

Please read this guide before starting your application.

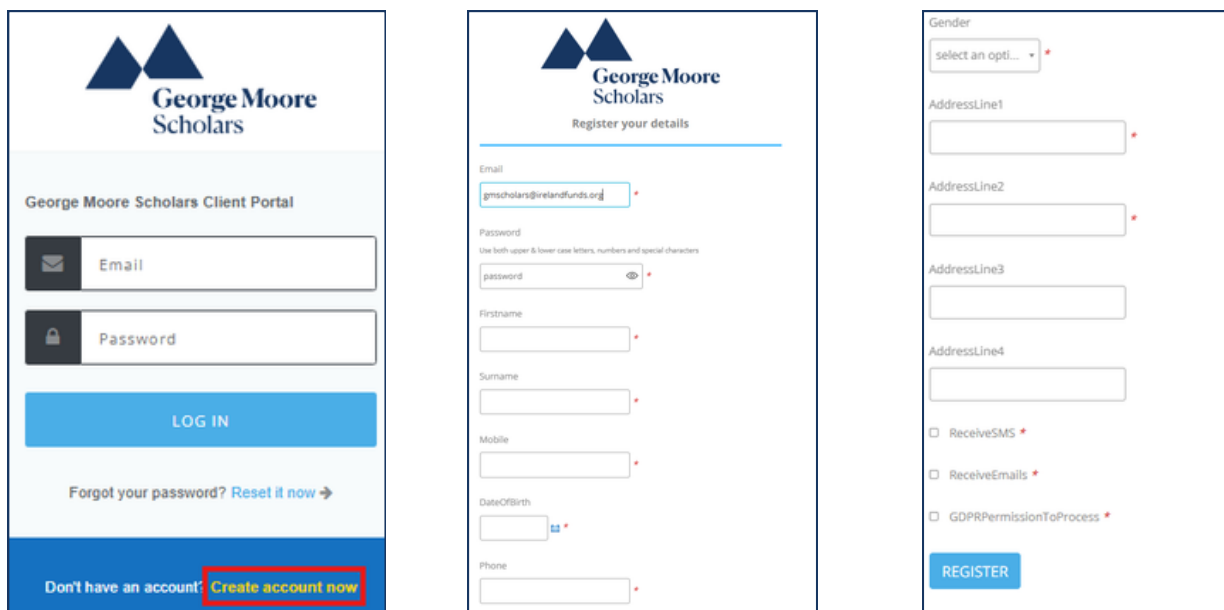
The guide explains the steps to help you successfully submit your application. You will need to register your personal details and then complete your application, which includes uploading supporting documents. [This video](#) also guides you through these steps.

1. Registering your Personal Details

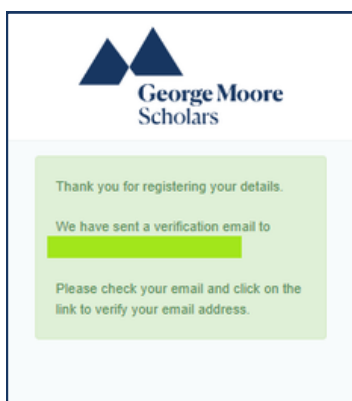
Click on the application link found on the George Moore Scholars website. This will bring you to the login / registration page.

To register for the first time, click on the **Create Account Now** button.

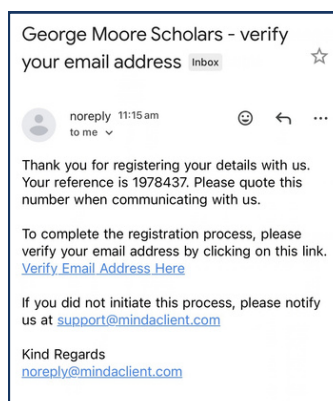
Fill in your personal details shown below and click **REGISTER**.



