GMIT Guide to making an online application

Galway-Mayo Institute of Technology
Introduction
This user guide contains step by step instructions to apply for a GMIT programme.

Please enter all details in CAPITALS.

1.0 Web link and initial logon

Go to site https://apply.gmit.ie

Apply.gmit.ie is GMIT’s online application site, you will be using this to upload details that will generate a GMIT student account. The initial account details you set up are temporary and will be replaced by GMIT credentials which will be sent to you along with an invitation to register.

Upon first use, please select First time user account creation.

Create a login ID and PIN.
2.0 Application Menu

The first screen will contain information about Applications currently open and allow you select an application type.

In the Application Type drop down menu, look for the application type that is listed on the GMIT website.

Select this, followed by Continue

Select Admissions Term 2021/22. Fill in name details in CAPITALS. Select Fill out Application.
3.0 Checklist Items

There is a number of checklist items to be completed. As you fill in each of the checklist items, some fields are mandatory and you will not be able to proceed without filling in.

As each checklist is completed, it will be ticked off and you will be able to submit the information once all items are completed.

At any stage you can choose any of the options below. If you want to return to the application at a later point, you can select Finish later. Completed checklists will be saved and you can pick up where you left off.

When you select Finish later your application will be saved as an Application in Progress.
Checklist item 1: Name – this populates from the previous step, press continue to move on.

Checklist item 2: Primary address – this address will be used for all Institute correspondence and should be a home address not a term time or work address.

Checklist item 3: Personal Information – this gathers biographical, e-mail and citizenship information.

Checklist item 4: International Information – details of nationality and country of birth.

Checklist item 5: Planned Course of Study
Select the course you wish to apply for.
Note – you will need a separate application if you wish to apply for more than one course.

Checklist item 6: Previous College
Please enter details of previous third level qualifications.
Once all checklist items are filled in, they will be ticked as complete. To proceed to submission of the application please select Application is complete.
4.0 Submit Details

Admissions Agreement

Important: You must agree to the terms below, or you will be directed back to the Application Menu page.

I understand that submitting inaccurate information on this application, or giving false information may disqualify me from further consideration for admission.

I have declared my attendance at another tertiary institution or participated in a school/college/employer's work programme.

I have read this application and certify that the statements I have made on this application are correct and complete.

1. Agree to the terms
2. Do not agree

RELEASE: 6.3.4.5.1.16C

Admissions Agreement – Please review prior to agreeing. Once happy to proceed, selecting “I agree” to the terms will result in submission of your details.

Signature Page

Dear [Name],

Thank you for your application to Gateway Monee Institute of Technology, your application for Certificate in courses where place is limited, places are not guaranteed. Applicants may also have to meet specific requirements.

Applicants to the BA in Contemporary Art Practice: you must present a portfolio of at least 5 digital images or other media. You will also be invited to participate in an online interview.

Applicants to the BSc in Professional Sales - e Health and Acute Medicine programmes must complete.

You will now see a signature page, which should be printed. This is your acknowledgement that you have applied for a programme at GMIT - you will not receive an email from GMIT to say that you’ve made an application. At the bottom of the page is a reference; please use this in any correspondence, e.g. if you have to submit documents, etc.

Return to Application Menu

Upon subsequent login to the admissions area, the submitted information will be in the Processed Applications area.