

# External Direct Application – Student Quick Reference Guide

## Introduction

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

- 1, Create and submit an online application for Taught Masters programme.
2. International Students wishing to apply for a Taught Master programme should contact [International@gmit.ie](mailto:International@gmit.ie)

## 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. 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

 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:

### 5b. Select an Application Type contd...

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

- E9 Postgrad External Applicant


Application Type:

Continue

Eg 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: \* Full Academic Year 2013/14

First Name: \* JOHN

Middle Name:

Last Name Prefix:

Last Name: \* SMITH

Fill Out Application

## 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)

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)

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**

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	International Information
Primary Address	Planned Course of Study
Personal Information	Additional Information

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

**Personal Information** (Checklist item 3 of 6)

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" to return to the checklist. **IMPORTANT NOTE** if you do not see a course that you believe you should be able to apply for, please contact the Admissions Office.

\* - 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   |  International Information |
|  Primary Address      |  Planned Course of Study   |
|  Personal Information |  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 eg. 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

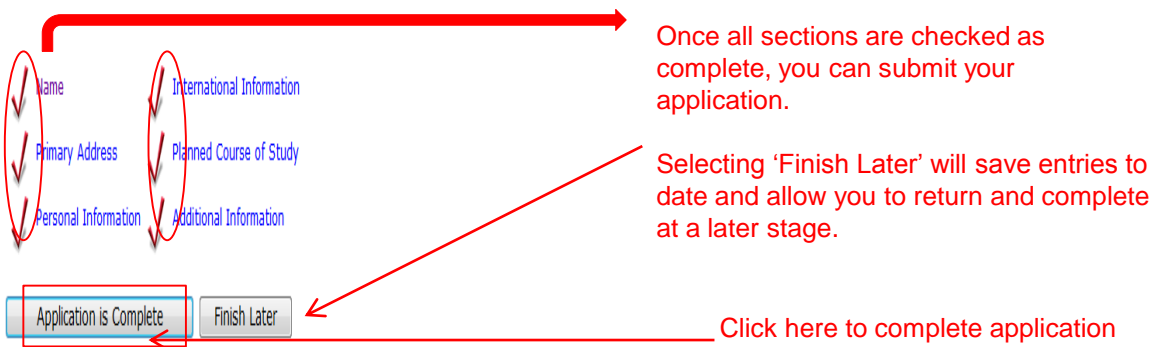
[Return to Checklist without saving changes](#)

## 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.



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

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](http://www.gmit.ie) for any updates.

Please email the Admissions Office - [admissions@gmit.ie](mailto:admissions@gmit.ie) for any further queries

Kind Regards

Admissions Office