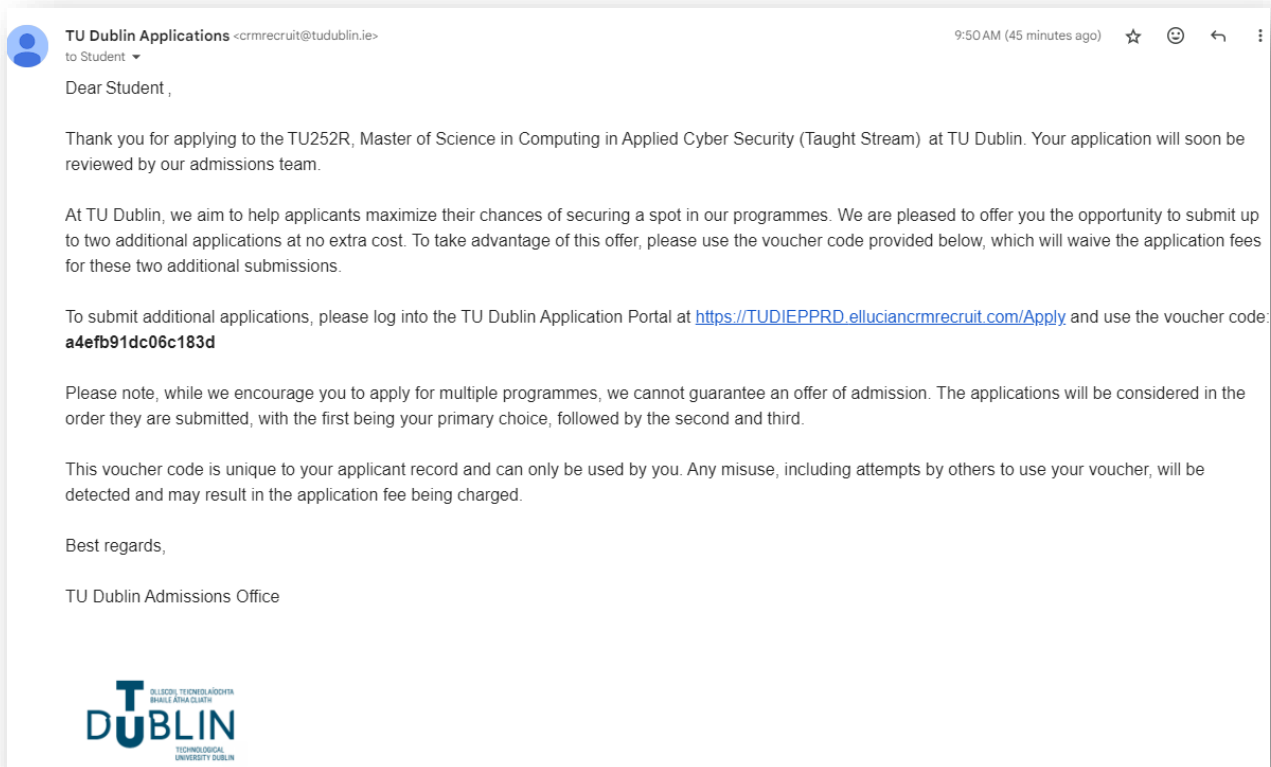
Receipt

You will receive a receipt from our payment gateway partner to your email address
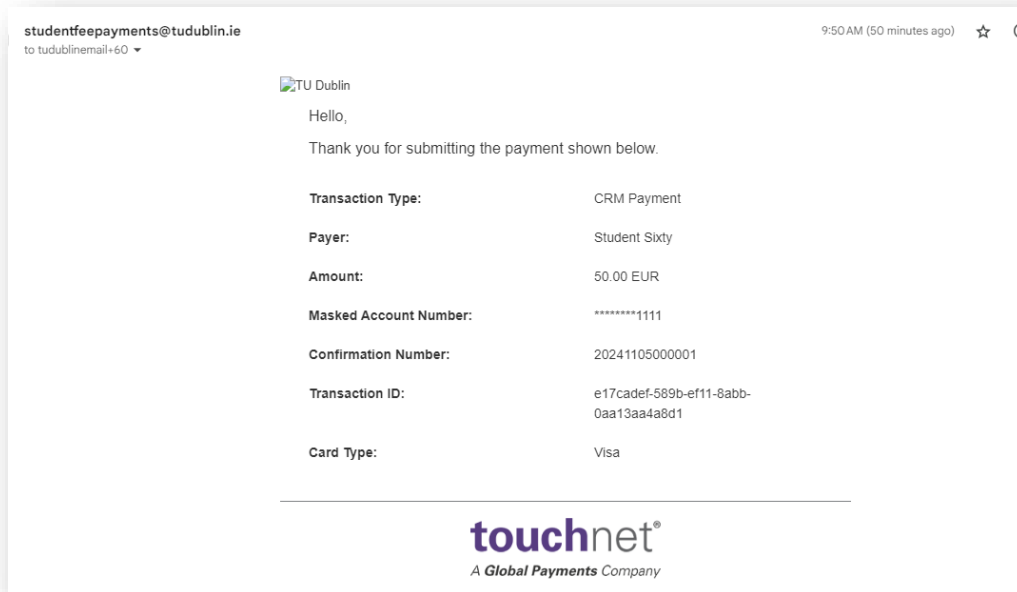

Voucher

