



Guide to making an online application to GMT for the ATI Part-time course

Introduction

This user guide contains step by step instructions on applying for the Accounting Technicians Ireland Part-time course at GMIT.

Please enter all details in **CAPITALS**.

1. Web link and initial logon

Go to <https://apply.gmit.ie>

Apply.gmit.ie is GMIT's online application site. Here, you will upload details that will generate your 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, should you be successful in getting a place on the course.

If applying to GMIT for the first time, select **First time user account creation**.

Admissions Login

***** If you are trying to Register for 2020/21 please login [HERE](#) following instructions you have been sent.*****

ONLINE APPLICATIONS ARE NOW BEING ACCEPTED FOR SOME PROGRAMMES COMMENCING IN SEPTEMBER 2021

MORE PROGRAMMES WILL OPEN FOR ONLINE APPLICATIONS ON APRIL 6TH

SPRINGBOARD, ICT SKILLS AND HCI PROGRAMME APPLICATIONS WILL OPEN ON THE SPRINGBOARD PORTAL IN MID MAY

Thank you for considering studying at GMIT, we look forward to welcoming you.

New users: If you are applying to GMIT for the first time, please click on the "First time user account creation" link, below the Login button, to create your Login ID and PIN
Returning users: Please enter your login information below. **Internal/Current GMIT students** these are the same details you use to register and to access exam results.

Please be advised that your login ID will be used to refer to this application when in communication with the Institute.

Login ID:


PIN:

Login

[First time user account creation](#)

Create a login ID and PIN as per the instructions on the page and select **Login**.

Admissions Login - New User

 Your **Login ID** can be up to nine alphanumeric characters. Your **PIN** must be six numbers. You are strongly advised to create an ID and PIN that cannot be easily replicated. Enter your **PIN** again to verify it and select **Login**.

Create a Login ID:

Create a PIN:

Verify PIN:

Login

2.0 Application Menu

This screen allows you to select an application type.

In the **Application Type** dropdown menu, select the application type **AT Accounting Technician** and select **Continue**.

Select an Application Type

To Apply for Admission, select an **Application Type**
NOTE: *Part-time programmes are not available to International Applicants*

Current GMIT Students to find your application type, consult the mappings document on the Student Portal.
Queries - contact admissions@gmit.ie **unless otherwise stated**

Transfer Applicants

E6 - Higher Certificate Programme - NFQ Level 6
E7 - Ordinary Degree Programme - NFQ Level 7
E8 - Honours Degree - NFQ Level 8

Mayo Campus - Nursing, Early Childhood and Social Care programmes

6S - Social Care and Early Childhood- NFQ Level 7 Mayo
6N - Nursing, Early Childhood & Social Care programmes - NFQ Level 8 Mayo

Post Graduate and Masters Programmes

E9 - Masters Degree or Post Graduate Programme - NFQ Level 9
I9 - **GMIT** Internal Students Masters Degree or Post Graduate Programme - NFQ Level 9
6P - 2020 Masters Programmes Mayo Campus- NFQ Level 9 **Part-time**
6M - 2021 Masters Programmes Mayo Campus- NFQ Level 9 **Part-time**
MA - Masters in Teaching and Learning

Manufacturing Eng Apprenticeship

A6 - Manufacturing Eng Apprenticeship Level 6
A7 - Manufacturing Eng Apprenticeship Level 7 **Part-time**

Graduate Studies & Professional Development (GSPD) Programmes

Please contact Learn@gmit.ie with any queries about the application types below

AT - Accounting Technicians Ireland
L6 - GSPD Level 6
L7 - GSPD Level 7
L8 - GSPD Level 8
L9 - GSPD Level 9
Q7 - Quality Industry Programmes

Application Type:

In the Apply for Admissions page, select Admissions Term **2021/22**. Fill in your name details in **CAPITALS**. Select **Fill out Application**.

Apply for Admissions

Select the correct admission term:
*I.e. if you are applying for a programme that starts in **September 2021**, please select 'Full Academic Year 2021/22'. If you are applying for a programme that starts in **January 2022**, please select 'Full Academic Year 2021/22'*
Please enter your name in **CAPITAL LETTERS** (e.g. JOHN SMITH) as this will be used in our database records for the duration of your study. When you're finished, click **Fill out Application** to continue.

* - indicates a required field.

