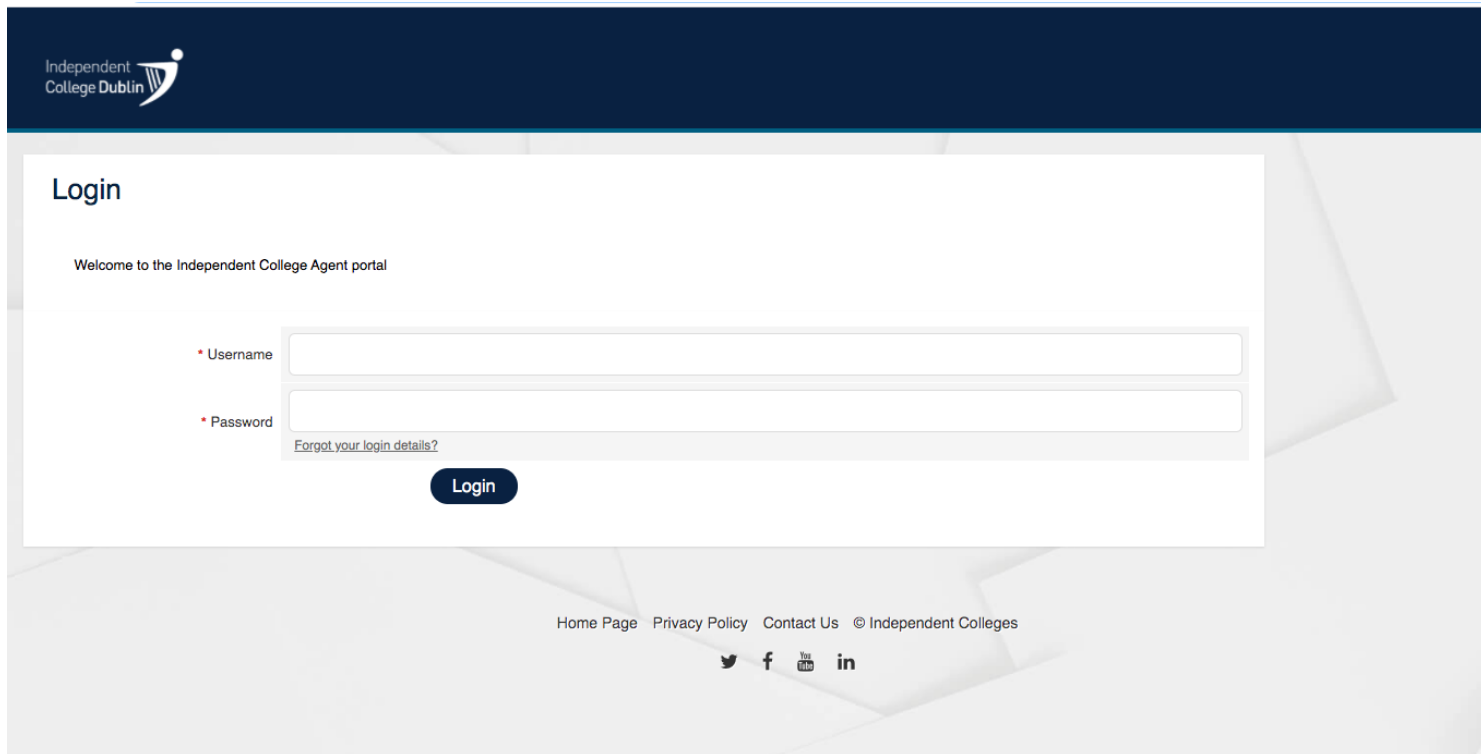


## Agent Application System

The agent access to the online application service allows agents to apply online on behalf of the students that they are representing.

The portal will also show an agent where all of their applications are in the application process, e.g. submitted, validated, offer sent, offer accepted etc.