You will also receive an email from TU Dublin containing a voucher code that allows you to submit two additional applications without paying the application fee.
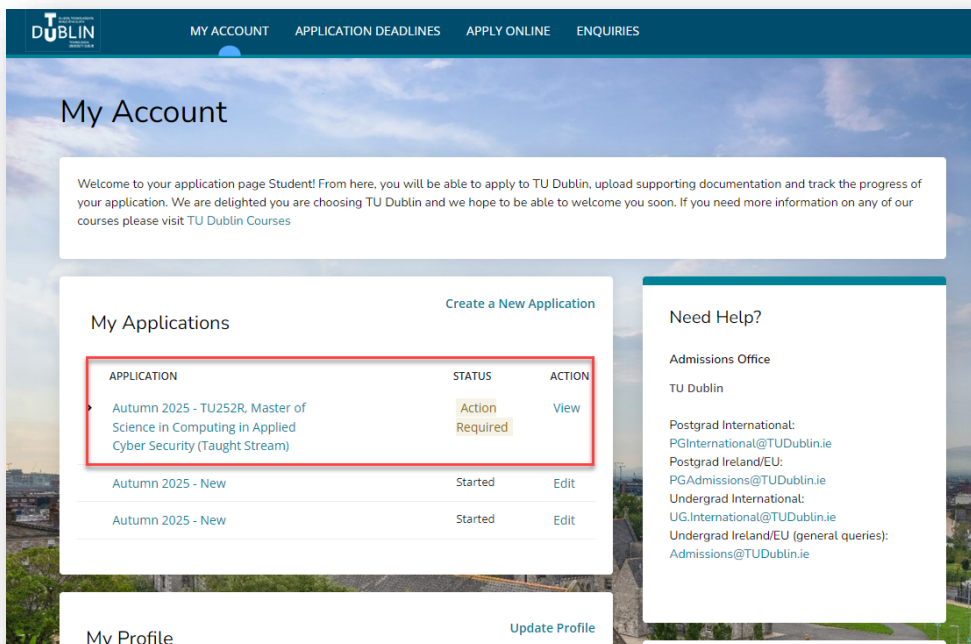
Review Application

