

## Help Document for 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.

**HEA** | HIGHER EDUCATION AUTHORITY  
AN tÚDARÁS um ARD-OIDEACHAS

**Sign In/Sign Up Instructions**

**For New Users:**  
By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Your password must be at least 8 characters in length. Once you have chosen your password, your account will be created and you will gain access to the portal.

**For Returning Users:**  
Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click **"Forgot your password?"** and follow the prompts to reset your password.

**For Help:**  
Please email [goi-ies@hea.ie](mailto:goi-ies@hea.ie) for assistance

**Sign In**

Email

Password

**Log In** [Forgot your password?](#)

**Need an Account?**

**Sign Up**

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Please click to agree to this Data Collection Notice

This data will be stored on servers located in the United States of America. All suppliers are covered either by the General Data Protection Regulation, GDPR, in the EU/EEA or Privacy Shield in the United States of America. The Higher Education Authority has also signed an agreement containing common contractual clauses with Wizehive Inc. to ensure the effect of the GDPR on all data.

The Higher Education Authority, as co-ordinator of the Government of Ireland International Education Scholarship scheme, needs to collect certain types of data in order to process applications to the scheme.

This notice sets out below the type of information which will be collected, the purpose for which it is being collected, third parties with whom the information will be shared and the duration for which the information will be retained.

Type of information required

- Personal Data including name, address, nationality, photographic image, contact details, gender, academic details and employment history and other information pertaining to candidates academic suitability for the scholarship

Purpose for which the HEA is requesting information

- To establish means of communication with all applicants
- To ascertain the eligibility of applicants who submit an application to the Government of Ireland IES Scholarship scheme
- To establish a database of successful scholars as part of the post call administration of the scholarship funding
- To carry out monitoring and audit of the programme

Third Parties with whom application forms may be shared

- An independent International Assessment Panel will be reviewing each application and recommending if the application is deemed fundable or not. The application forms will be disclosed, via secure channels, to the independent International Assessment Panel
- The Department of Education and Skills, as the overall funder of the programme
- Higher Education Institutions and/or Funding Agencies in Ireland as course providers

Duration of retention of data

The Higher Education Authority will retain documentation related to the Scholarship scheme for ninety nine years, after which records will be securely destroyed. Any data retained after this timeframe will be anonymised.

**Sign Up**

## Step 2:

Once you have logged in, you will be asked to create a profile. This is simply your name and contact email address. This section can still be edited after your application is already submitted (e.g. if your contact email address has changed).

The screenshot shows the HEA (Higher Education Authority) website header with the logo and the text 'HIGHER EDUCATION AUTHORITY AN tÚDARÁS um ARD-OIDEACHAS'. Below the header is a navigation bar with 'Welcome' and a 'Logout' button. The main content area is titled 'Higher Education Authority GOIHES > Profile Input'. It contains three input fields: 'First Name/Given Name' with a subtext 'Please enter your given name as it appears on your passport.', 'Last name/Family Name' with a subtext 'Please enter your family name as it appears on your passport.', and 'Email' with a subtext 'Please enter your email address for contact purposes.'. A blue 'Save' button is located at the bottom right of the form. At the bottom of the page, there is a 'wizehive' logo.