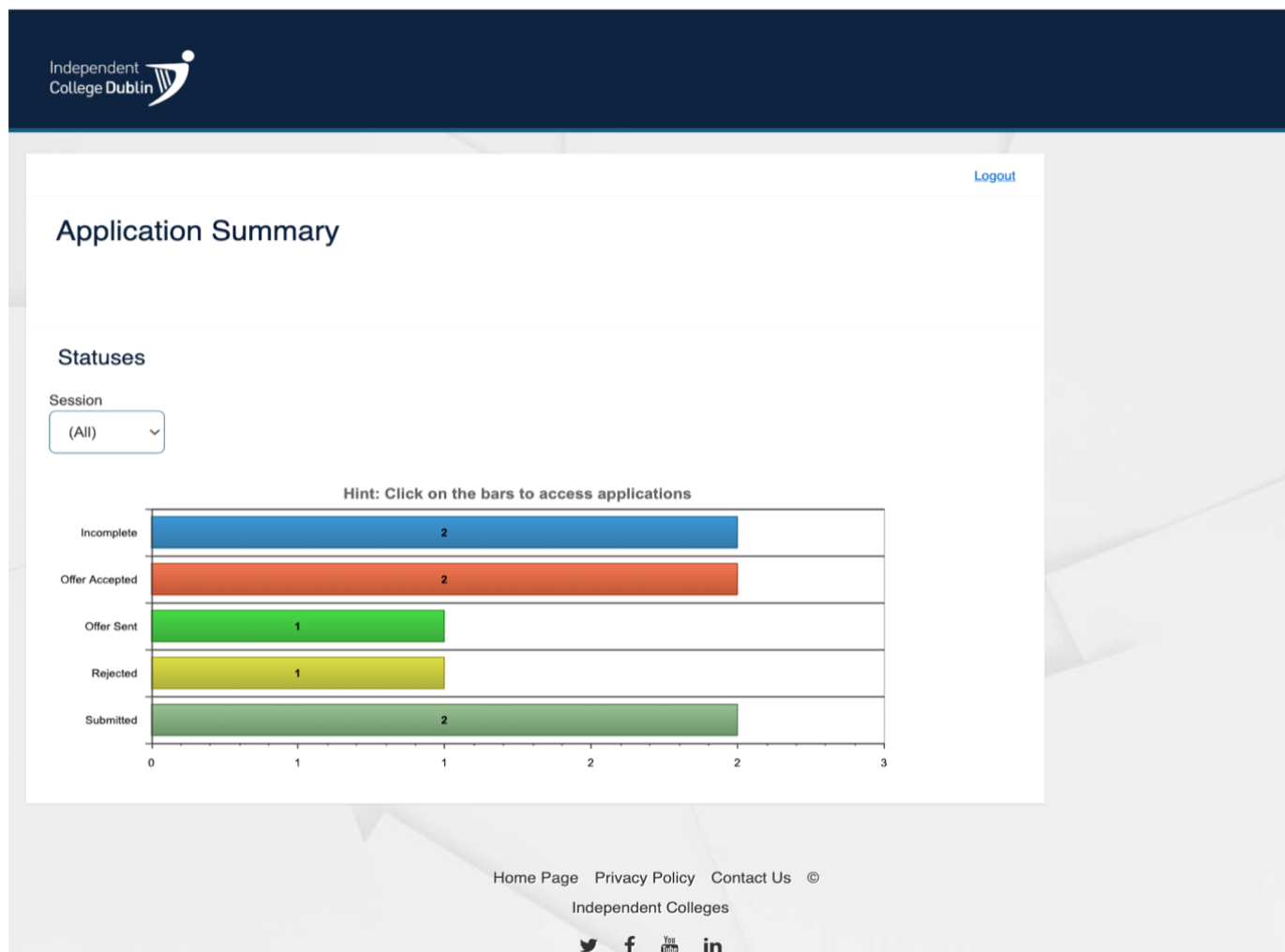
1. To start, use your login details to login [here](#) – we will send you your username and password.



