



GOVERNMENT OF IRELAND INTERNATIONAL EDUCATION SCHOLARSHIPS 2025

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 agree with the Data Collection Notice, then click 'Sign Up' at the bottom of the page.



□

Please click to certify that you understand and agree with the Data Collection Notice detailed below

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 collected for the GOI-IES funding system.

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, contact details, gender, academic details (including those in the applicants' HEI offer letters), employment history and other information pertaining to candidates' academic suitability for the scholarship.

Personal data including name, address, contact details, name of employer, position, work history and qualifications of the candidates' referees.

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 Assessment Panel will be reviewing each short-listed application and recommending if the application is deemed fundable or not. The application forms will be disclosed, via secure channels, to the Independent Assessment Panel.
- The Department of Further and Higher Education, Research, Innovation and Science, as the overall funder of the programme.
- Higher Education Institutions and/or Funding Agencies in Ireland as course providers.
- Names, countries of origin, and host institutions of successful scholars may be shared with a representative from Enterprise Ireland for the purposes of organising invitations to the annual award ceremony.

Duration of retention of data

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

[Sign Up](#)





Step 2:

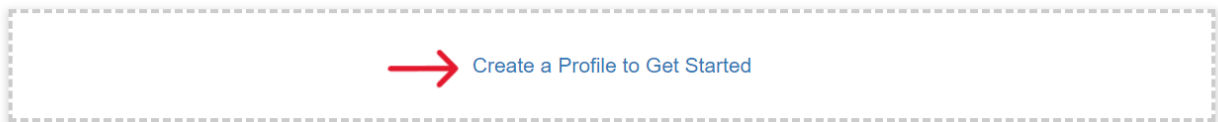
Once you have logged in to the GOI-IES home page, you will be asked to create a profile. This includes your first and last name.

Step 1. Use **+ Create a Profile to Get Started** to create profile

Step 2. Use **+ Get Started** to enter details of your first offer.

Then Use **+ Add Another** to enter additional offers that you have received. Each offer is evaluated separately, therefore each offer must have a complete set of information.

Please click here for detailed instructions [GOI-IES Application Help Doc](#)



Step 3:

After you have entered your profile information, click the 'Create Profile' button to progress.

Profile ▾ Save Draft **Create Profile**

Welcome to the Government of Ireland International Education Scholarship scheme

First Name/Given Name

Please enter your given name as it appears on your passport.

Last name/Family Name

Please enter your family name as it appears on your passport.

↑

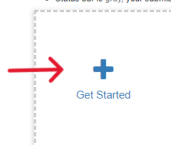
When you are ready, you can begin work on your application. Click the box on the left that reads 'Get Started'.

Step 1. Use **+ Create a Profile to Get Started** to create profile
Step 2. Use **+ Get Started** to enter details of your first offer.
Then Use **+ Add Another** to enter additional offers that you have received. Each offer is evaluated separately, therefore each offer must have a complete set of information.
Please click here for detailed instructions [GOI-IES Application Help Doc](#)

Profile	Complete	Edit
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Now that you have created your profile, you can begin the submission process. Click the submission card below to get started.

- At any point in the process, you can return to the homepage to view the status of your submission and actions required.
- Status bar is **blue**, there is an action required. Click on the Card to complete.
 - Status bar is **red**, there is an error. Please reach out to the Administrator of this program.
 - Status bar is **gray**, your submission is under review or completed and no action is needed.





Step 4:

After clicking “Get started”, you will see the first two sections of the application form.

- *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 Profile and **cannot** be edited after the application has been submitted.
- *Application eligibility.* This section contains three questions regarding the main eligibility criteria.

Click “Open” to answer the questions in these two sections.

(untitled) Order by:

Step 1. Enter details into each section and click on **Save Draft** to save those details and remain in the form. Click **Mark Complete** to save details and return to the list of sections.
 Step 2. When all sections are complete, revisit each section and click **Mark Complete** when you are satisfied. This section will now show a status of **Complete**.
 Step 3. When all sections have a status of **Complete**, click on **Submit** to finalise your submission. Once you have clicked on **Submit**, you can no longer edit your submission.

Personal Details and Eligibility Check Submit

Below you will find the first two sections of the application form, which require you to provide information about yourself and to answer questions regarding the main eligibility criteria. If action is required, click “Open” to complete each section. **IMPORTANT:** Once you have completed all required items for this step, be sure to click “Submit”. Before submitting, you will be able to edit any section. Once you have submitted, you will be unable to make any changes.

Primary (Personal Detail) Action Required Open

Click “Open” to complete this section.

- If you have saved or completed this section, you can click “Edit” to make changes before submitting.
- Once you have submitted, you will be able to view but not make changes.

