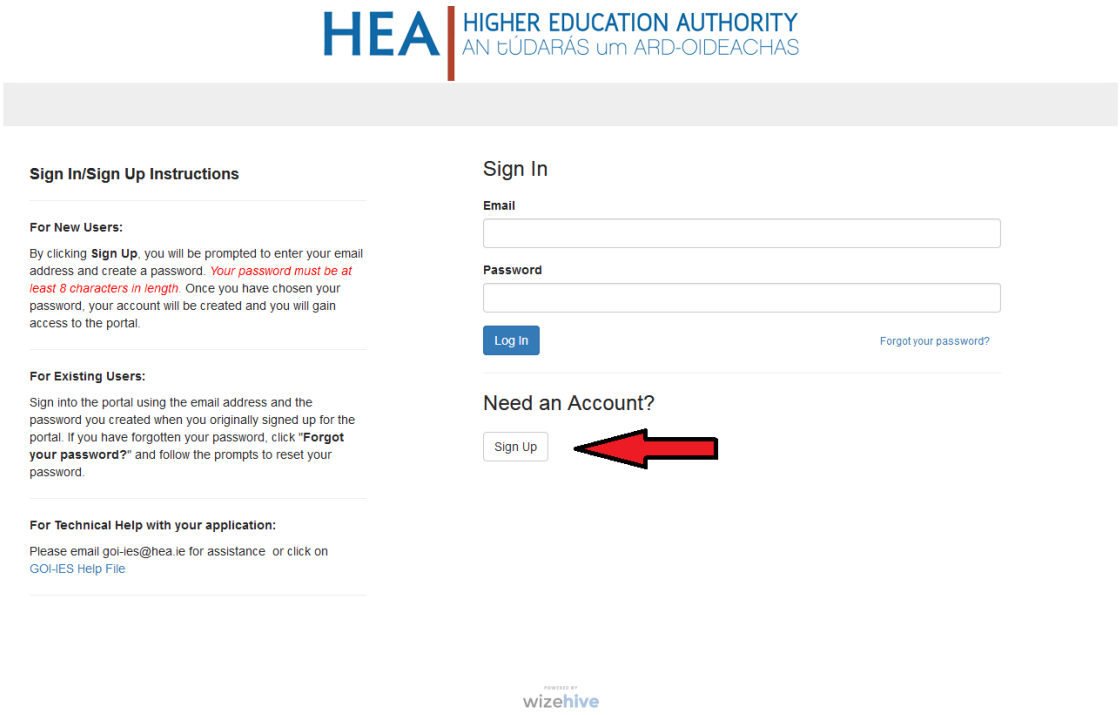
Help Document for Government of Ireland - International Education Scholarship (GOI-IES) Application

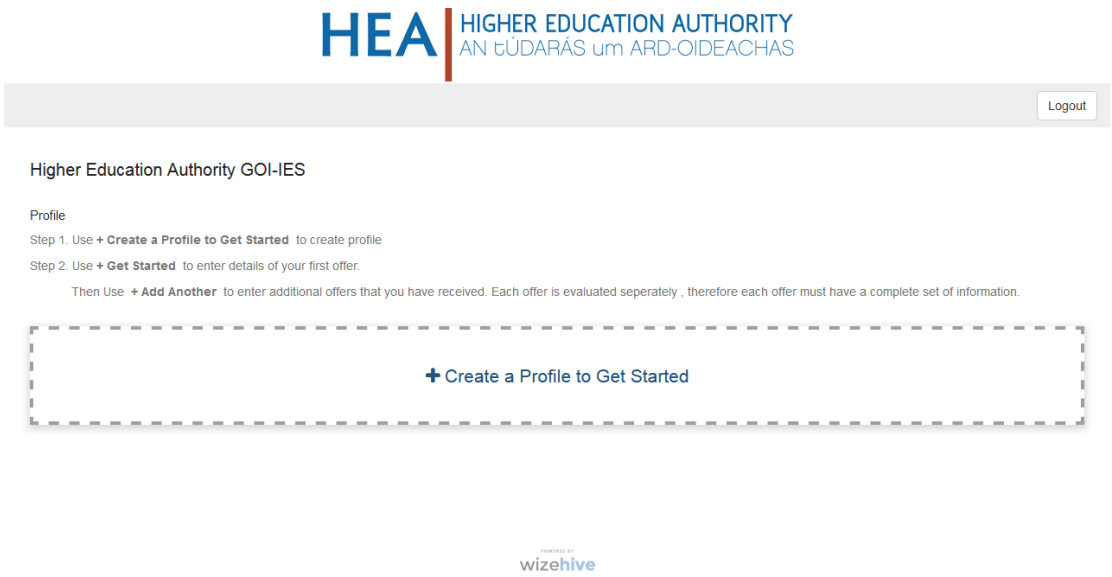
Step 1:

To begin, click the 'Sign Up' button under 'Need an Account?'. Enter your email and desired password, click the box confirming that you have read the data collection notice, then click 'Sign Up' at the bottom of the page.



Step 2:

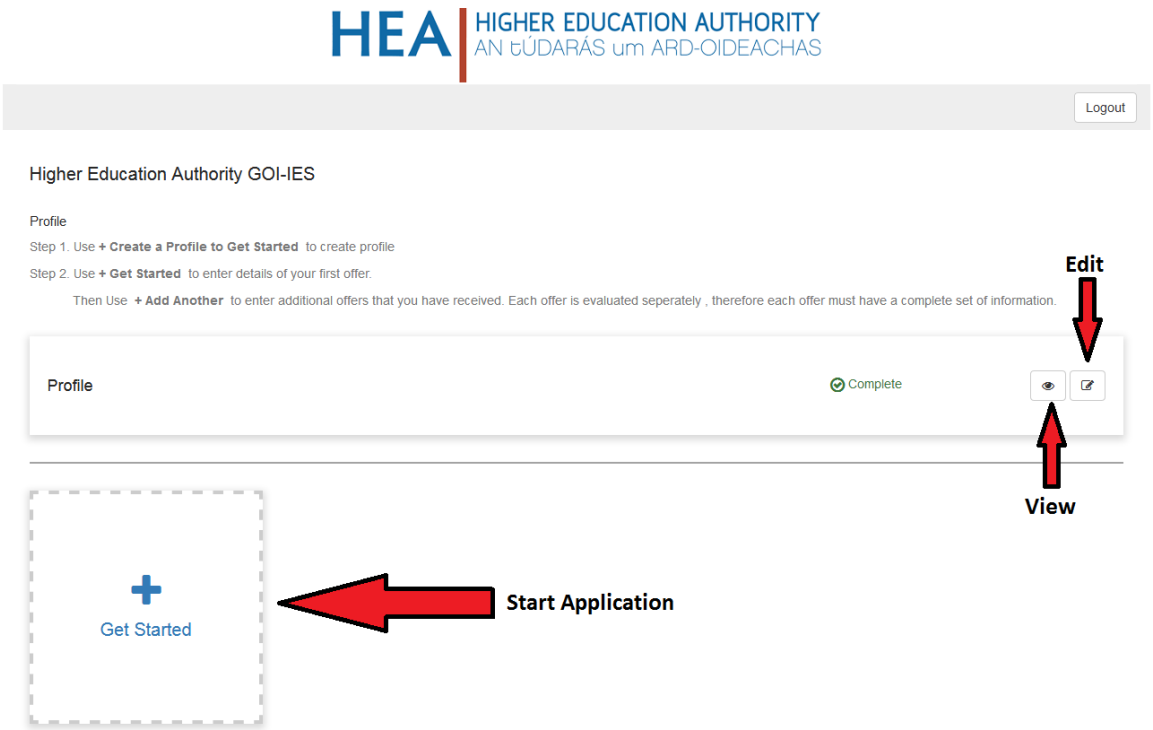
Once you have logged in, you will be asked to create a profile. This is simply your name (first and last). This section can still be edited after your application is already submitted.



Step 3:

When you have entered your profile information, click the 'Save' button to progress. You will see that there are two buttons on the right side of your 'Profile' section. The button that looks like an eye can be used to view the details you have entered. The button that looks like a pencil can be used to edit your profile.

When you are ready, you can begin work on your application. Click the box on the left that says 'Get Started'.