If your application requires supplemental items, you will receive an email outlining the necessary actions to complete your application. This email will resemble the example below. You can either click the link provided in the email or log in to your TU Dublin account to address the required items.
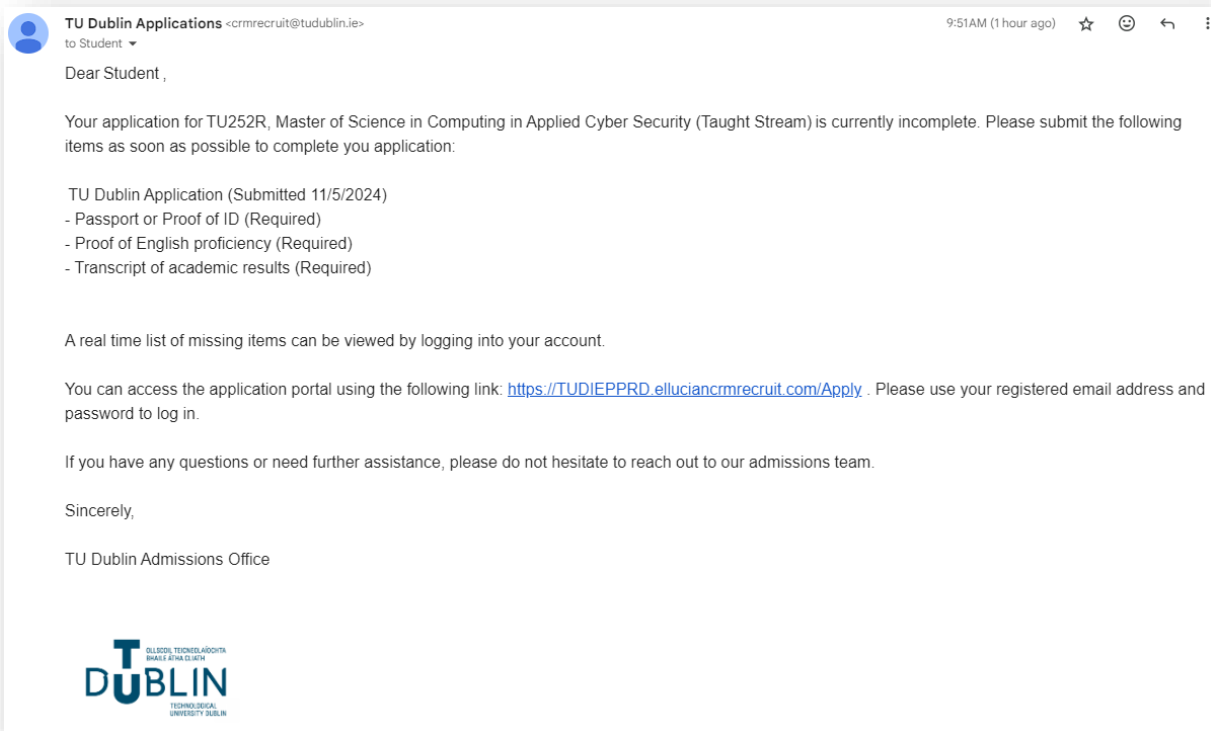
In **My Account** in the **My Applications** section you can view your applications, the status of your application is **Action Required** this application requires your attention for one or more items.

Selecting status **Action Required** will display what is required to complete your application.

Selecting action **View** will display the Supplemental Items & Documents required

Supplemental Items

Each Item requires an action, in the example below proof of Passport ID, proof of English proficiency, Academic results, CV/Resume and Grading scale are required.

Select **Choose File** and upload the relevant document from your device, now select **Upload** to complete the process.

Once all Supplemental items are uploaded and Submission status is received.

In **My Account** your application status is now at Submitted status.

Application Status

The TU Dublin Admissions team will review your application. If they determine that you have successfully completed the application process, your application status will change from **Submitted** to **Completed**. Following this, your application will be evaluated by TU Dublin's academic assessors in the next stage of the application review process.

Offer Letter

If your application is successful, you will receive an Offer Letter, example below.

Non-EU Applicants

Non-EU Applicants we kindly ask that you complete this payment through Transfermate.