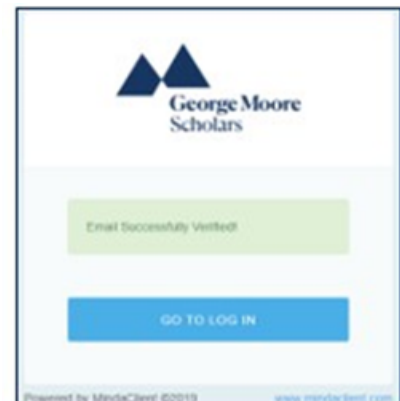
You will then receive an email prompting you to verify your email address. You must do this to complete your registration. Please check your spam folder if it does not arrive.



1. Confirmed registration



2. Email Received



3. Email Verified

1. Registering your personal details continued

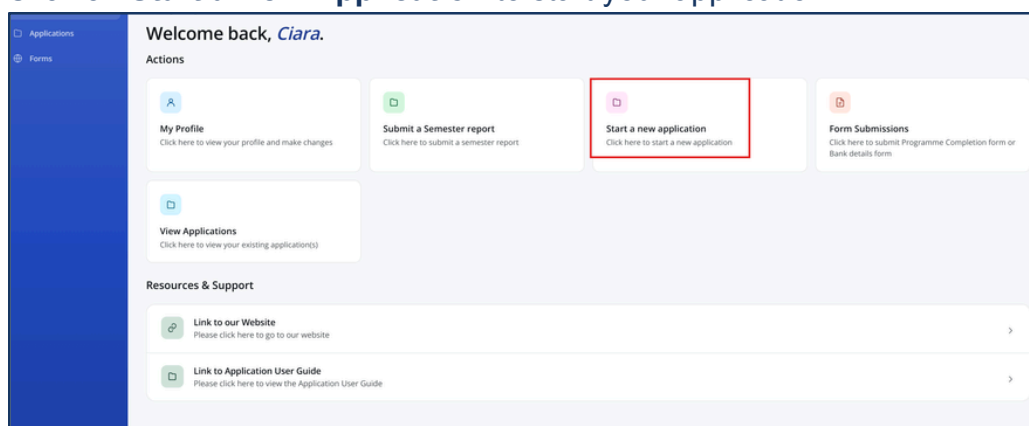
When you click **Go to Login** you are brought to the [login page](#). Here you will enter your username and password and login to start your application.

Note that you can log in and log out as often as you like before submitting your application. You save your progress as you proceed.

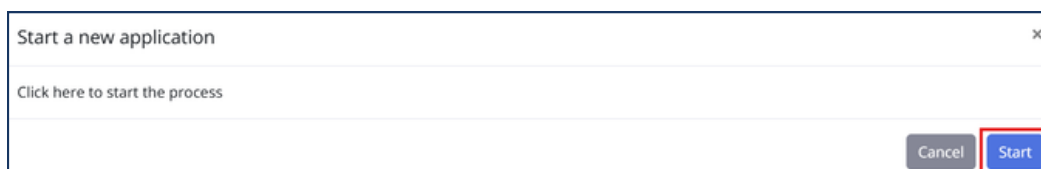
2. Starting your Application

When you log in, you will be brought to your Dashboard.