The screenshot shows the login page of the Independent College Dublin Agent portal. At the top, there is a dark blue header with the Independent College Dublin logo. Below the header, the page has a light gray background with a white login box. Inside the box, the title "Login" is displayed. Below the title, a welcome message reads "Welcome to the Independent College Agent portal". The login form consists of two input fields: "Username" and "Password", both preceded by a red asterisk. Below the password field is a link that says "Forgot your login details?". A dark blue "Login" button is positioned below the input fields. At the bottom of the page, there is a footer with links to "Home Page", "Privacy Policy", and "Contact Us", followed by a copyright notice "© Independent Colleges". Social media icons for Twitter, Facebook, YouTube, and LinkedIn are also present in the footer.

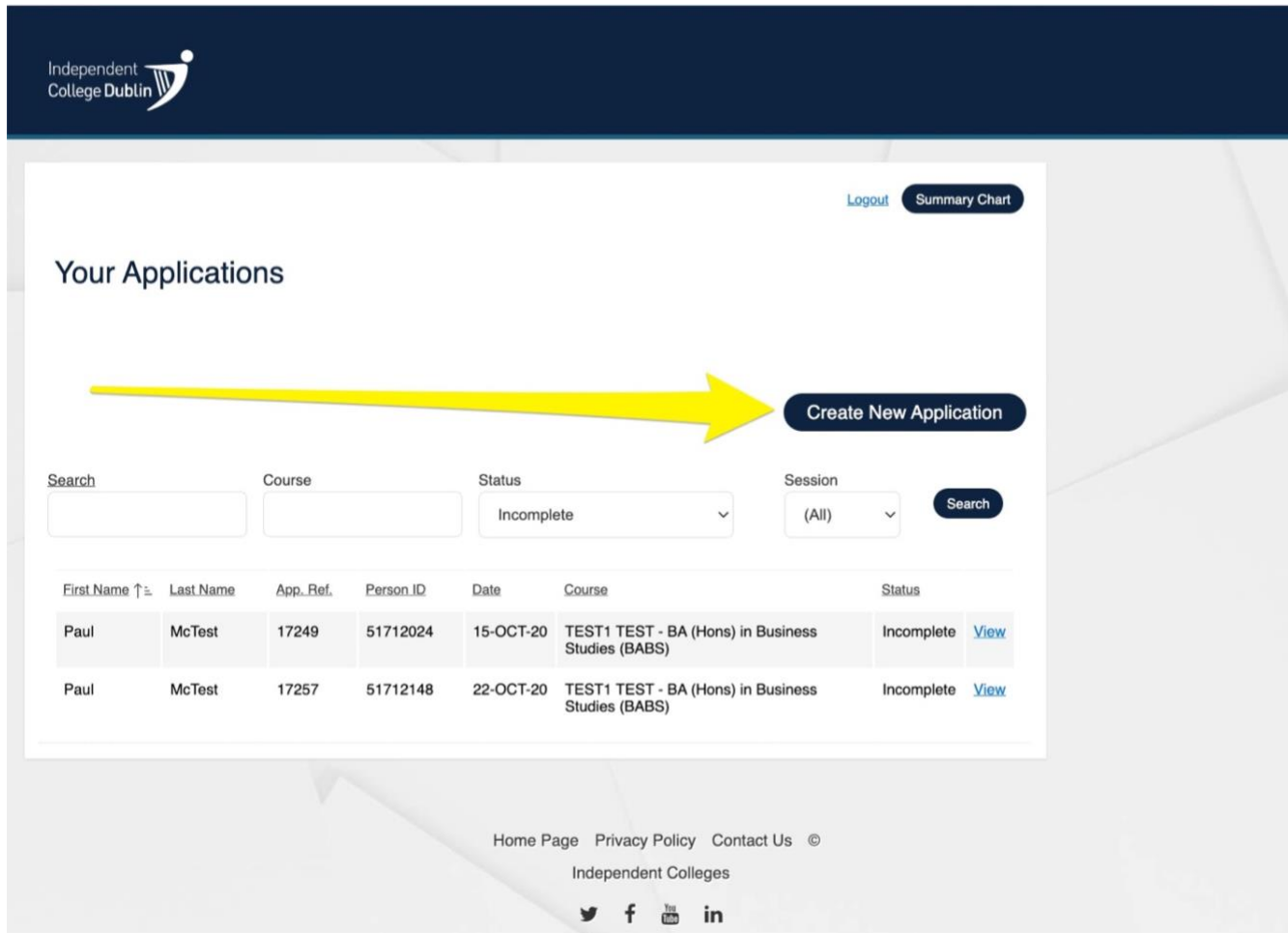
2. A dashboard with a summary of your applicants will appear as below once you log-in.