Once you have completed your payment, please upload a copy of your payment receipt to your application portal and respond to your offer by selecting 'Already Paid'. We will step through the process below
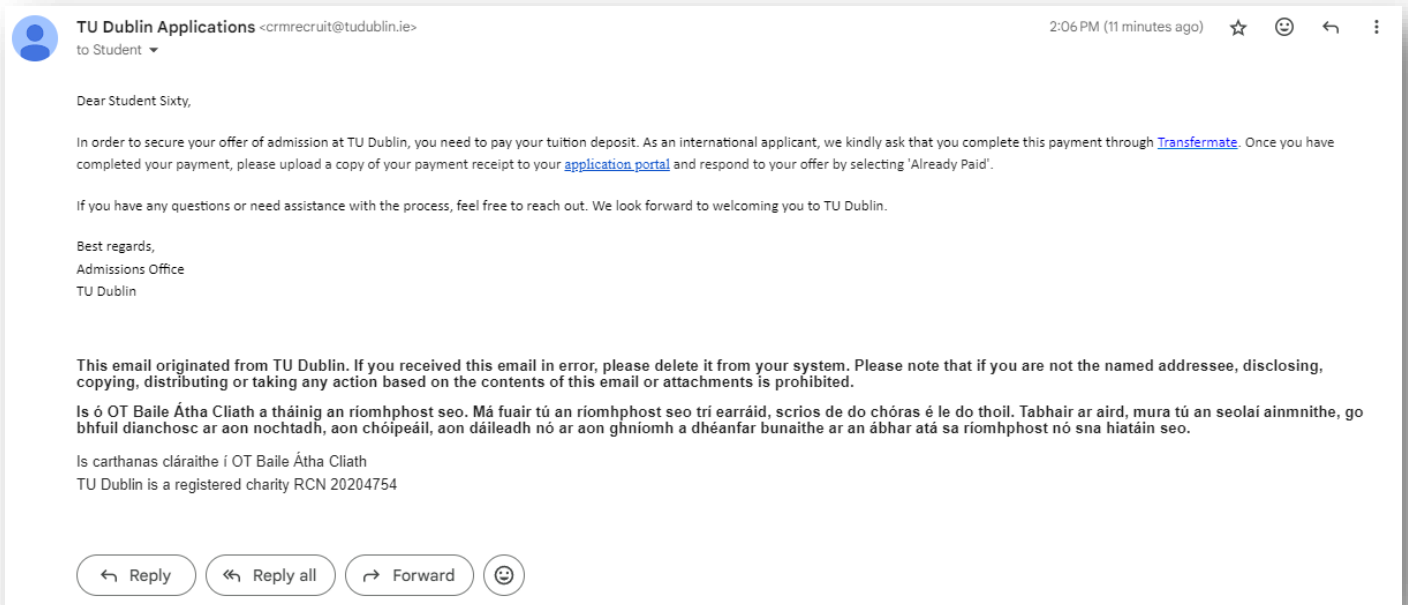
In your **My Account** section the Application status is now at **Action Required.**
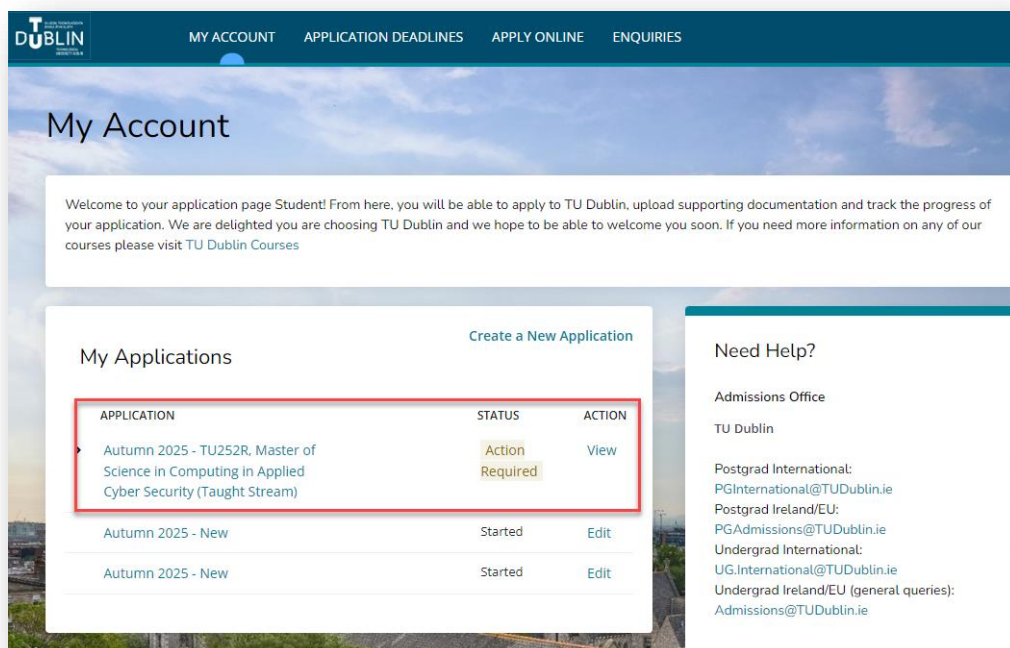
The **Action Required** section allows you to view any outstanding requirements or additional documents. Selecting **View** will open a new section called **Decision History**, where you can review updates and decisions made regarding your application.

