

GMIT Guide to making an online application

Introduction

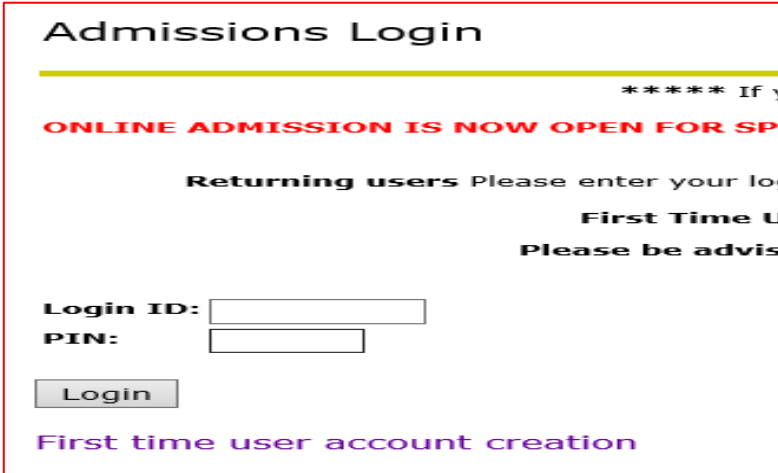
This user guide contains step by step instructions to apply for a GMIT programme.

Please enter all details in **CAPITALS**.

1.0 Web link and initial logon

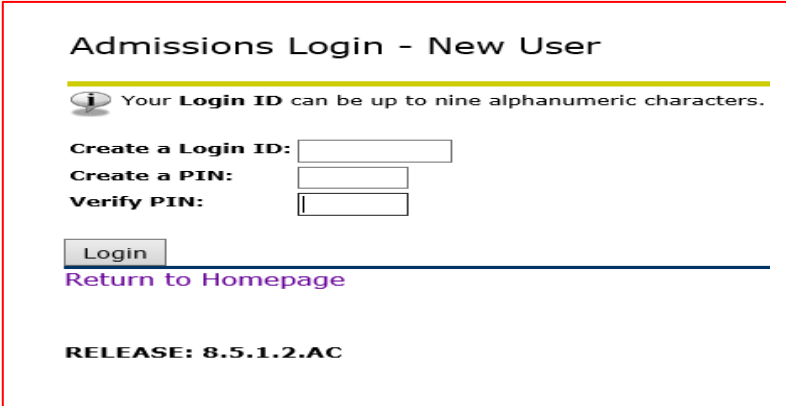
Go to site <https://apply.gmit.ie>

Apply.gmit.ie is GMIT's online application site, you will be using this to upload details that will generate a 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.



The screenshot shows the 'Admissions Login' page. At the top, there is a yellow horizontal line. Below it, the text '***** If y' is partially visible. A red banner reads 'ONLINE ADMISSION IS NOW OPEN FOR SPI'. Below the banner, there are instructions for 'Returning users' and 'First Time U'. A 'Login' button is present, and a link for 'First time user account creation' is highlighted in purple.

Upon first use, please select **First time user account creation**.



The screenshot shows the 'Admissions Login - New User' page. It features an information icon and the text 'Your Login ID can be up to nine alphanumeric characters.'. There are three input fields for 'Create a Login ID:', 'Create a PIN:', and 'Verify PIN:'. A 'Login' button is located below the fields. A link for 'Return to Homepage' is highlighted in purple. At the bottom, the text 'RELEASE: 8.5.1.2.AC' is displayed.

Create a login ID and PIN.

2.0 Application Menu

The first screen will contain information about Applications currently open and allow you select an application type.

6C - Certificate Programmes Mayo Campus- NFQ Level 9 **Part-time**
6P - Post Graduate Programme Mayo Campus- NFQ Level 9 **Part-time**
6M - Masters Programmes Mayo Campus- NFQ Level 9 **Part-time**
MA - Masters in Teaching and Learning **Part-time**

Mayo Campus – Life Long Learning Programmes
M6 - M6 - LLL Mayo Level 6
M7 - M7 - LLL Mayo Level 7
M8 - M8 - LLL Mayo Level 8


Application Type: ▼

[Return to Homepage](#)

In the **Application Type** drop down menu, look for the **application type** that is listed on the **GMIT website**.

Select this, followed by **Continue**

Apply for Admissions

 Select the correct admission term:
i.e. if you are applying for a programme that starts in **January 2020** please select '**Full Academic Y**

Please enter your name in UPPER CASE (e.g JOHN SMITH) as this will be used in our database records

*** - indicates a required field.**

Application Type: M7 - LLL Mayo Level 7

Admission Term:*

First Name:*

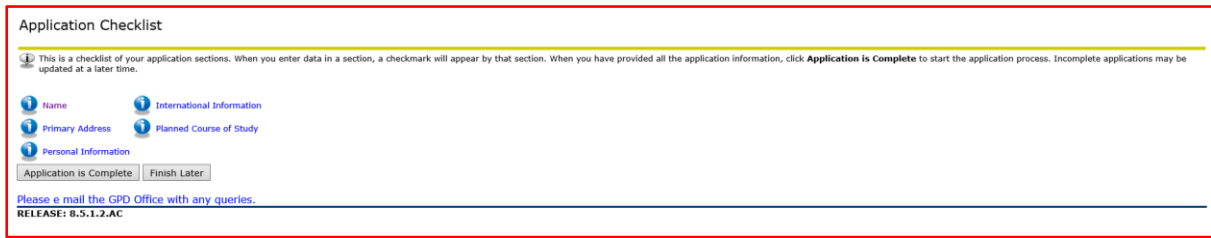
Middle Name:

Last Name:*

[Return to Application Menu](#)

Select Admissions Term **2021/22**. Fill in name details in **CAPITALS**. Select **Fill out Application**.

