

Introduction

This quick reference guide contains step by step instructions on how to:

Create and submit an online application for entry as a Erasmus student onto a programme in GMIT.

Step by Step Instructions - How to Use Online Admissions

Logon to https://ssb.ancheim.ie/gmit/
 Select 'Apply for Admission'. Then create a first time user account. Enter all details in CAPITALS.

2. Select Apply for Admission



Enter Secure Area Apply for Admission

RELEASE: 8.1

3. Enter Login Details Returning users Please enter your login information below. First Time Users Please select First time user account creation and please ensure you take note of your Login ID and PIN for future reference. Login ID: PIN: Login First time user account creation Return to Homepage

4. First Time User Account Creation

Admissions Login - New User

Admissions Login New Osci
Please create a Login ID and PIN. Your PIN must be six numbers.
Create a Login ID:
Create a PIN:
Verify PIN:
Login

5a. Select an Application Type

Fill Out Application

To Apply for Admission, please select the Application Type and Level of Programme you want to apply for.

Please take time to read the descriptions and select the correct category applicable to you. The following are the descriptions:

5b. Select an Application Type contd... New to GMIT - Someone who has never been a student in GMIT before. Choose - 2F - Erasmus Level 6 Programmes, - 3F - Erasmus Level 7 Programmes, - 4F - Erasmus Level 8 Programmes. Application Type: 3F - Erasmus Level 7 programmes Continue Return to Application Select application type from drop down menu. Then click 'Continue'.

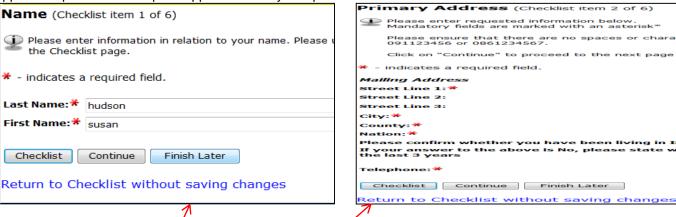
6. Select Admissions Term and key in Name		
Apply for Ad	dmissions	
Please select the term you want to apply for and select Fill Out Application to continue.		
* - indicates a required field.		
Application Type:	New to GMIT Level 8	
Admission Term:*	Full Academic Year 2013/14 ▼	
First Name:*	JOHN	
Middle Name:		
Last Name Prefix:		
Last Name: *	SMITH	

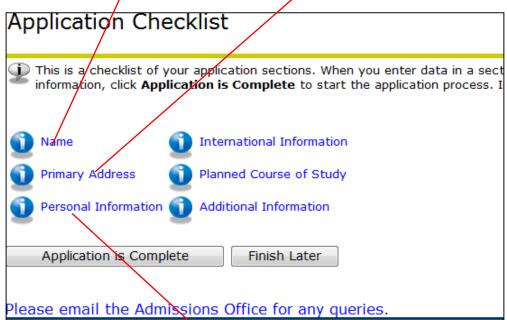


Step by Step Instructions – How to Use Online Admissions (Continued)

7. Application Checklist

This is a checklist of your application sections. When you enter data in a section, a checkmark will appear by that section. When you have provided all the application information, click **Application is Complete** to start the application process. Incomplete applications may be updated at a later time.









Step by Step Instructions - How to Use Online Admissions (Continued)

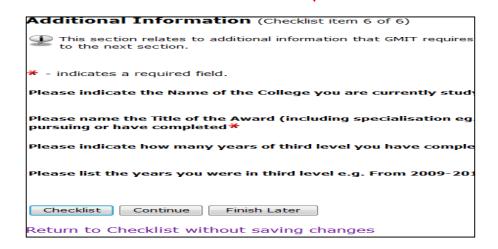
7. Application Checklist continued

This is a checklist of your application sections. When you enter data in a section, a checkmark will appear by that section. When you have provided all the application information, click **Application is Complete** to start the application process. Incomplete applications may be updated at a later time.





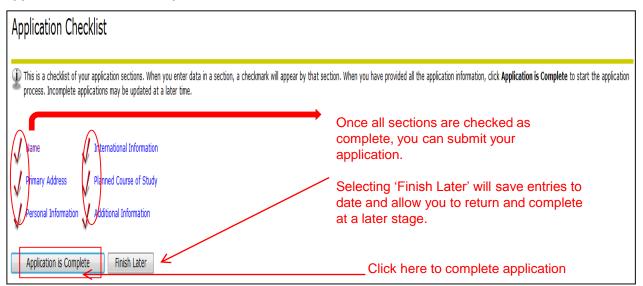






Step by Step Instructions - How to Use Online Admissions (Continued)

8. Application Checklist Complete



Students must agree with the Admissions Agreement in order to complete an application

9. Signature Page

This page is displayed once application is complete. Please print this receipt and retain as proof of application.

Signature Page		
28-FEB-13		
Dear JOHN		
Thank you for your application for the following course		
Bachelor of Business (Hons)		
If you are taking exams in the current year, please send a copy of your transcript to our admissions office when they become available.		
If you are not taking exams in the current year, please post a copy of your transcript/award to the Admissions Office, GMIT, Dublin Road, Galway to be assessed with your application.		
Please save a copy of this page for your records.		
Please note offers for your course will be made online in July to successful applicants pending receipt of relevant transcripts/awards. Please see our website www.gmit.ie for any updates.		
Please email the Admissions Office - admissions@gmit.ie for any further queries		
Kind Regards		
Admissions Office		