Application Type: AT Accounting Technician

Admission Term:

First Name:

Middle Name:

Last Name:


3.0 Checklist Items

The list below shows the checklist items to be completed in order to make an application. Some fields within the items are mandatory* and you will not be able to proceed without completing.

As each checklist item is completed, it will be ticked off.

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. If you select **Finish Later**, your application will be saved as an **Application in Progress**.

Application Checklist

 This is a checklist of your application sections. When you enter data, you need to login again to update and complete the process later.



Name



International Information



Primary Address



Planned Course of Study



Personal Information




Module Selection

Application is Complete

Finish Later

Checklist item 1: Name – this populates from the previous step. Answer the other mandatory questions and select **Continue** to move forward with your application.

Name (Checklist item 1 of 6)

 Please use **CAPITAL LETTERS** when entering your name and address. When you are finished, click **Continue** to proceed.

* - indicates a required field.

Last Name:*

First Name:*

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

Yes No

Have you previously attended GMIT?*

Yes No

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

Checklist

Continue

Finish Later

Checklist item 2: Primary Address – complete the Address details in capitals. Again, answer the other mandatory questions and select **Continue** to move forward with your application. If your address changes, please notify us at Learn@gmit.ie so that your details can be kept up to date.

Primary Address (Checklist item 2 of 6)

Please enter your address details in **CAPITAL LETTERS** (e.g. 1 DUBLIN RD) as this will be used in our database records for the duration of your study. Please ensure that there are no spaces or characters in your telephone number (international students please include your country code). It should be in the format 091123456 or 353851234567. Click **Continue** to proceed.

* - indicates a required field.

Mailing Address

Street Line 1:*

Street Line 2:

Street Line 3:

City:*

County:*

Nation:*

Postal Code:*

Telephone Number:*

Do you require a visa to study in Ireland?

Applicants who require a visa to study with GMIT are required to submit an application through **GMIT International Office**.

Is your employer paying your fees/a portion of your fees?*

If yes, please supply Company Name, Address, Contact Name and Contact Email Address

Form fields for Primary Address: Street Line 1, Street Line 2, Street Line 3, City, County, Nation, Postal Code, Telephone Number, Do you require a visa to study in Ireland?, Is your employer paying your fees/a portion of your fees?, and a text area for company details.

Checklist Continue Finish Later

Checklist item 3: Personal Information – this gathers biographical, email and citizenship information. Complete and select **Continue** to move forward with your application.

Personal Information (Checklist item 3 of 6)

Please enter your Personal Information. When you are finished click **Continue** to navigate to the next section

PLEASE READ: FOR EXTERNAL STUDENTS ONLY

(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 processing of your application.

(2) Please enter an email address which is permanently available to you (e.g. your personal gmail/hotmail account). This is essential so that our staff can contact you regarding your application.

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 entry to your course, select YES, otherwise, select NO.

* - indicates a required field.

Citizenship:*

Email:*

Verify e-mail address:*

PPSN (XXXXXXXX):

Gender:*

Date of Birth:*

EU Resident:*

None

Text input field for email

Text input field for verify email

Text input field for PPSN

Male Female

Month None Day None Year (YYYY)

Yes No

Checklist Continue Finish Later

Checklist item 4: International Information – these are the details of your nationality and country of birth, required for statistical purposes. Select from the dropdown lists and then **Continue** to move forward with your application.

International Information (Checklist item 4 of 6)

Please enter your Country of Birth and Citizenship. When you are finished, click **Continue** to navigate to the next section.

PLEASE NOTE: International Students are not eligible to apply for part-time programmes, e.g. MA in Teaching Learning.

* - indicates a required field.

Nationality:*

Country of Birth:*


None

None

Checklist Continue Finish Later

Checklist item 5: Planned Course of Study – select the programme from the dropdown list, enter the Year of the programme you will be studying in September, and then select **Continue** to move forward with your application.

Planned Course of Study (Checklist item 5 of 6)

 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:*

Accounting Technicians Ireland Part-Time Course ▾
Year 1

Please indicate if you are applying for Year 1 or Year 2.*

Checklist item 6: Module Selection – here, you are reminded that you must contact Accounting Technicians Ireland. Choose the modules you are taking in September, either Year 1 modules **or** Year 2 modules. You cannot take modules from both stages of the programme at the same time.