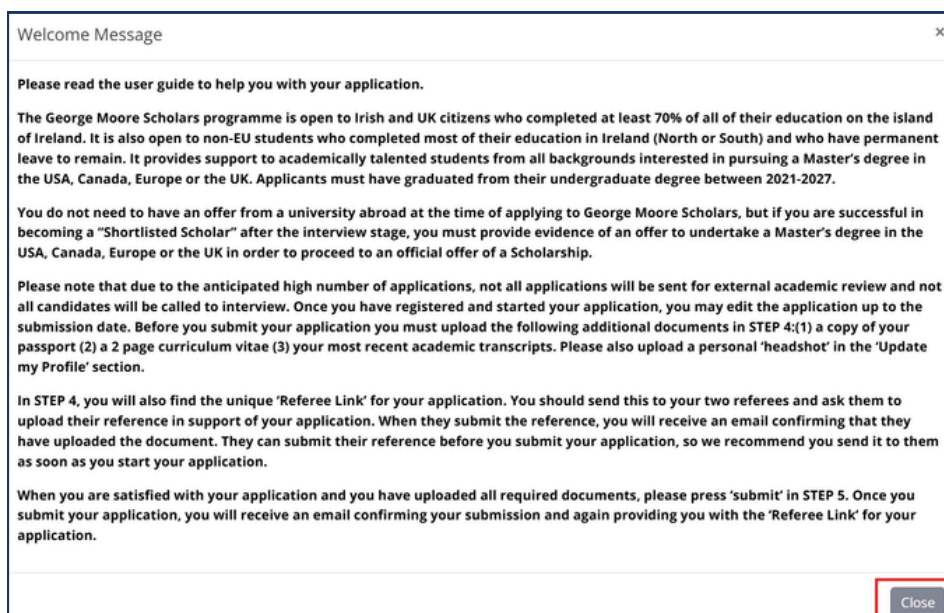
Click on **Start a New Application** to start your application.



You will be prompted to confirm you want to start a new applications - click 'Start'.



The Welcome message will appear. Click the **Close** button to close this message and start your application.



2. Starting your Application continued

You can view this Welcome / Help message at any stage by clicking the **Help** button.

The Welcome / Help text is repeated below for your information.

The George Moore Scholars programme is open to Irish and UK citizens who completed at least 70% of all of their education on the island of Ireland. It is also open to non-EU students who completed most of their education in Ireland (North or South) and who have permanent leave to remain. It provides support to academically talented students from all backgrounds interested in pursuing a Master's degree in the USA, Canada, Europe or the UK. Applicants must have graduated from their undergraduate degree between 2021-2027.

You do not need to have an offer from a university abroad at the time of applying to George Moore Scholars, but if you are successful in becoming a "Shortlisted Scholar" after the interview stage, you must provide evidence of an offer to undertake a Master's degree in the USA, Canada, Europe or the UK in order to proceed to an official offer of a Scholarship.

Please note that due to the anticipated high number of applications, not all applications will be sent for external academic review and not all candidates will be called to interview. Once you have registered and started your application, you may edit the application up to the submission date. You must upload the following documents in STEP 1: (1) a copy of your passport (2) a 2 page curriculum vitae (3) your most recent academic transcripts. Please also upload a personal 'headshot' in the 'Update my Profile' section.

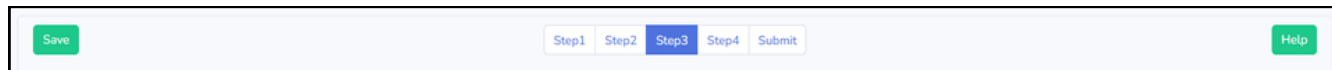
In STEP 1, you will also find the unique 'Referee Link' for your application. You should send this to your two referees and ask them to upload their reference in support of your application. When they submit the reference, you will receive an email confirming that they have uploaded the document. They can submit their reference before you submit your application, so we recommend you send it to them as soon as you start your application.

When you are satisfied with your application and you have uploaded all required documents, please press 'submit' in STEP 5. Once you submit your application, you will receive an email confirming your submission and again providing you with the 'Referee Link' for your application.

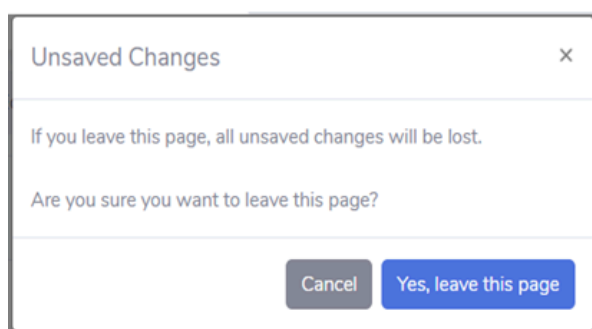
3. Saving your Progress

You can save your progress at any stage by clicking the green **Save** button on the top left hand side.