Application Eligibility Action Required Open

Click “Open” to complete this section.

- If you have saved or completed this section, you can click “Edit” to make changes before submitting.
- Once you have submitted, you will be able to view but not make changes.

When completing the sections, you can save your work by clicking “Save draft”. The “Close” button will take you back to the list of sections in “Personal Details and Eligibility Check”, **without saving your work**.

When you have finished a section, click “Mark Complete” to return to the list of sections.

Primary (Personal Detail) → Save Draft Mark Complete Close

When you are ready to submit this step, please click the blue “Save” button at the bottom of the page.

- You can save this form as a draft at any time by clicking “Save Draft” at the bottom of the page.
- When you have completed all required items, please click the “Mark Complete” button at the bottom of the page.

NOTE: When you have completed all required steps, be sure to click “Submit” on the next page.

Last saved at 11:55:36

First Name: Given Name *

Jane

Please enter your given name as it appears on your passport.

Last Name: Family Name *

Doe

Please enter your family name as it appears on your passport.

You can still edit your answers in these sections by clicking the “Edit” button.



Order by: [Newest to Oldest](#) ▼

Jane Doe

Step 1. Enter details into each section and click on **Save Draft** to save those details and remain in the form. Click **Mark Complete** to save details and return to the list of sections.

Step 2. When all sections are complete, revisit each section and click **Mark Complete** when you are satisfied. This section will now show a status of **Complete**.

Step 3. When all sections have a status of **Complete**, click on **Submit** to finalise your submission. Once you have clicked on **Submit**, you can no longer edit your submission.

Personal Details and Eligibility Check

Submit

Below you will find the first two sections of the application form, which require you to provide information about yourself and to answer questions regarding the main eligibility criteria. If action is required, click "Open" to complete each section. **IMPORTANT:** Once you have completed all required items for this step, be sure to click "Submit". Before submitting, you will be able to edit any section. Once you have submitted, you will be unable to make any changes.

Primary (Personal Detail) Complete [Edit](#)

Click "Open" to complete this section.

- If you have saved or completed this section, you can click "Edit" to make changes before submitting.
- Once you have submitted, you will be able to view but not make changes.

Application Eligibility Action Required [Open](#)

Click "Open" to complete this section.

- If you have saved or completed this section, you can click "Edit" to make changes before submitting.
- Once you have submitted, you will be able to view but not make changes.

Step 5: When both sections are complete, the "Submit" button will become active and you will be able to submit this part of the application.

Only click "Submit" when you are fully satisfied with your answers. Once you have submitted these two sections, you will not be able to edit them anymore.

Order by: [Newest to Oldest](#) ▼

Jane Doe

Step 1. Enter details into each section and click on **Save Draft** to save those details and remain in the form. Click **Mark Complete** to save details and return to the list of sections.

Step 2. When all sections are complete, revisit each section and click **Mark Complete** when you are satisfied. This section will now show a status of **Complete**.

Step 3. When all sections have a status of **Complete**, click on **Submit** to finalise your submission. Once you have clicked on **Submit**, you can no longer edit your submission.

Personal Details and Eligibility Check

Submit

Below you will find the first two sections of the application form, which require you to provide information about yourself and to answer questions regarding the main eligibility criteria. If action is required, click "Open" to complete each section. **IMPORTANT:** Once you have completed all required items for this step, be sure to click "Submit". Before submitting, you will be able to edit any section. Once you have submitted, you will be unable to make any changes.

Primary (Personal Detail) Complete [Edit](#)

Click "Open" to complete this section.

- If you have saved or completed this section, you can click "Edit" to make changes before submitting.
- Once you have submitted, you will be able to view but not make changes.

Application Eligibility Complete [Edit](#)

Click "Open" to complete this section.

- If you have saved or completed this section, you can click "Edit" to make changes before submitting.
- Once you have submitted, you will be able to view but not make changes.

After clicking "Submit", the "Submit" button will change to a "This has been submitted" message. You will still be able to view your answers.



Order by: Newest to Oldest

Jane Doe

Step 1. Enter details into each section and click on **Save Draft** to save those details and remain in the form. Click **Mark Complete** to save details and return to the list of sections.

Step 2. When all sections are complete, revisit each section and click **Mark Complete** when you are satisfied. This section will now show a status of **Complete**.

Step 3. When all sections have a status of **Complete**, click on **Submit** to finalise your submission. Once you have clicked on **Submit**, you can no longer edit your submission.