Decision History

The warning message alerts you that multiple items require your attention. Please review each tab to ensure your application is complete.
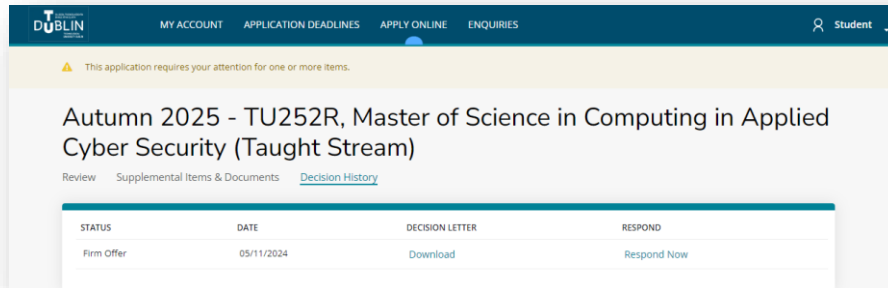
Respond Now will take you to the **Application Response** page, allowing you to either **Accept** or **Decline** the offer.

Download will allow you to obtain your Offer Letter which contains Payment, VISA, Accommodation Registration and Immigration information. Sample below

Application Number: a4efb91dc06c183d

Dear Student,

Congratulations and welcome to TU Dublin.

I am delighted to inform you that we are offering you a place in Year 1 of our TU252R, Master of Science in Computing in Applied Cyber Security (Taught Stream) programme for the 2025/26 academic year, commencing on 01/09/2025. We are excited to have you join our vibrant community.

The fee for your programme is €14,500.00 per year, which includes all student services. Please note that Medical Insurance is not included in our fees.

To formally accept your place, please head to your account on the application portal and follow the instructions. You will need your username, which is your email address.

Follow the Steps:		Click the Icon:
1.	To guarantee your place, please accept your offer and pay 50% of your tuition fee. Your place is only guaranteed when we receive this payment. Places on all programmes are filled on a first-come, first-served basis. The easiest and quickest way to pay your fees is through our payment partner	**PAY WITH TRANSFERMATE**
2.	If you require a visa, it is important to prepare and submit your application as soon as possible. For more information, please contact your local Irish embassy or consulate in your home country.	**Irish Embassies abroad**
3.	We recommend consulting our Accommodation guide for information and guidance on sourcing good quality accommodation. Dublin is a busy and vibrant European Capital City, so we suggest you secure your accommodation early and before arriving in Ireland.	**Accommodation & Living in Dublin**
4.	You will receive your Invitation to Register via email approximately one month before the programme commences. We suggest registering immediately so you have access to all University services.	**Registration & Commencement**
5.	Upon arrival, all non-EU nationals are required by law to register with the Irish Immigration Service to obtain their student visa card. After paying your fees, you can schedule an appointment up to nine weeks in advance. You must be registered with TU Dublin in advance of your appointment.	**Irish Immigration Service**

You will find a lot more information and advice on our website TU Dublin.ie/International and why not follow us on social media @tudublin or join us at our online events at tudublin.ie/opendays

We look forward to welcoming you to TU Dublin. Embarking on this new journey is a significant step, and we wish you every success in your studies.

Yours sincerely,

Bob Ó Mhurcú
Senior Manager - Admissions
TU Dublin

Select the **Supplemental & Documents** tab to view and upload any additional documents or materials required

Payment receipt

We now have a new **Supplemental item** to Upload in this case it's the payment receipt from TransferMate, select **Start.**

To attach TransferMate receipt select **Choose files** and select your receipt from your device, then select the **Upload** option.

TU Dublin Payment Receipt

Back To Supplemental Items & Documents

Payment Receipt

Please upload a copy of your deposit payment receipt and enter the tuition deposit details.

Upload File(s)

Maximum Number of Allowable File Uploads: 2
Uploaded File(s):
⌀ TransferMate Receipt.pdf

Upload additional file(s):

⬆ Choose a file

Deposit Details

Total Tuition fee

14500.00

Tuition deposit paid

7250.00

Date of payment

05/11/2024

Save   Submit

- **Total Tuition Fee –** This amount can be found in your Offer Letter.
- **Tuition Deposit Paid –** A minimum deposit of 50% of the total tuition fee is required to secure your place.
- **Date of Payment –** Enter the date the tuition deposit was paid.
- **Save** – Save your progress to return and complete it later.
- **Submit** – Submit the payment information to confirm this stage of your application.

