



## **Tips for making your Choral Scholar Application**

UCD Choral Scholars - [choralscholars@ucd.ie](mailto:choralscholars@ucd.ie)

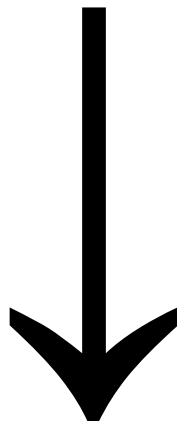
We are delighted you are considering applying for an audition for the UCD Choral Scholars. Please note applications are open to UCD students only (including those who are due to commence their degree in September 2017).

Below are some tips to help you with your online application. Please note that the **deadline for applications is 5pm Thursday 7th September 2017**. Don't forget to submit your application before that time to make sure you are considered for an audition slot!

On the next few pages are some tips on:

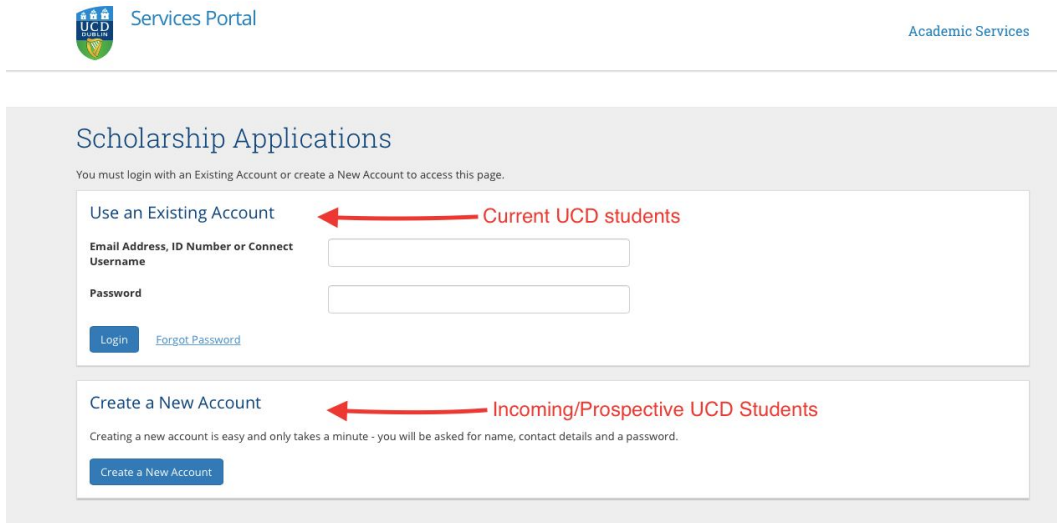
1. Starting your application
2. Filling out your application
3. Submitting your application

Good luck and we look forward to receiving your application!

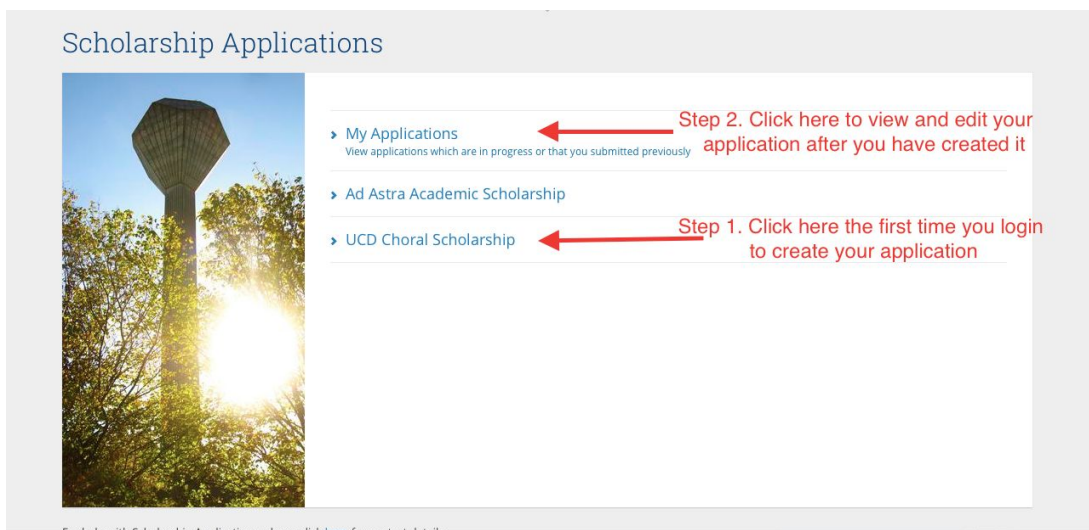


**Starting your application**

1. Follow the link [on our website](#) to SisWeb, to access the scholarship application forms.
2. You will be asked to login. Current UCD students should use their connect username and password. Incoming or prospective UCD students can create an account for the purpose of submitting an application. Please see image below:



3. When you login, it should redirect you to the scholarship applications page. If it doesn't, try to go back to the [UCD Choral Scholars website](#), and click through to the link again - you should still be logged in and directed straight to the correct page.
4. Click on the link indicated in the picture below to start your application to the Choral Scholars. **\*Please note that once you click on the link, it automatically begins a new application. After you have clicked on it the first time, you need to click on My Applications to view and edit your application\*.**



### Filling out your application

**\*Before you begin your application, please read the information in bold italics at the top of the online application page carefully - it gives further information on audition dates and deadlines.\***

There are 4 parts to the application:

1. Personal Details
  2. General Questions
  3. Application Checklist/Additional Documentation (please note you are NOT required to upload any additional documentation here unless you wish to do so)
  4. Declaration
- **We strongly recommend you write your application answers in a Word document first, then copy and paste the answers in.**
  - **The video clip** of you singing is a very important part of your application, as it helps us to understand your voice type.
    - You can record yourself with an accompanist or a cappella (without accompanist) - whatever you feel most comfortable with.
    - The video shouldn't be more than 3 minutes long if possible.
    - Please choose a song that you feel comfortable singing, but note that for an audition there are certain styles of songs we like to hear, so it is good to use these as a guideline for choosing the song you sing for your video clip. More information on styles of song can be found in the 'why you should audition' booklet [here](#).
  - There are several compulsory questions and fields, denoted by an asterisk (\*).
  - Although you can save your application and return to edit and submit it at any time before the application deadline, please note that you will not be able to save the application if any of the compulsory fields are blank.
  - Please note that the text boxes have a limit of 4000 characters, which is about 500 words. You will lose text if you exceed this.

### Submitting your application

- When you have finished and reviewed your application, **don't forget to click submit!**
- Once you have submitted, you will receive an email to the email address you supplied in the Personal Details section of your application confirming your application, with details of your application number.
- You can view your submitted application via SisWeb 'My Applications' as indicated in the image on pg 2, and you can download a PDF copy of your application. We recommend you download a copy for your records, to bring with you if you are called to audition.
- Please note you will not be able to edit your application once it is submitted.
- If your application is successful you will be contacted on Friday 8 September 2017 with an audition slot.