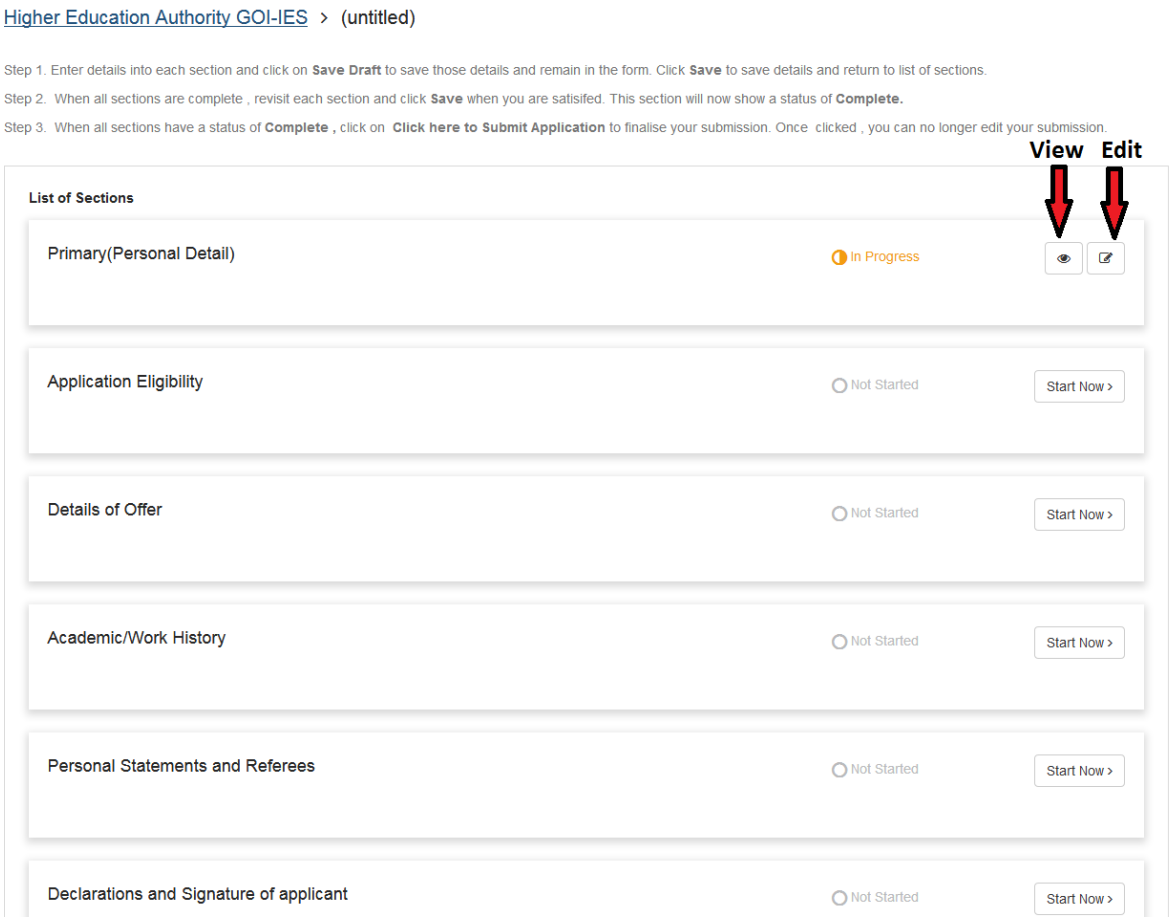
Step 4:

You will see a list of six sections for you to complete for your application. Given below is a list with brief descriptions of what each section requires:

- *Primary (Personal Detail)* – This section is where you will enter details such as your name, contact details, gender, and nationality. These details are separate from your website profile and **can not** be edited after the application has been submitted. In this section you will also be required to upload a colour image of the photo page of your passport.
- *Application Eligibility* – This section has two tick-boxes to complete regarding your eligibility for the GOI-IES scholarship.
- *Details of Offer* – This section is where you will enter the details of the course and higher education institution in which you have been offered to study. This section must be supported by relevant documentation uploaded to the form.
- *Academic/Work History* – This section is where you will list your previous academic qualifications, as well as any prior work experience, awards, or completed projects which may be relevant to your scholarship application.
- *Personal Statements and Referees* – This section is where you will enter the details of referees for your scholarship application. You will also be required to write brief explanations of why you are applying to the GOI-IES scholarship and what your goals are in becoming a GOI-IES scholar.
- *Declarations and Signature of Applicant* – In this section you will be asked to confirm that you agree to the relevant terms and conditions associated with applying for the GOI-IES scholarship, and that the information you have provided in your application is accurate.