Personal Details and Eligibility Check → This has been submitted

Thank you for submitting your answers to the first two sections of the GOI-IES application form. To proceed with your application, please click on "Higher Education Authority GOI-IES" on the top left of this page and then click on the card corresponding to your application. Please note that if your application has been deemed ineligible based on your answers to the eligibility questions, you will be notified about this by email and you will not have access to the rest of the sections in the application form.

Primary (Personal Detail) → View

Click "Open" to complete this section.

- If you have saved or completed this section, you can click "Edit" to make changes before submitting.
- Once you have submitted, you will be able to view but not make changes.

Application Eligibility → View

Click "Open" to complete this section.

- If you have saved or completed this section, you can click "Edit" to make changes before submitting.
- Once you have submitted, you will be able to view but not make changes.

Step 6: After submitting your responses to the first two sections, you can check the status of your application (eligible or ineligible) on the home page by logging out and then logging back in, or by clicking on "GOI-IES Home page" on the top left of the page. Immediately after submitting the first two sections, the status bar of your application will read "Eligibility submitted". This will change after a few minutes and/or upon refreshing the page.

Your answers to the eligibility questions are automatically assessed in the system. If your answers to the eligibility questions show that you are ineligible, the status bar of your application card will read "Ineligible". You will be unable to progress to the rest of the application form. You will also receive an email notification confirming that your application is ineligible.



Step 1. Use + **Create a Profile to Get Started** to create profile

Step 2. Use + **Get Started** to enter details of your first offer.

Then Use + **Add Another** to enter additional offers that you have received. Each offer is evaluated separately, therefore each offer must have a complete set of information.

Please click here for detailed instructions [GO-IES Application Help Doc](#)

Profile	Complete	Edit
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Now that you have created your profile, you can begin the submission process. Click the submission card below to get started.

At any point in the process, you can return to the home page to view the status of your submission and actions required.

- If the status bar is **orange**, an action is required. Click on the Card to complete.
- If the status bar is **red**, there is an error. Please reach out to the Administrator of this program.
- If the status bar is **gray**, your submission is under review or completed and no action is needed.

Jane Doe Created on 11/20/2024 Eligible	Jane Doe Created on 11/15/2024 Ineligible	Jane Doe Created on 11/15/2024 Submitted
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Step 7: If you are eligible, the status bar of your application will read “Eligible”. Click the status bar of the application card to proceed to the next sections of the application form.

Step 1. Use + **Create a Profile to Get Started** to create profile

Step 2. Use + **Get Started** to enter details of your first offer.

Then Use + **Add Another** to enter additional offers that you have received. Each offer is evaluated separately, therefore each offer must have a complete set of information.

Please click here for detailed instructions [GO-IES Application Help Doc](#)

Profile	Complete	Edit
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Now that you have created your profile, you can begin the submission process. Click the submission card below to get started.

At any point in the process, you can return to the home page to view the status of your submission and actions required.

- If the status bar is **orange**, an action is required. Click on the Card to complete.
- If the status bar is **red**, there is an error. Please reach out to the Administrator of this program.
- If the status bar is **gray**, your submission is under review or completed and no action is needed.

Jane Doe Created on 11/20/2024 Eligible	Jane Doe Created on 11/15/2024 Ineligible	Jane Doe Created on 11/15/2024 Submitted
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Step 8: The rest of the sections of the application form are now available for you to fill in.

- **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. The offer 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 and upload the references. You will also be required to write brief explanations of why you are applying for a 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.



Order by: Newest to Oldest ▼

Jane Doe

Step 1. Enter details into each section and click on **Save Draft** to save those details and remain in the form. Click **Mark Complete** to save details and return to the list of sections.

Step 2. When all sections are complete, revisit each section and click **Mark Complete** when you are satisfied. This section will now show a status of **Complete**.

Step 3. When all sections have a status of **Complete**, click on **Submit** to finalise your submission. Once you have clicked on **Submit**, you can no longer edit your submission.

Eligible Submit

Details of Offer Action Required Open
The button will update to reflect how you can interact with this step.

Academic/Work History Action Required Open
The button will update to reflect how you can interact with this step.

Personal Statements and Referees Action Required Open
The button will update to reflect how you can interact with this step.

Declarations and Signature of applicant Action Required Open
The button will update to reflect how you can interact with this step.

Personal Details and Eligibility Check This has been submitted

Thank you for submitting your answers to the first two sections of the GOI-IES application form. To proceed with your application, please click on "Higher Education Authority GOI-IES" on the top left of this page and then click on the card corresponding to your application. Please note that if your application has been deemed ineligible based on your answers to the eligibility questions, you will be notified about this by email and you will not have access to the rest of the sections in the application form.

Primary (Personal Detail) View
Click "Open" to complete this section.