## 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'.

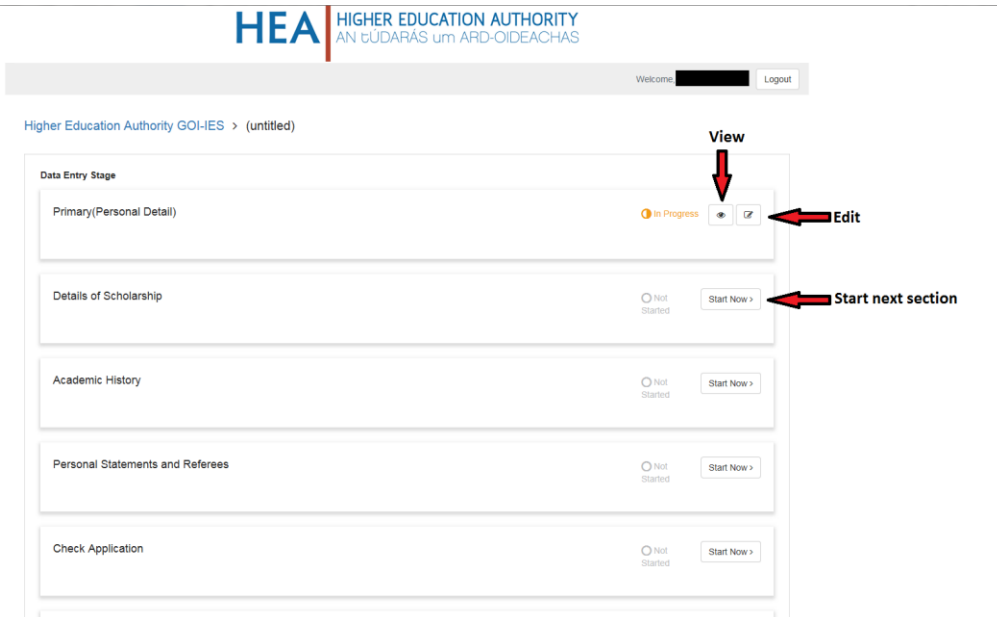
The screenshot shows the HEA website header and navigation bar. The main content area is titled 'Higher Education Authority GOIHES' and 'Profile'. Below this is a 'Profile' section with a 'Profile' label and a 'Complete' status indicator. To the right of the 'Profile' section are two buttons: one with an eye icon labeled 'View' and one with a pencil icon labeled 'Edit'. Below the 'Profile' section is a 'Get Started' button with a plus sign icon. A red arrow points from the 'View' button to the 'Profile' section, and another red arrow points from the 'Edit' button to the 'Profile' section. A third red arrow points from the 'Get Started' button to the text 'Start Application'.

#### 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 **cannot** be edited after the application has been submitted.
- *Details of Scholarship* – This section is where you will enter the details of the course(s) and higher education institution(s) in which you have been offered to study. You will be able to enter up to three offers, and each must be supported by relevant documentation uploaded to the form.
- *Academic 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.
- *Check Application* – This section has two tick-boxes to complete. In order to be eligible for the GOI-IES scholarship, you must have a domiciliary of origin from outside the EU/EEA/Switzerland region, and you must have either a condition or final offer from an Irish higher education institution.
- *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.



The screenshot displays the HEA Higher Education Authority GOI-IES application interface. At the top, the HEA logo and name are visible, along with a user welcome message and a 'Logout' button. Below this, the breadcrumb 'Higher Education Authority GOI-IES > (untitled)' is shown. The main content area is titled 'Data Entry Stage' and lists six sections:

- Primary(Personal Detail)**: Status 'In Progress'. It has an 'eye' icon (labeled 'View') and a pencil icon (labeled 'Edit').
- Details of Scholarship**: Status 'Not Started'. It has a 'Start Now >' button (labeled 'Start next section').
- Academic History**: Status 'Not Started'. It has a 'Start Now >' button.
- Personal Statements and Referees**: Status 'Not Started'. It has a 'Start Now >' button.
- Check Application**: Status 'Not Started'. It has a 'Start Now >' button.

Red arrows point from the text labels 'View', 'Edit', and 'Start next section' to their respective icons or buttons in the interface.

## 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.

**Address \***

  
Please enter your full address.

**Country of Origin \***

  
Please select your country of origin.

**If your Country is not listed above, please input Country here:**

**Phone Number \***

Please enter your phone number with country code for contact purposes.

**Preferred Email \***

Please enter your email address. Communications from the GOI-IES funding system will be sent to this email address.

**Gender \***

- Male  
 Female  
 Other  
 Prefer not to say

**Date of Birth \***

Please enter your date of birth

**Name of HEI in Ireland that you have applied to: \***


Save Draft

Mark Complete

Close

### 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.**









Details of Scholarship	Complete	View	Edit
Academic History	Complete	View	Edit
Personal Statements and Referees	Complete	View	Edit
Check Application	Complete	View	Edit
Declarations and Signature of applicant	Complete	View	Edit
First Stage Submission			 <input type="button" value="Submit"/>

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### Step 7:

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

Higher Education Authority GOIES > name lastname

Data Entry Stage	
Primary(Personal Detail)	 
Details of Scholarship	 
Academic History	 
Personal Statements and Referees	 
Check Application	