Online Application Guide for Applicants

Graduate Studies and Professional Development
**Introduction**

This user guide contains step by step instructions on how to create and submit an online application for the programmes offered by the Graduate Studies and Professional Development Department.

To make an application you will need to know the application type for the programme you are applying for, this can be found on the programme information section of the GMIT website.

When making the application please enter all details in **CAPITALS**.

1.0 Application Web link and initial logon

Go to site [https://apply.gmit.ie](https://apply.gmit.ie)

Upon first use please select **First time user account creation**.
Create a login ID and PIN. Please select something memorable as you will need to access applications made at a later point, if you are making more than one application in a term please use the same login details for all applications. When you revisit the application site you can login using the credentials set up.

2.0 Application Menu
The first screen will contain information about Applications currently open and allow you select an application type.
Select and application type followed by *Continue*

**Apply for Admissions**

- Select the correct admission term:
  - i.e. If you are applying for a programme that starts in
  - Please enter your name in CAPITAL LETTERS (e.g.)

  * - indicates a required field.

  **Application Type:** L9 GSPD Level 9
  **Admission Term:** Select...
  **First Name:**
  **Middle Name:**
  **Last Name:**

  Fill Out Application
  Return to Application Menu

Select the correct Admissions Term. Fill in name details in **CAPITALS**. Select *Fill out Application*.

**3.0 Checklist Items**

**Application Checklist**

- This is a checklist of your application sections. When you enter relevant information, it will save your progress. You will need to login again to update your application.

  - Name
  - Planned Course of Study
  - Home Address
  - Previous Collage
  - Personal Information
  - Additional Requirements
  - International Information

  Application is Complete  Finish Later

Graduate Studies and Professional Development
To make a successful application there are a number of checklist items to be completed. These gather information to assist in processing your application. As you move through the checklist items some fields are mandatory and you will not be able to proceed without filling in.

**Note** - Checklist items can vary depending on application type so screenshots are indicative only.

As each checklist is completed they will be ticked off and you will be able to submit the application 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. It will save checklists that are completed and you can pick up where you left off.

![Checklist Button](Checklist) ![Continue Button](Continue) ![Finish Later Button](Finish Later)

**Return to Checklist without saving changes**

When you select Finish later your application will be saved as an *Application in Progress*.

<table>
<thead>
<tr>
<th>Application in Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Term</td>
</tr>
<tr>
<td>Full Academic Year 2022/23</td>
</tr>
</tbody>
</table>

**Checklist item 1: Name** – this populates from the previous step, press continue to move on.

![Name Section](Name Section)

* - indicates a required field.

**Last Name:**

**First Name:**

Where possible, GMIT retains student IDs. Have you previously applied to GMIT?*

Have you previously attended GMIT?*

If yes, in what year did you complete your studies at GMIT?

![Checklist Button](Checklist) ![Continue Button](Continue) ![Finish Later Button](Finish Later)
**Checklist item 2: Home Address** – this address will be used for all institute correspondence and should be a home address not a term time or work address.

<table>
<thead>
<tr>
<th>Home Address (Checklist item 2 of 7)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address</td>
</tr>
<tr>
<td>Street Line 1:*</td>
</tr>
<tr>
<td>Street Line 2:</td>
</tr>
<tr>
<td>Street Line 3:</td>
</tr>
<tr>
<td>City:*</td>
</tr>
<tr>
<td>County:*</td>
</tr>
<tr>
<td>Nation:*</td>
</tr>
<tr>
<td>Postal Code:*</td>
</tr>
<tr>
<td>Telephone Number:*</td>
</tr>
<tr>
<td>Please confirm whether you have been living in Ireland for 3 out of the last 5 years?*</td>
</tr>
<tr>
<td>If your answer to the above is No, please state what country you have been living in for 3 out of the last 5 years*</td>
</tr>
<tr>
<td>Do you require a visa to study in Ireland?</td>
</tr>
<tr>
<td>Applicants who require a visa to study with GMIT are required to submit an application through GMIT International Office*</td>
</tr>
<tr>
<td>Is your employer paying your fees/a portion of your fees?*</td>
</tr>
<tr>
<td>If yes, please supply Company Name, Address, Contact Name and Contact Email Address</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Personal Information (Checklist item 3 of 7)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLEASE READ: FOR EXTERNAL STUDENTS ONLY</td>
</tr>
<tr>
<td>(1) If you are an Irish resident, please supply your PPSN in the box below. Failure to do so may result in a delay in the start of your studies.</td>
</tr>
<tr>
<td>(2) Please enter an email address which is permanently available to you (e.g. your personal gmail/hotmail account).</td>
</tr>
<tr>
<td>Please Note: EU Residency – If you have been a resident in an EU/EEA/Swiss State for 3 out of the last 5 years preceding</td>
</tr>
<tr>
<td>Citizenship:*</td>
</tr>
<tr>
<td>Email:*</td>
</tr>
<tr>
<td>Verify e-mail address:*</td>
</tr>
<tr>
<td>PPSN (xxxxxxxxxx):</td>
</tr>
<tr>
<td>Gender:*</td>
</tr>
<tr>
<td>Date of Birth:*</td>
</tr>
<tr>
<td>EU Resident:*</td>
</tr>
<tr>
<td>O Male O Female</td>
</tr>
</tbody>
</table>
Checklist item 4: International Information – this gathers nationality and country of birth.