As you move forward and back between steps, your progress will be automatically saved. You will see the **Progress Saved** bar display.



4. Navigation



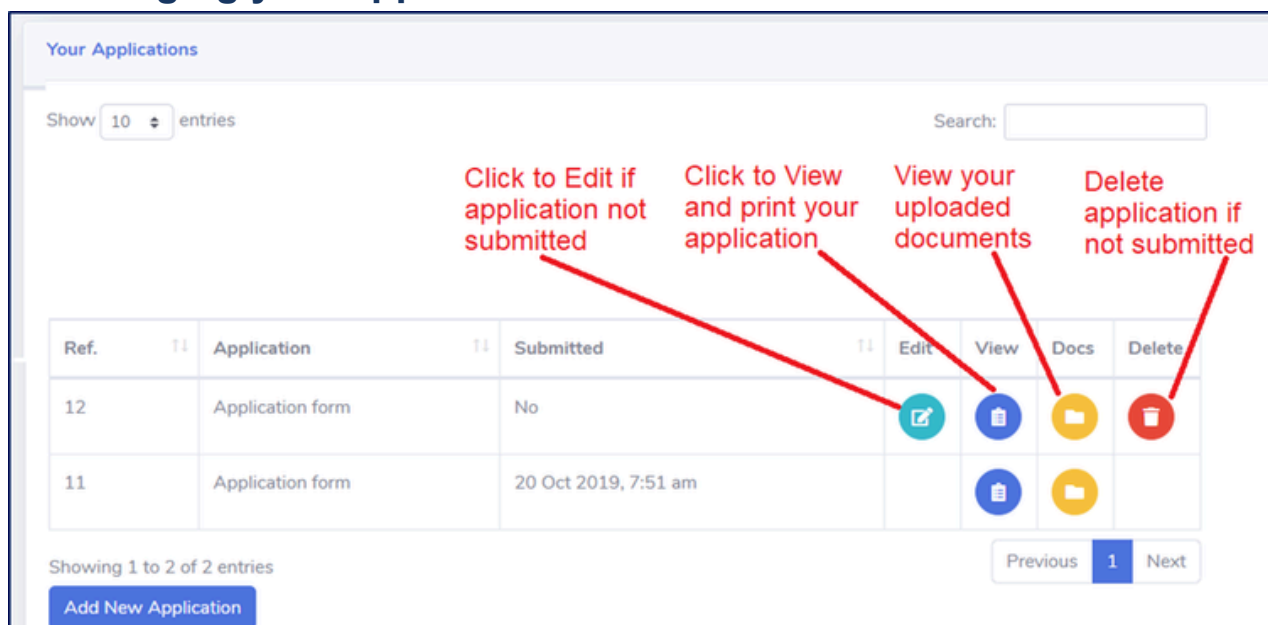
If you click to another page without saving your changes, or if you try to close your browser, you will see a message prompting you to stay and save your changes.

Saving Changes

When you log back in you can click the links beside your application to carry out the following functions:

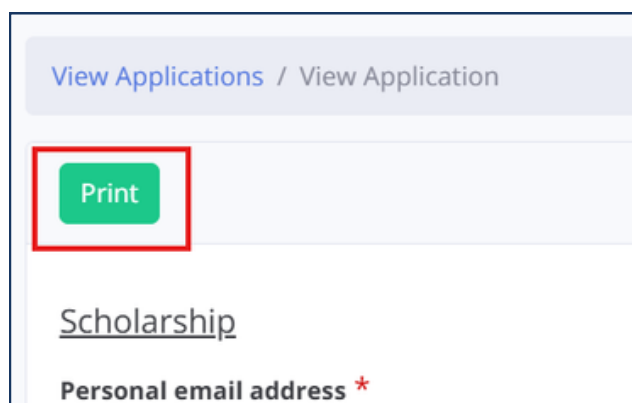
1. Edit your application
2. View and print your application
3. View your uploaded documents
4. Delete your application

5. Managing your application



5. Managing your application continued

Printing your Application



View Applications / View Application

Print

Scholarship

Personal email address *

To print your application, click on the **View** button shown above and then click the **Print** button. You can select Print to PDF after clicking Print if you wish to save your application as a PDF

6. Filling in the Scholarship Application Information

The Scholarship Application is broken into four steps. As you progress through the form, please fill in all fields as completely as possible. Some fields have a maximum number of characters and this limit is shown on screen. This is inclusive of punctuation.