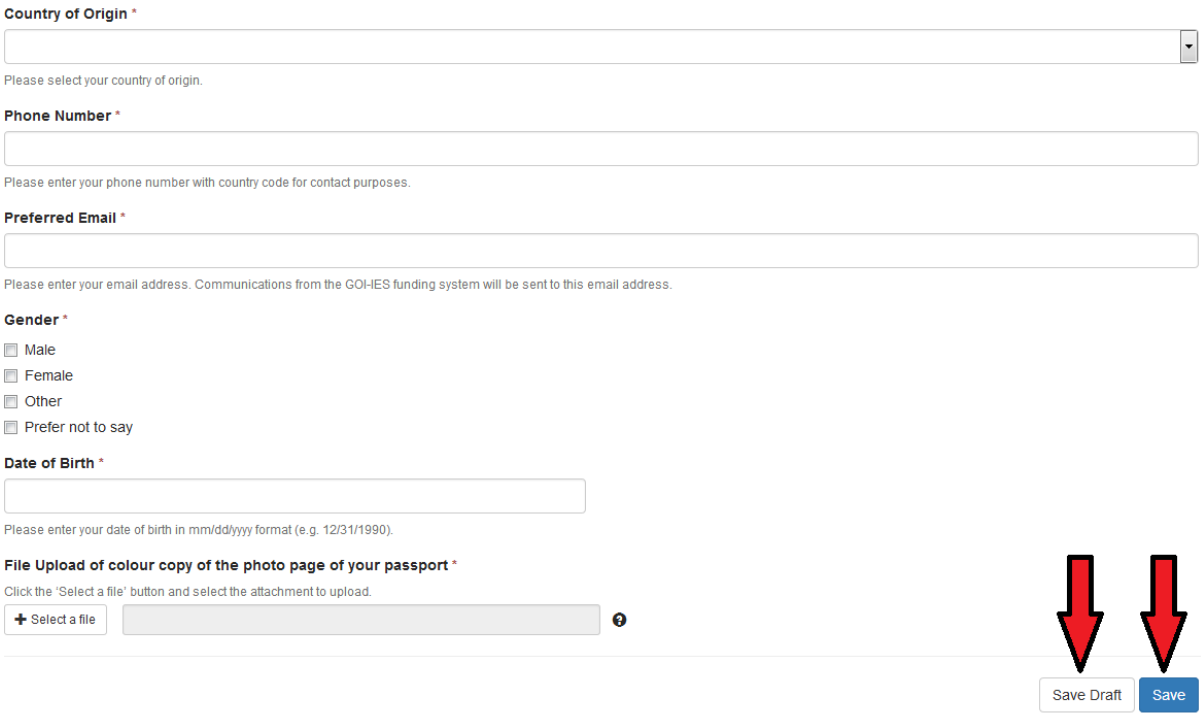
Just as with your 'Profile', you can use the 'eye' and 'pencil' buttons (which will appear on the right side of each section in the list) to either preview or make edits to that specific part of the

application. **Please note that once the application is submitted, you will no longer be able to edit these six sections**, although you can still use the 'eye' button to view them.