Click on any of the bars to continue to the application process.



3. You will then be brought through to a summary of your applications in that status.

To enter a new application click '**Create New Application**' as per the screenshot below



The screenshot shows the 'Your Applications' page. At the top right, there are links for 'Logout' and 'Summary Chart'. The main heading is 'Your Applications'. Below this, there is a search bar with a yellow arrow pointing to the 'Create New Application' button. The search bar includes fields for 'Search', 'Course', 'Status' (set to 'Incomplete'), and 'Session' (set to '(All)'), with a 'Search' button. Below the search bar is a table of applications.

First Name ↑	Last Name	App. Ref.	Person ID	Date	Course	Status
Paul	McTest	17249	51712024	15-OCT-20	TEST1 TEST - BA (Hons) in Business Studies (BABS)	Incomplete <a href="#">View</a>
Paul	McTest	17257	51712148	22-OCT-20	TEST1 TEST - BA (Hons) in Business Studies (BABS)	Incomplete <a href="#">View</a>

At the bottom of the page, there are links for 'Home Page', 'Privacy Policy', and 'Contact Us', along with a copyright notice '© Independent Colleges' and social media icons for Twitter, Facebook, YouTube, and LinkedIn.

4. Next, click '**New Applicant**' or select an applicant that has already been created by your agency as per below.

The screenshot shows the 'Select Applicant' page. At the top right is a 'Logout' link. Below the header, the title 'Select Applicant' is followed by instructions: 'Please select an existing applicant or click [New Applicant]. \*Remember to enter your agency email address to ensure you receive all communications from Independent College.' A yellow text box with the text 'Either create a 'New Applicant' or select from previous one your agency has created' has two yellow arrows. One arrow points to the 'New Applicant' button, and the other points to the 'Select' links in the table. Below the instructions is a search bar with a 'Search' button. At the bottom is a table with columns: First Name, Middle Name, Surname, Person ID, Date of Birth, Gender, and a 'Select' link for each row.

First Name ↑	Middle Name	Surname	Person ID	Date of Birth	Gender	
Mary	-	AgentT	51711991	01-FEB-91	Female	<a href="#">Select</a>
Padraig	-	McTest	51712466	03-OCT-90	Male	<a href="#">Select</a>
Paul	-	McTest	51712148	02-MAR-06	Male	<a href="#">Select</a>
Paul	-	McTest	51712156	02-APR-00	Male	<a href="#">Select</a>
Paul	-	McTest	51712024	02-MAR-95	Male	<a href="#">Select</a>
Peter	-	AgentT	51712008	02-MAR-91	Male	<a href="#">Select</a>

5. You will then be asked to **select a course**. Select your undergraduate or postgraduate course by clicking '**Search**' and select your applicant course by clicking '**Select**'

Independent  
College Dublin

Logout

## Select Course

Please select a course. Remember to use your own agency email address during the application process.