What is the objective of your study? *

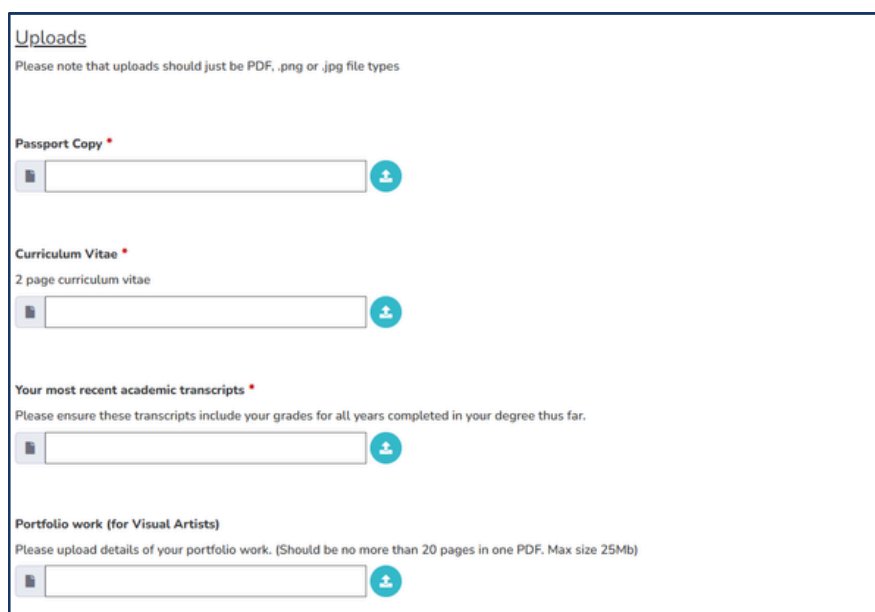
Your answer should focus on the subject area you are interested in, the course you intend to pursue and how this course will help you to reach your future professional goals. Ensure you write in a way that is accessible to a non-subject expert but conveys your personal interest and passion for what you want to study.

Limit: 3000 characters, including punctuation

Step 1 - Uploading your Supporting Documents and getting your reference upload link

Click the **upload button** beside each document.

Browse to where the document is stored on your computer and click **Open**. You will see a confirmation that the document has been uploaded. **Please ensure you only upload PDF, .png or .jpg file types. Please do not upload MS Word files.**



Uploads

Please note that uploads should just be PDF, .png or .jpg file types

Passport Copy *



Curriculum Vitae *

2 page curriculum vitae



Your most recent academic transcripts *

Please ensure these transcripts include your grades for all years completed in your degree thus far.



Portfolio work (for Visual Artists)

Please upload details of your portfolio work. (Should be no more than 20 pages in one PDF. Max size 25Mb)



Step 1 continued

After you upload the document you have the option of downloading the document or deleting it. If you uploaded the wrong document, delete it and upload the correct version. ***You cannot delete a document after it has been submitted.***

There is an optional upload for 'Portfolio work'. This is for Creative artists, who may choose to upload a portfolio in a form of their choosing to demonstrate visual examples of their work, or links to the same. This is not essential but it may help reviewers and interviewers to assess your application.

After the upload section, you will see a link called 'Referee Link'.