Return to **Decision History** tab
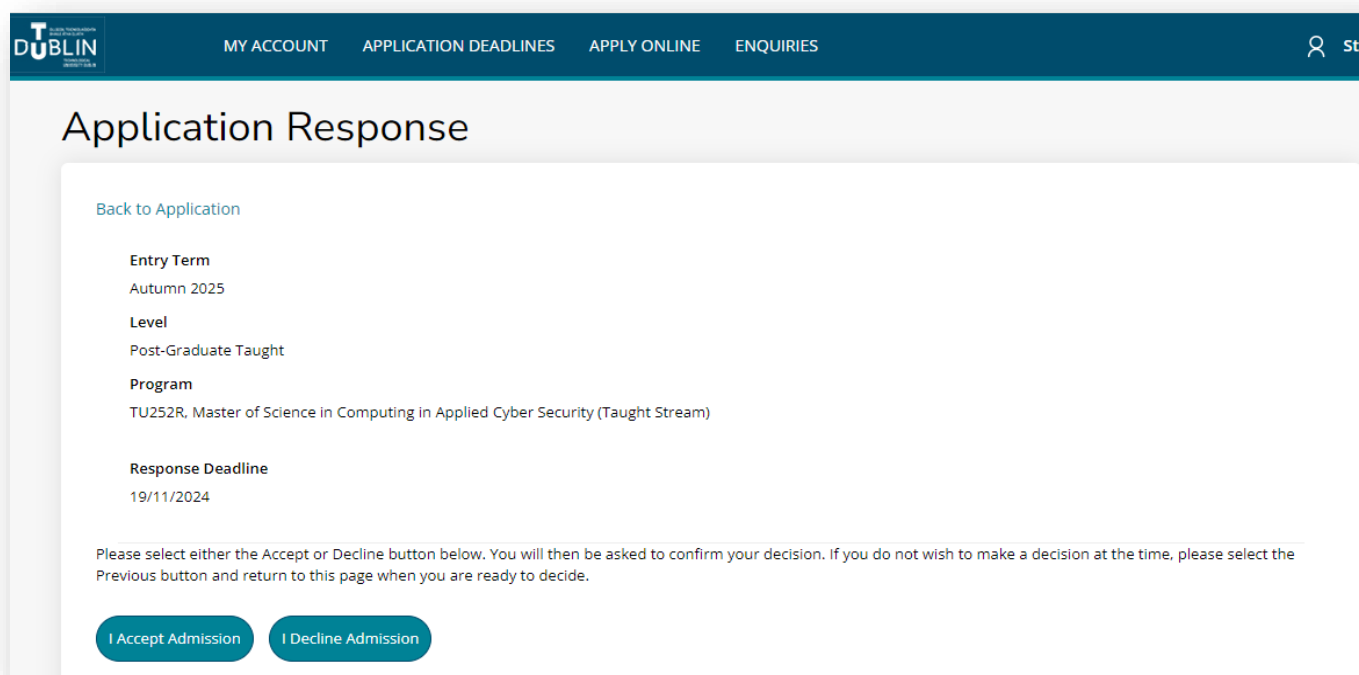
Application Response

Select **Respond Now** and select I **Accept Admission** if you wish to accept your offer, or select **I Decline Admission** if you wish to decline offer. If you do not wish to make a decision at this time, please select **Back to Application** and return to this page when you are ready to decide.

Selecting **I Accept Admission** will take you to the **Pay Tuition Deposit** page**.**
Selecting **I Decline Admission** will stop and close the application**.**

Pay Tuition Deposit

Non-EU Applicants select **Already Paid** once they have submitted their TransferMate receipt.

The **Decision History** tab is now updated with **Applicant Accepted.**

In your **My Account** section the Application status is now at **Unpaid Deposit**, TU Dublin Administration team are required to validate your deposit.

Once TU Dublin Administration team validates your deposit, your application status changes to **Applicant Accepted.**