Search

Course ↑	Description	Location	Mode Of Study	Start Date	End Date	
BAAF1_FEB_21	BA (Hons) Accounting & Finance	DUBLIN	Day Time	22-FEB-21	21-FEB-22	<a href="#">Select</a>
BABS1_FEB_21	BA (Hons) in Business Studies	DUBLIN	Day Time	22-FEB-21	21-FEB-22	<a href="#">Select</a>
BAM1_FEB_21	BA (Hons) Marketing	DUBLIN	Day Time	22-FEB-21	31-JAN-22	<a href="#">Select</a>
MADR_FEB_21	MA Dispute Resolution	DUBLIN	Day Time	22-FEB-21	21-FEB-22	<a href="#">Select</a>

1 - 7

6. If you need to check that you have selected the correct course – the details are outlined in the top right circled in yellow.

Next you will be asked to input our applicant details. When you get to the email section of the application form please **use your agent email address**. This email address will receive all communications related to the application.

eu-quercus.elluciancloud.com/app/ic/f?p=PV\_ONLINE\_APP:3:14478123495427::NO:APP:APP\_PERSON\_ID,APP\_COURSE\_INSTANCE,APP\_PROXY\_ACCESS:,1134898566,1&cs=31Tw...

Independent College Dublin

## Your Details

NOTE - If you are an agent, please enter your agency email address - **NOT** the applicants email. This ensures all correspondence will go to your email.

Title (Select) ▼

\* First Name

Middle Name

\* Last Name

\* Email

\* Date of Birth - - -

Gender (Select) ▼

\* Click here to read the Marketing Correspondence Notice. ☐ Opt In ☐ Opt Out

Next

**YOU ARE HERE**  
Apply Online  
TEST - BA (Hons) in Business Studies (BABS)  
Full Time  
Starts on 01-FEB-21

**Your Details**  
Address  
Personal Data  
Language  
Additional Details  
Education History  
Document Upload  
Review

**Select – opt in to marketing correspondence and click next**

7. Next you will enter your **applicant's address details**. At this stage you can select the next step in the application process or save

your details to complete the application at a later date. It will appear in the dashboard summary when you login again in the incomplete bar.

Please enter your address details.

### Home Address

\* Country

Ireland

\* Address Line 1

Address Line 2

Address Line 3

Address Line 4

\* Email

agent email address

Postcode

Phone

\* Mobile

Previous

[Save & Exit](#)