Referee Link
Please copy this link and send it to the two referees you have chosen to support your application. They can upload their reference for you before you have submitted your application, so we recommend you send it to them as soon as possible. Once you submit your application, you will be sent this reference link again.

https://app.mindaclient.com/clientportal/dsp_cpuploaddocument.php?CG=21dc0c3c-d482-11e9-9f25-0cc47a828785&AID=458083&CID=1978689&CIG=7cd148f5-b5d1-11f1-baae-0cc47a838570 

This link is unique to your application and allows your referees to directly add their reference to your application.

Click **Copy** to obtain the link and send it to your two referees. It is your responsibility to do this, we will not contact your referees for you.

They can add their reference to your application before you submit, so you should send the link to them as soon as you start your application.

When they upload their reference to your application, you will receive an email advising that a document has been added to your application by [email address of uploader].

It is your responsibility to monitor your emails and ensure you receive confirmation that both referees have correctly uploaded their reference.

Step 2 - Scholarship Information

The next step of the application is the most important and will likely take you the longest to complete. Here, you will provide details on your top choice Master's course, why you want to study it, why you should receive the scholarship and the high level cost estimate for completing this course.

While you might have a shortlist of multiple courses, your application will be stronger if you focus on just your top course and write your application with that one course in mind. If you are shortlisted as a scholar and decide to pursue a different course instead, we will work with you on that instead, provided it is still an eligible course.

We would encourage you to carefully read any help text or explanatory notes under each question to ensure you are answering everything as well as possible.

Step 2 continued

Additionally, we have a '[Tips for Applicants](#)' page on our website, which we would recommend you read ahead of answering "What is the objective of your study?" and "Why would you benefit from a George Moore Scholarship?". Your answers to these two questions are very important and you should take your time to provide thoughtful answers that accurately reflect you and your ambitions.

For the budget questions, you should answer them as follows:

- a. Total Annual Budget for Study Abroad = list the estimated cost for high level line items such as university fees, research costs, travel, accommodation, living expenses, visa, health insurance.
- b. What is the total annual cost (in euro) for you to undertake this program? = the total cost, in euro, of the line items you listed in the question before.
- c. Have you applied for other scholarships? = tick box if you have applied for other scholarships or if you will be able to apply for other scholarships/co-funding in the future. Please provide brief details on these other scholarships
- d. What is the approximate annual euro amount you intend to contribute to the annual budget (if any amount)? = provide the euro equivalent of any savings, family contribution etc. that you will be able to put towards the total cost
- e. What is the approximate annual euro amount you would request from George Moore Scholars if you were successful? = when you take the total cost from (b) and subtract any guaranteed other scholarships/co-funding and your own personal contributions, how much is remaining that you would request George Moore Scholars to cover, in the event you are successful?

Step 3 - Filling in your education & qualification details

Fill in all fields as completely as possible, for the sections relevant to you.

If you only attended one secondary school and one Higher Education Institution, then you will not need to fill in answers for 'Second Level School 2', 'Higher Education Institution 2' etc.

Step 4 – Confirming your Eligibility

On Step 4 you confirm your eligibility to apply.

You should tick the boxes under either Irish Citizen, UK Citizen or Non-EU citizen with permanent leave to remain in Ireland (North or South).

Under Degree you should tick whichever one of the options is applicable to you.

If you have any real, potential, or perceived conflict of interest with a member of the programme team, external academic reviewers, or interview panel you will have the opportunity to outline it in this section. We can ensure the team member/reviewer concerned is replaced in the process with another individual who does not know the applicant. The full 'Conflict of interest' policy is available on [the website](#).

You will then need to confirm that the CV you will upload as part of your application includes your full educational history and that the programme team has your permission to verify any of the information you provided with the relevant educational institution.