- If you have saved or completed this section, you can click "Edit" to make changes before submitting.
- Once you have submitted, you will be able to view but not make changes.

Application Eligibility View
Click "Open" to complete this section.

- If you have saved or completed this section, you can click "Edit" to make changes before submitting.
- Once you have submitted, you will be able to view but not make changes.

When completing the sections, you can save your work by clicking "Save draft". When you have finished a section, click "Mark Complete" to return to the list of sections. You can still edit your answers in these sections by clicking the "Edit" button.




Step 9: When all sections are complete, the “Submit” button will become active and you will be able to submit your application. **Only click “Submit” when you are fully satisfied with your answers. Once you have submitted your application, you will not be able to edit it anymore.**

Jane Doe Order by:

Step 1. Enter details into each section and click on **Save Draft** to save those details and remain in the form. Click **Mark Complete** to save details and return to the list of sections.
Step 2. When all sections are complete, revisit each section and click **Mark Complete** when you are satisfied. This section will now show a status of **Complete**.
Step 3. When all sections have a status of **Complete**, click on **Submit** to finalise your submission. Once you have clicked on **Submit**, you can no longer edit your submission.

Eligible **Submit**

Details of Offer <small>The button will update to reflect how you can interact with this step.</small>	Complete	<input type="button" value="Edit"/>
Academic/Work History <small>The button will update to reflect how you can interact with this step.</small>	Complete	<input type="button" value="Edit"/>
Personal Statements and Referees <small>The button will update to reflect how you can interact with this step.</small>	Complete	<input type="button" value="Edit"/>
Declarations and Signature of applicant <small>The button will update to reflect how you can interact with this step.</small>	Complete	<input type="button" value="Edit"/>



After you have submitted the application, the “Submit” button will be replaced by a “This has been submitted” message. The application card on the home page will be updated and the status bar will read “Submitted”. You will also receive an email notification confirming that your application has been submitted. You will be able to view your answers, but not to edit them.



Order by: Newest to Oldest ▾

Jane Doe

Step 1. Enter details into each section and click on **Save Draft** to save those details and remain in the form. Click **Mark Complete** to save details and return to the list of sections.

Step 2. When all sections are complete, revisit each section and click **Mark Complete** when you are satisfied. This section will now show a status of **Complete**.

Step 3. When all sections have a status of **Complete**, click on **Submit** to finalise your submission. Once you have clicked on **Submit**, you can no longer edit your submission.

Eligible This has been submitted

Thank you! You will be contacted if any additional information is needed.

Details of Offer View

The button will update to reflect how you can interact with this step.

Academic/Work History View

The button will update to reflect how you can interact with this step.

Personal Statements and Referees View

The button will update to reflect how you can interact with this step.

Declarations and Signature of applicant View

The button will update to reflect how you can interact with this step.

Step 1. Use **+ Create a Profile to Get Started** to create profile

Step 2. Use **+ Get Started** to enter details of your first offer.

Then Use **+ Add Another** to enter additional offers that you have received. Each offer is evaluated separately, therefore each offer must have a complete set of information.

Please click here for detailed instructions [GO:IES Application Help Doc](#)

Profile Complete Edit

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- If the status bar is **orange**, an action is required. Click on the Card to complete.
- If the status bar is **red**, there is an error. Please reach out to the Administrator of this program.
- If the status bar is **gray**, your submission is under review or completed and no action is needed.

Jane Doe Created on 11/20/2024 Eligible	Jane Doe Created on 11/15/2024 Ineligible	Jane Doe Created on 11/15/2024 Submitted
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Step 10 (optional): You can submit a maximum of three applications in an application cycle, if you have more than one offer to study at an eligible higher education institution. To start your second (and third) application, click the “Add another” button on the home page. **You will not be able to submit more than three applications, even if some of them are ineligible. Once there are three application cards on your home page (both eligible and ineligible), the “Add another” button will become unavailable.**



Step 1. Use + Create a Profile to Get Started to create profile

Step 2. Use + Get Started to enter details of your first offer.

Then Use + Add Another to enter additional offers that you have received. Each offer is evaluated separately, therefore each offer must have a complete set of information.


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Profile	Complete	Edit
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- If the status bar is red, there is an error. Please reach out to the Administrator of this program.
- If the status bar is gray, your submission is under review or completed and no action is needed.

 <p>+</p> <p>Add Another</p>	<p>Jane Doe</p> <p>Created on 11/15/2024</p> <p>Ineligible</p>	<p>Jane Doe</p> <p>Created on 11/15/2024</p> <p>Submitted</p>
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Step 11: To log out, click the cogwheel icon on the top right of the page and then “Logout”.