Next

FEET - BA (Hons) in Business Studies  
(BABS)  
Full Time  
Starts on 01-FEB-21

Your Details

Address

Personal Data

Language





Additional Details

Education History

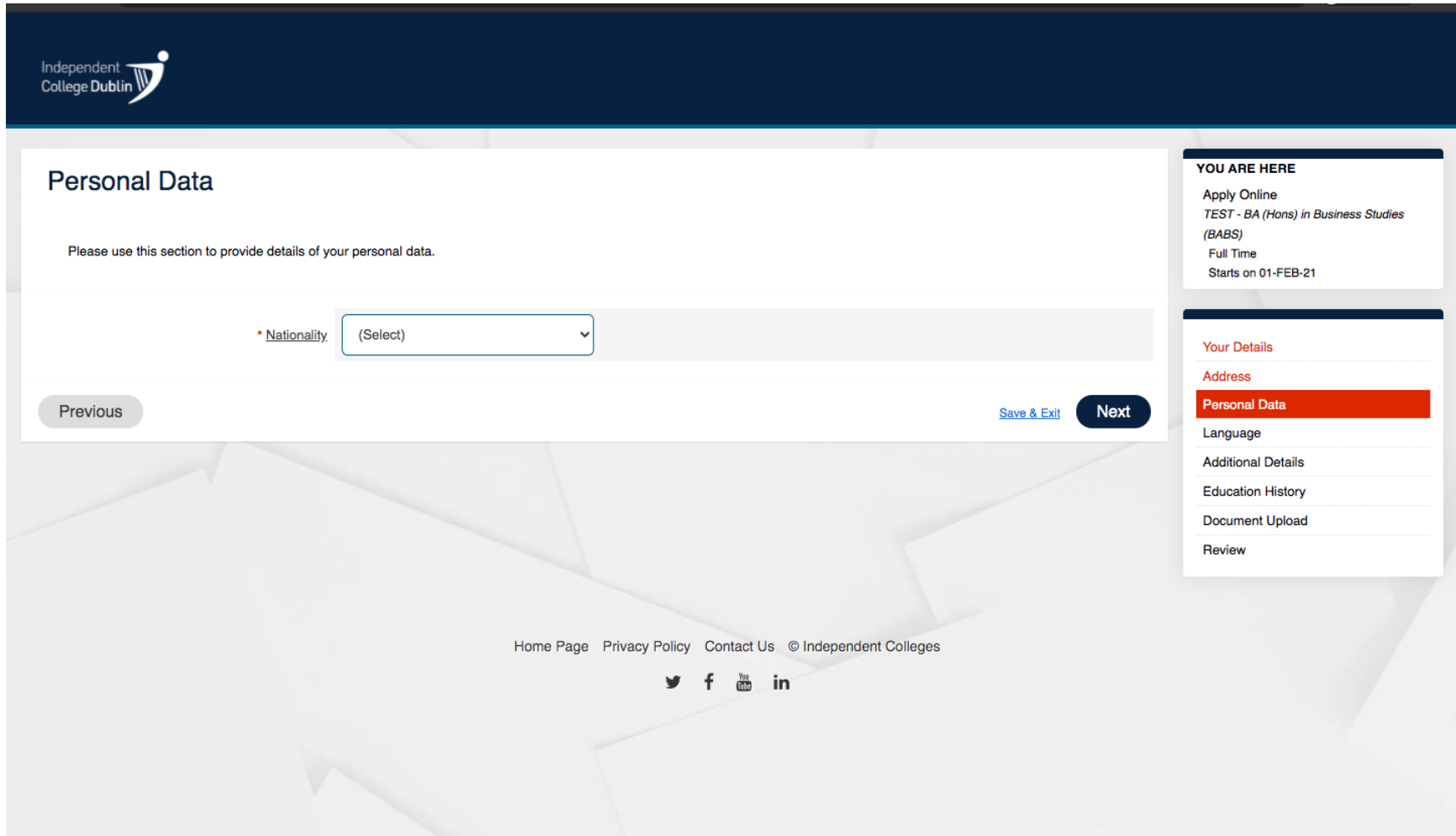
Document Upload

Review


[Home Page](#) [Privacy Policy](#) [Contact Us](#) © Independent Colleges

8. Next you will be asked to enter your applicants nationality. Select from the dropdown and press next.



The screenshot shows a web application interface for Independent College Dublin. At the top is a dark blue header with the college's logo. The main content area is titled 'Personal Data' and includes a sub-header 'Please use this section to provide details of your personal data.' Below this is a form field for 'Nationality' with a dropdown menu currently showing '(Select)'. To the left of the dropdown is a red asterisk and the label 'Nationality'. At the bottom of the form are three buttons: 'Previous', 'Save & Exit', and 'Next'. On the right side of the page is a sidebar with a 'YOU ARE HERE' breadcrumb trail and a 'Your Details' section. The breadcrumb trail includes 'Apply Online', 'TEST - BA (Hons) in Business Studies (BABS)', 'Full Time', and 'Starts on 01-FEB-21'. The 'Your Details' section lists several options: 'Your Details', 'Address', 'Personal Data' (which is highlighted in red), 'Language', 'Additional Details', 'Education History', 'Document Upload', and 'Review'. At the bottom of the page is a footer with links to 'Home Page', 'Privacy Policy', 'Contact Us', and '© Independent Colleges', along with social media icons for Twitter, Facebook, YouTube, and LinkedIn.

Independent College Dublin 

## Personal Data

Please use this section to provide details of your personal data.