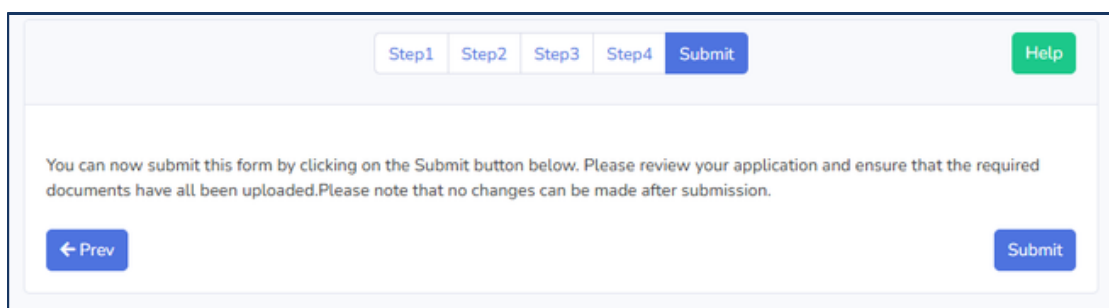
Finally, you will need to provide an AI Disclosure Statement, either confirming that you did not use AI or outlining how and when you used AI in the preparation of your application.

Submitting your Application

Once you have uploaded your documents at step 1 and completed steps 2, 3 & 4, you can then submit your application.

If you have not completed all mandatory fields, these fields will be highlighted and you will need to go back to fill them in.

Once all mandatory fields are filled in, you will see the message below. The final step is clicking the **SUBMIT** button at the bottom of this screen.



The screenshot shows a web interface for submitting an application. At the top, there is a horizontal navigation bar with five buttons: 'Step1', 'Step2', 'Step3', 'Step4', and 'Submit'. The 'Submit' button is highlighted in blue, while the others are light blue. To the right of these buttons is a green 'Help' button. Below the navigation bar, there is a white box containing the following text: 'You can now submit this form by clicking on the Submit button below. Please review your application and ensure that the required documents have all been uploaded. Please note that no changes can be made after submission.' At the bottom of this white box, there are two buttons: a blue '← Prev' button on the left and a blue 'Submit' button on the right.

Submitting your Application continued

After submitting the application, you will see a confirmation message on screen. You will also receive a confirmation email. Please check your spam folder if it doesn't arrive.

Confirmation Message

Thank you for submitting your application for a George Moore Scholars programme. You should receive an acknowledgement email. Please check your spam folder if you do not receive it. A member of our team will be in touch with you.

6. Updating your Profile

If you need to update your profile, click on **My Profile** in the Dashboard or **Update my Profile** from the sidebar menu. Click **Edit** to make your changes. Click to save your changes. **PLEASE NOTE: This section is where you upload a headshot or photo which is an essential part of your application.**



My Profile

Click here to view your profile and make changes



Submit a Semester report

Click here to submit a semester report



Start a new application

Click here to start a new application



Form Submissions

Click here to submit Programme Completion form or Bank details form



View Applications

Click here to view your existing application(s)

7. Frequently Asked Questions

I have not received an email after I registered

An email is automatically sent once you register. You should check your spam folder to see if it is in that folder.

Can I reset my password if I have forgotten it?

Yes. Click **Forgot my Password** on the registration page and follow the instructions.

Can I print my application?

Yes. Click **Applications** on the left hand side to view your application. From the view screen you can print your application.

I can't see the 'Submit' button on the final step

The Submit button only appears when all mandatory fields have been filled in. Ensure all mandatory fields have correctly completed. These will be shown on the final page. The Submit button should then appear.

I can't upload a document

Check the size of your document. There is a 10MB limit on the size of an individual document.

I have been logged out. What do I do?

If you have not used the system for over an hour you will be logged out for security reasons. If you have been logged out, you will see a message telling you this when you try to save your data. Just log back in and resume your application.

Can I access my application on my iPhone?

Yes. Open a browser on your smartphone and link to the login page from the George Moore Scholars website. Log in using the same username and password.

Can I make changes after I have submitted my application?

No. Once you have submitted your application, you can no longer make changes to it. You should therefore make sure all your details are correct before submitting your application.

Can I change my contact details?

Yes. Click on **My Profile** and click to edit the section you need changed. Make the changes and click **Save**.