

Introduction

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

1. Create and submit an online application for a course.

This guide is a tool to be used by new applicants to GMIT who would like to apply online for a course of study.

Step by Step Instructions – How to Use Online Admissions

1. **Logon to <https://ssb.ancheim.ie/gmit/>**
Select 'Apply for Admission'. Then create a first time user account.

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.

Login ID:


PIN:

[First time user account creation](#)

[Return to Homepage](#)

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:

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:

5b. Select an Application Type contd...

New to GMIT - Someone who has never been a student in GMIT before

Current/Previous GMIT - Current GMIT students or Previous GMIT students

Level 6 = Higher Certificate Programme

Level 7 = Ordinary Degree Programme

Level 8 = Honours Degree or Higher Diploma Programme


Level 9 = Masters or Postgraduate Degree Programme

Application Type:

Select application type from drop down menu. Then click 'Continue'.

6. Select Admissions Term and key in Name

Apply for Admissions

 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: *

First Name: *

Middle Name:

Last Name Prefix:

Last Name: *

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.

Name (Checklist item 1 of 6)

i Please enter information in relation to your name. Please see the Checklist page.

* - indicates a required field.

Last Name: *

First Name: *

[Return to Checklist without saving changes](#)

Primary Address (Checklist item 2 of 6)

i Please enter requested information below. Mandatory fields are marked with an asterisk**

Please ensure that there are no spaces or characters 091123456 or 0861234567.

Click on "Continue" to proceed to the next page

* - indicates a required field.

Mailing Address

Street Line 1: *

Street Line 2:

Street Line 3:

City: *

County: *

Nation: *

Please confirm whether you have been living in Ireland. If your answer to the above is No, please state where you have lived in the last 3 years

Telephone: *

[Return to Checklist without saving changes](#)

Application Checklist

i 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.

<i>i</i> Name	<i>i</i> International Information
<i>i</i> Primary Address	<i>i</i> Planned Course of Study
<i>i</i> Personal Information	<i>i</i> Additional Information

[Please email the Admissions Office for any queries.](#)

Personal Information (Checklist item 3 of 6)

i Please enter your Personal Information.

EU Residency – If you have been a resident in an EU/EEA country for more than 183 days in the last 12 months, you are considered to be a resident in that country. Click on "Continue" to proceed to the next page or "Checklist" to return to the checklist page.

* - indicates a required field.

Citizenship Status: *

Email:

Verify e-mail address:

Gender: * Male Female

Country of Birth: * Month Day

EU Residency: * Yes No

[Return to Checklist without saving changes](#)

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.

International Information (Checklist item 4 of 6)

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

* - indicates a required field.

Nationality: *

Country of Birth: *

[Return to Checklist without saving changes](#)

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" if you do not see a course that you believe you are interested in.

IMPORTANT NOTE if you do not see a course that you believe you are interested in.

* - indicates a required field.

Planned Course of Study: *

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

[Return to Checklist without saving changes](#)

Application Checklist

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

<input checked="" type="checkbox"/> Name	<input type="checkbox"/> International Information
<input type="checkbox"/> Primary Address	<input type="checkbox"/> Planned Course of Study
<input type="checkbox"/> Personal Information	<input type="checkbox"/> Additional Information

[Please email the Admissions Office for any queries.](#)

Additional Information (Checklist item 6 of 6)

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

* - indicates a required field.

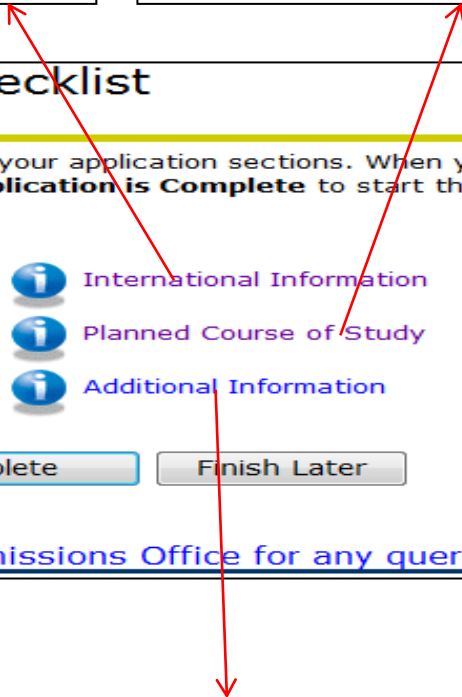
Please indicate the Name of the College you are currently studying.

Please name the Title of the Award (including specialisation e.g. BSc in Computer Science) you are currently 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 2009-2011


[Return to Checklist without saving changes](#)

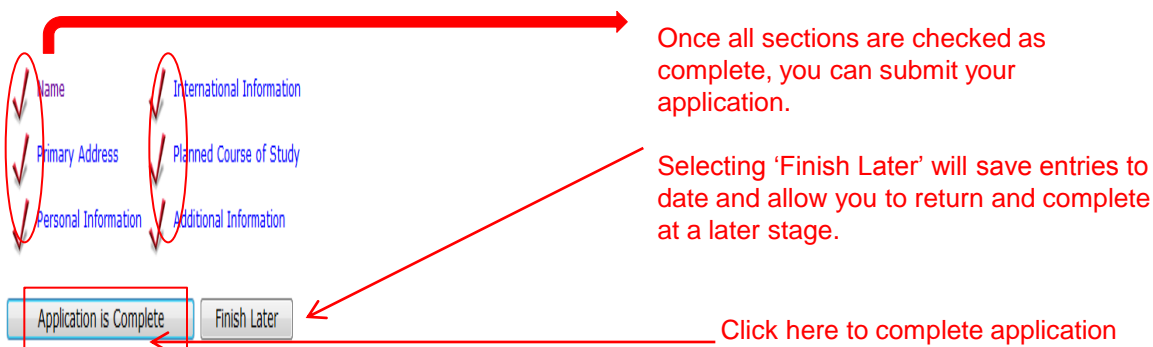


Step by Step Instructions – How to Use Online Admissions (Continued)

8. Application Checklist Complete

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.



The diagram shows a checklist of application sections: Name, International Information, Primary Address, Planned Course of Study, Personal Information, and Additional Information. Each section has a red circle with a checkmark next to it. A red arrow points from the top of the checklist to the 'Application is Complete' button. Another red arrow points from the 'Finish Later' button to the text: 'Click here to complete application'.

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.

Application is Complete **Finish Later** [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 (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