\* Nationality (Select) ▼

Previous [Save & Exit](#) Next

**YOU ARE HERE**

Apply Online  
TEST - BA (Hons) in Business Studies (BABS)  
Full Time  
Starts on 01-FEB-21

**Your Details**

Address

**Personal Data**

Language





Additional Details

Education History

Document Upload

Review

[Home Page](#) [Privacy Policy](#) [Contact Us](#) © Independent Colleges

9. Next you will be asked to enter your applicants English language proficiency. If you **select 'no'** you will be asked if you have an



English Language qualification. **If your applicant does not have an English language qualification or you do not have the details of qualification please select 'no'.**

If you have the details of the English language qualification select 'yes' and enter the details. Then select next.

Independent  
College Dublin

## Language

**Below are the English requirements for this course.**

- FCE (min 170)
- CAE, 169 (no element below 162)
- CPE, 169 (no element below 162)
- IELTS, min 6.0
- TOEFL (IBT), min 79
- TOEFL (CBT), min 213
- TOEFL (PBT), min 550
- Duolingo, min 95

**Please Note:**

- Exit, enrolment or attendance letters are not accepted as proof of English level.
- Certificates that do not state the acquired level will not be accepted.
- Certificates need to be as up to date as possible.
- Certificates issued more than 6 months before the enrolment date will not be accepted.
- English School Certificates: C1, C2, and Advanced may be accepted but it is conditional on the students passing the interview stage where English will be assessed. If the English level is not acceptable, students will be required to do the English test with Independent College Dublin.

\* Is English your first language? ☐ Yes ☒ No

\* Do you have an English language qualification? ☒ Yes ☐ No

\* Which English language qualification do you have?

\* Date of Qualification  /  /

**YOU ARE HERE**

Apply Online  
*TEST - BA (Hons) in Business Studies (BABS)*  
Full Time  
Starts on 01-FEB-21

Your Details

Address

Personal Data

**Language**

Additional Details

Education History

Document Upload

Review


10. Next you will be asked to enter **your applicant's email address** and **passport number**. If you do not have these you can press save and exit your application until you have the details later.

**If you have the details ready enter the passport number and applicant's email address and press next.**

The screenshot shows a web application interface for Independent College Dublin. At the top is a dark blue header with the college's logo. The main content area is titled 'Additional Details' and includes a yellow arrow pointing to the 'Additional Qs' section. Below this, there are two input fields: 'Applicant Email Address (for Agent applications)' and '\* Passport number'. A red text overlay 'Enter applicant email address here' is positioned over the email field. To the right, a 'YOU ARE HERE' breadcrumb trail shows the navigation path: 'Apply Online' > 'TEST - BA (Hons) in Business Studies (BABS)' > 'Full Time' > 'Starts on 01-FEB-21'. Below this is a vertical menu with options: 'Your Details', 'Address', 'Personal Data', 'Language', 'Additional Details' (highlighted in red), 'Education History', 'Document Upload', and 'Review'. At the bottom of the form are buttons for 'Previous', 'Save & Exit', and 'Next'. The footer contains links for 'Home Page', 'Privacy Policy', 'Contact Us', and '© Independent Colleges', along with social media icons for Twitter, Facebook, YouTube, and LinkedIn.

11. Next you will be asked to enter your applicants **Educational History**. You must have these details to complete the application. If

you do not have them you can save the application and exit to complete at a later date.



## Education History

Please enter your education details below. You can enter more than one record by pressing Save after you fill in the first set of details. You will then be presented with the option of entering another record.

### Education

\* Educational Institution

\* Address

Start Year / End Year

Select ▼

 / 

Select ▼

Add

[Previous](#)[Save & Exit](#)[Next](#)

#### YOU ARE HERE

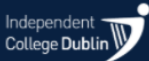
Apply Online  
TEST - BA (Hons) in Business Studies (BABS)  
Full Time  
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#### Your Details

[Address](#)  
[Personal Data](#)  
[Language](#)  
[Additional Details](#)  
**[Education History](#)**  
[Document Upload](#)  
[Review](#)

12. Next you will be asked to upload your **applicant's documents**. Such as **copy of passport, English Language Cert** and

**Educational transcripts.** Please enter what you have and the if you are waiting for documents these can be sent at a later to admissions.