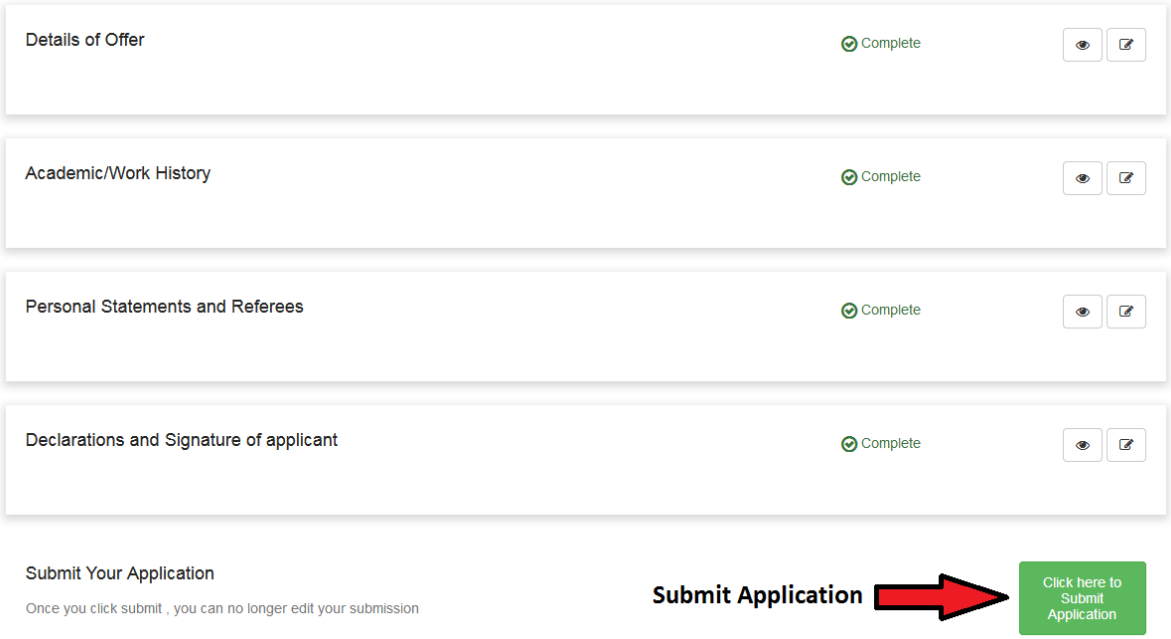
Step 5:

As you progress through your application, you will see two buttons at the bottom-right of each individual section: one labelled 'Save Draft' and the other labelled 'Save'. The 'Save Draft' button is used to save that section of your application while allowing you to remain on that page. The 'Save' button is used to save that section of your application and return you to the list of sections.



Step 6:

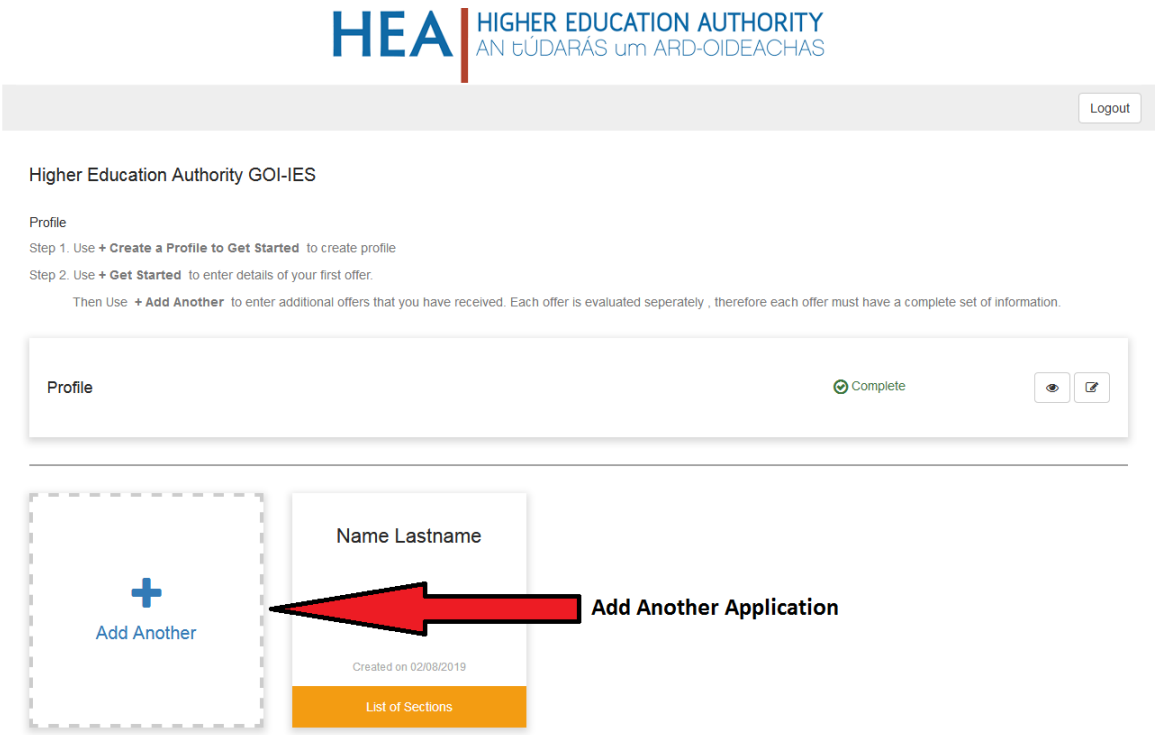
Once you have completed all six sections of the application, scroll down to the bottom of the list and click the green 'Submit' button. **Please note that once you click this button, your application will be submitted for review and it can no longer be edited.**