**International Information (Checklist item 4 of 7)**

Please enter your Country of Birth and Citizenship. When you are finished, click Continue to proceed.

**PLEASE NOTE:** International Students are not eligible to apply for part-time programmes.

- indicates a required field.

**Nationality:** Irland (incl NI)

**Country of Birth:** Irland (incl NI)

Checklist  Continue  Finish Later

Return to Checklist without saving changes

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

**Planned Course of Study (Checklist item 5 of 7)**

Click on the drop down arrow to see the programme choices available. Select the programme you wish to study.

Applicants for **ANY** Postgraduate programme are advised to read the ‘Essential Information’ relevant to their programme.

- indicates a required field.

**Planned Course of Study:**

Please indicate what year of the programme you are applying for e.g. Year 1, Year 2 etc.

Checklist  Continue  Finish Later
**Checklist item 6: Previous college** – fill in details of previous third level qualifications.

**Previous College** (Checklist item 6 of 7)

- PLEASE READ: It is vital that you include as much information as possible regarding your prior third level education in this section.

  - * indicates a required field.
  - Do you hold a minimum of a major award at Level 8 (i.e. Honours Degree)?
  - If your answer is YES, please complete all the fields below. You may enter more than one qualification by selecting ENTER OR VIEW
  - If your answer is NO, please select (or type) NONE in the fields below.

  - If College not found:
    - College Name:
    - College Attend From Date:
    - College Attend To Date:
    - College Degree:
    - If not found, enter degree:

  Please name the Title of the Award (including specialisation, if any) you are currently pursuing or have completed. If you have already graduated, please include graduation date.

**Checklist item 7: Additional Requirements** – lists any additional requirements you have to submit for your application.

**Additional Requirements** (Checklist item 7 of 7)

- Before we can make any offer to applicants, we will need to review supporting documentation. All information regarding this can be found on our website, Graduate Studies and Professional Development.

  - * indicates a required field.

  - All Applicants
      - Please email your supporting documentation to Learn2PayK.ie

  Please indicate that you understand and will comply with this requirement. We will be unable to proceed with incomplete applications once the closing date has passed.

  **Certificate in Nursing in Procedural Sedation applicants**
      - Please complete the Certificate in Nursing in Procedural Sedation checklist [here](#) and submit with your documentation.

  Checklist   | Continue | Finish Later
4.0 Submit Details

Application Checklist

This is a checklist of your application sections. When you enter data in a section it will save your progress. You will need to login again to update and complete the application.

- Name
- Home Address
- Personal Information
- International Information
- Planned Course of Study
- Previous College
- Additional Requirements

Application is Complete  Finish Later

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.

Admissions Agreement

Important
You must agree to the terms below, or you will be directed back to the Application Menu page and your application will not be submitted.

I understand that withholding information requested on this application or giving false information may make me ineligible for admission to the college or subject to dismissal.
I have declared my attendance at another third level institute (only relevant when requested or where applicable to the applicant)
I have read this application and certify that the statements I have made on this application are correct and complete.

Data Protection: I understand that my personal data will be processed by the Institute in accordance with the Institute’s Student Privacy Statement.

By selecting “I agree to the terms” I confirm I have read and understood the GMIT Student Privacy Statement and I agree with my personal data being processed in accordance with that Statement.
If you have any queries in relation to the processing of your personal data by GMIT please contact the Data Protection Officer at dpo@gmt.ie.

I agree to the terms
I do not agree

RELEASE: R3.1.2.AC

Admissions Agreement – Please review prior to agreeing. Once happy to proceed, selecting “I agree” to the terms will result in submission of your details.
You will now see a signature page – this should be printed and contains at the bottom a reference; please use this in any correspondence.