## Document Upload

Please upload the following documents and title them correctly in the 'Description' box.

1. Your passport (showing your profile picture and passport number)
2. Original High school/College Certificate
3. Translated High School/College Certificate
4. Original Transcripts and Translated transcripts
5. English certificate

If you are an international student already living in Ireland, please upload a copy of your [GNIB card](#)

Tip - you can use your phone camera to take images of these documents which you need to upload

Attach File

Choose file

No file chosen

\* Description

Upload

Previous

[Save & Exit](#)

Next

**YOU ARE HERE**  
Apply Online  
TEST - BA (Hons) in Business Studies (BABS)  
Full Time  
Starts on 01-FEB-21

Your Details

Address

Personal Data

Language

Additional Details

Education History

**Document Upload**

Review


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13. Next you will be asked to review your application. If you see a mistake you can press previous screen or back tab to amend.

If you are happy with the details press '**Submit**'

**Please do not leave the application in the incomplete status if you are happy with your applicant and just waiting for one or two documents, these can be sent to our admissions team as soon as you have them.**

**Your application is now complete.** It will appear in your application summary dashboard in the submitted bar. You can click on this bar to view it. Our admissions team will then review your application and inform you of the next steps of the application process.



## Application Complete (17502)

Your application has been submitted and you should receive an email notification. Please check your spam if you do not receive this email.

**YOU ARE HERE**

- Apply Online
- TEST - BA (Hons) in Business Studies (BABS)
- Full Time
- Starts on 01-FEB-21

## Agent FAQ's

### Q1. How do I submit an application?

- A. Click the link [here](#) or click the link for the Agent Portal on the footer of our website. The admissions team will send you your username and initial password.

### Q2. Can I cancel an application on the agent portal once it has been submitted?

- A. No – please inform the admissions team or email admissions to request the removal of the application.

**Q3. What do the status bars mean on the dashboard?**

The dashboard shows an agent where all of their applications are in the application process, e.g.

INCOMPLETE (any documents missing)

SUBMITTED (ALL documents including exam result/Certificate, etc waiting to book interview)

VALIDATED (After applicant is interviewed and approved)

OFFER SENT (POL issued)

OFFER ACCEPTED (applicant accepts the offer and makes the payment at COE)

**Q4. How do I provide additional documents such as university transcripts after submission?**

A. Please email the remaining documents to the admissions team [admissions@independentcolleges.ie](mailto:admissions@independentcolleges.ie)

**Q5. How will I receive the Provisional Offer Letters (POL) and Confirmation of Enrolment Letter (COE)?**

A. The POL and COE will be issued through Quercus and you will receive the email to the address associated with your account.

**Q6. How do I book an online English language exam?**

A. For moment the admissions team will be in touch with a timetable for scheduling the exams.

**Q7. How do I book an online interview?**

A. The admissions team will be in touch with a timetable for scheduling interviews.

**Q8. If my student changes their choice of course/intake, how to I transfer this with Independent Colleges?**

- A. Please inform the admissions team as soon as possible and they will transfer the student. You can also click on the applicants name in your portal and add the new course to their record.

**Q9. I am missing documents or my applicant does not have an English language proficiency result. What do I do?**

- A. We will not be able to process the applicant through the new system unless an application has been submitted. If you are waiting on only one or two documents it is still fine to submit the application and send the outstanding documents as soon as you have them to [admissions@independentcolleges.ie](mailto:admissions@independentcolleges.ie).
- Please note that we will not be able to confirm a place on a course to an applicant unless we have received all outstanding documents.
  - You will be reminded at Provisional Offer Letter stage to send through any outstanding documents.