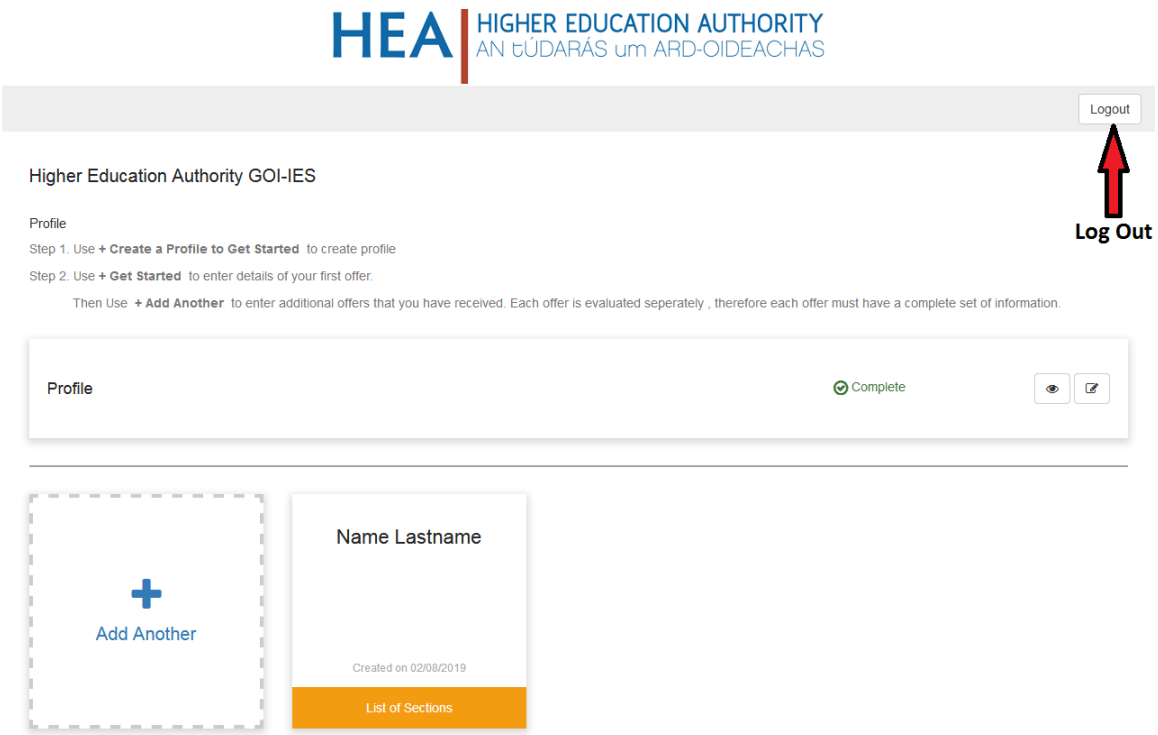


Step 7:

If you have offers from multiple universities that you would like to apply for GOI-IES funding with, you will need to create separate applications for each offer individually. To create another application, simply click the 'Add Another' button in your list of applications. **Please note, each**

application is viewed individually, therefore all the details that you supplied in your first application must be filled in again for subsequent applications.



Step 8:

Once you have submitted your application(s), click the 'Logout' button at the top-right of the screen to safely log out and leave the website.