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

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

**Step by Step Instructions – How to Use Online Admissions**

1. **Logon to** [https://ssb.ancheim.ie/gmit/](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**

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.

4. **First Time User Account Creation**
   Admissions Login - New User
   - 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**
   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:
   - **2F - Erasmus Level 6 Programmes,**
   - **3F - Erasmus Level 7 Programmes,**
   - **4F - Erasmus Level 8 Programmes.**

5b. **Select an Application Type contd...**
   - **New to GMIT - Someone who has never been a student in GMIT before. Choose:**
   - **3F - Erasmus Level 7 Programmes**
   - **Select application type from drop down menu. Then click ‘Continue’.

6. **Select Admissions Term and key in Name**
   - *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:** Fall Academic Year 2013/14
   - **First Name:** JOHN
   - **Middle Name:**
   - **Last Name Prefix:** SMITH
   - **Last Name:**
   - **Fill Out Application**
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.

Please email the Admissions Office for any queries.
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.

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**International Information** (Checklist item 4 of 6)

Please enter your Country of Birth and Citizenship. When you are finished:

- * indicates a required field.

**Nationality:**

- Ireland

**Country of Birth:**

- Ireland

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**Planned Course of Study** (Checklist item 5 of 6)

- Select your Planned Course of Study. Click on "Continue" to proceed to the next page or "Checklist Important Note" if you do not see a course that you believe is required

- * indicates a required field.

**Planned Course of Study:**

- Please indicate what year of the programme you are applying.

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**Application Checklist**

This is a checklist of your application sections. When you enter information, click **Application is Complete** to start the application process.

- **Name**
- **International Information**
- **Primary Address**
- **Planned Course of Study**
- **Personal Information**
- **Additional Information**

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**Additional Information** (Checklist item 6 of 6)

- This section relates to additional information that GMIT requires to the next section.

- * indicates a required field.

- Please indicate the Name of the College you are currently studying.

- Please name the Title of the Award (including specialisation eg. pursuing or have completed).

- Please indicate how many years of third level you have completed.

- Please list the years you were in third level e.g. From 2009-2010.

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If you have any queries, please email the Admissions Office for any queries.

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Return to Checklist without saving changes
8. Application Checklist Complete

Once all sections are checked as complete, you can submit your application.

Selecting ‘Finish Later’ will save entries to date and allow you to return and complete at a later stage.

Click here to complete 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 (Honours)

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