Module Selection (Checklist item 6 of 6)

 Please supply the information requested below. When finished, click **Continue** to navigate to the next section.

* - indicates a required field.

Have you registered as a student with ATI?

Yes No

Please select the modules you wish to study in 2021/2022. You must select modules from Year 1 or Year 2.

*

YEAR 1: FINANCIAL ACCOUNTING ACCTP1001*

Yes No

YEAR 1: TAXATION ACCTP1002*

Yes No

YEAR 1: BUSINESS LAW LAWBP1002*

Yes No

YEAR 1: BUSINESS MANAGEMENT MGMT01001*

Yes No

YEAR 2: ADVANCED FINANCIAL ACCOUNTING ACCTP2001*

Yes No

YEAR 2: ADVANCED TAXATION ACCTP2002*

Yes No

YEAR 2: MANAGEMENT ACCOUNTING ACCTP2004*

Yes No

YEAR 2: FINANCIAL DATA MANAGEMENT (formerly Integrated Accounting Systems (IAS))*

Yes No

You must select **Yes** for the modules you are taking in September and **No** for the ones you are not taking, otherwise you are presented with below. Select **Continue** to move forward with your application.

Module Selection (Checklist item 6 of 6)

Please supply the information requested below. When finished, click **Continue** to navigate to the next section.

Errors occurred. Please try again.
Missing required data, please enter.

* - indicates a required field.

Have you registered as a student with ATI?

Yes No **You must enter an Answer**

Please select the modules you wish to study in 2021/2022. You must select modules from Year 1 or Year 2.

YEAR 1: FINANCIAL ACCOUNTING ACCTP1001*

Yes No

YEAR 1: TAXATION ACCTP1002*

Yes No

YEAR 1: BUSINESS LAW LAWBP1002*

Yes No

YEAR 1: BUSINESS MANAGEMENT MGMT01001*

Yes No

YEAR 2: ADVANCED FINANCIAL ACCOUNTING ACCTP2001*

Yes No **You must enter an Answer**

YEAR 2: ADVANCED TAXATION ACCTP2002*

Yes No **You must enter an Answer**

YEAR 2: MANAGEMENT ACCOUNTING ACCTP2004*

Yes No **You must enter an Answer**

YEAR 2: FINANCIAL DATA MANAGEMENT (formerly Integrated Accounting Systems (IAS))*

Yes No **You must enter an Answer**

When all items on the checklist are complete, they will be ticked as below. Select **Application is Complete**.

Application Checklist

This is a checklist of your application sections. When you enter need to login again to update and complete the process later.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Name | <input checked="" type="checkbox"/> International Information |
| <input checked="" type="checkbox"/> Primary Address | <input checked="" type="checkbox"/> Planned Course of Study |
| <input checked="" type="checkbox"/> Personal Information | <input checked="" type="checkbox"/> Module Selection |

Graduate Studies and Professional Development

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

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@gmit.ie.

[I agree to the terms](#)
[I do not agree](#)

Finally, you are presented with the **Signature Page** which should be printed and kept for your records. 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.

Signature Page

01-APR-21

Dear mich

Thank you for your application to Galway-Mayo Institute of Technology; your application for Accounting Technicians Ireland Part-Time Course is now complete.

You should expect to hear from us within three weeks of making your application.

This programme will commence in September (date to be confirmed) subject to a viable cohort.

Please ensure you contact Accounting Technicians Ireland (www.accountingtechniciansireland.ie) to confirm your eligibility for the programme and/or to confirm any exemptions you may be entitled to.

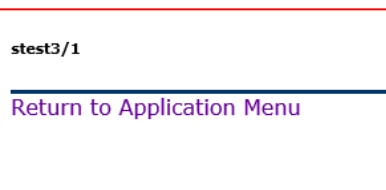
Please save a copy of this page for your records, using the reference code michatest in all correspondence.

For queries, please refer to the FAQs at www.gmit.ie/courses/gspd or contact us at Learn@gmit.ie.

Kind regards

Department of Graduate Studies and Professional Development
Learn@gmit.ie

At the bottom of the page is a reference which should be used in any correspondence with GMIT.



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

A screenshot of a web interface showing a table with two sections: "Applications in Progress" and "Processed Applications".

Applications in Progress		
Admission Term	Application Type	Application Preference
New	Create a new application	

Processed Applications		
Admission Term		
Full Academic Year 2020/21		