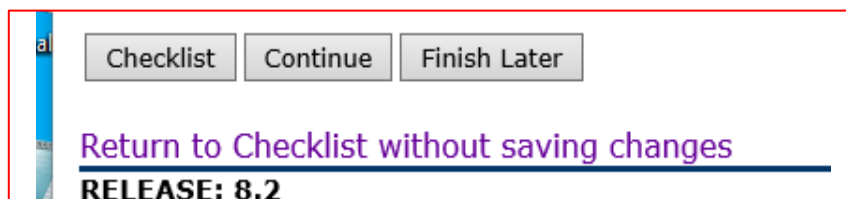
3.0 Checklist Items



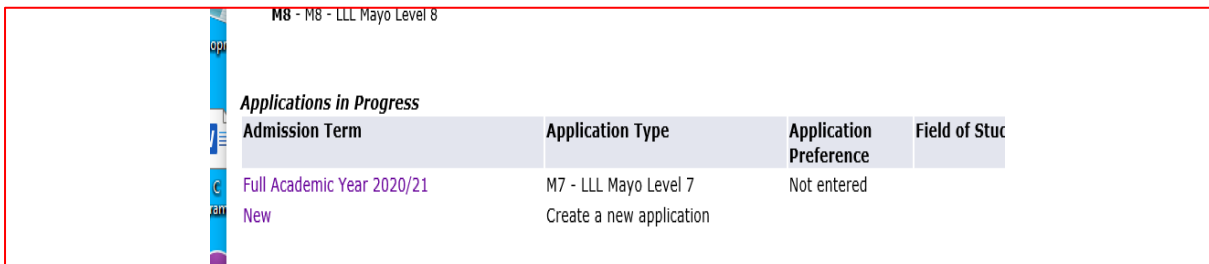
There is a number of checklist items to be completed. As you fill in each of the checklist items, some fields are mandatory and you will not be able to proceed without filling in.

As each checklist is completed, it will be ticked off and you will be able to submit the information once all items are completed.

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.



When you select Finish later your application will be saved as an **Application in Progress**.



M8 - M8 - LLL Mayo Level 8			
Applications in Progress			
Admission Term	Application Type	Application Preference	Field of Study
Full Academic Year 2020/21	M7 - LLL Mayo Level 7	Not entered	
New	Create a new application		

Name (Checklist item 1 of 6)

Please use ALL CAPITALS when entering information in relation to your name

* - indicates a required field.

Last Name:*

First Name:*

[Return to Checklist without saving changes](#)

RELEASE: 8.2

Checklist item 1: Name – this populates from the previous step, press continue to move on.

Primary Address (Checklist item 2 of 6)

Please enter your address details in UPPER CASE (e.g 1 DUBLIN RD) as this will be used in our database records for the duration of your stay. Please ensure that there are no spaces or characters in your telephone number, (International students please include your area code) It should 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:*

Please confirm whether you have been living in Ireland for 3 out of the last 5 years? * Yes No

If your answer to the above is No, please state what country you have been living in for 3 out of the last 5 years

Checklist item 2: Primary address – this address will be used for all Institute correspondence and should be a home address **not** a term time or work address.

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 your application being delayed or rejected.

(2) Please enter an email address which is permanently available to you (e.g your personal email address).

PLEASE NOTE: EU Residency – If you have been a resident in an EU/EEA/Swiss State for 3 out of the last 5 years you are eligible to apply for part-time study.

* - indicates a required field.

Citizenship:*

Email:

Verify e-mail address:

PPSN (XXXXXXXX):

Gender:* Male Female

Date of Birth:* Month Day Year (YYYY)

EU Resident:* Yes No

Checklist item 3: Personal Information – this gathers biographical, e-mail and citizenship information.

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 study.

* - Indicates a required field.

Nationality:*

Country of Birth:*

[Return to Checklist without saving changes](#)

RPL FASE: 8.5.1.1

Checklist item 4: International information – details of nationality and country of birth.

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 apply for.

Applicants for ANY Postgraduate programme are advised to read the **Essential Info** page on the website.

Applicants who wish to be considered through RPL should contact the relevant GMIT Head of Department for more information.

NOTE: To avail of RPL, applicants must complete an online RPL portfolio application and pay an assessment fee of: €100.00

* - indicates a required field.

Planned Course of Study:*

Please indicate what year of the programme you are applying for e.g Year 1, Year 2 etc

Recognition of Prior Learning (RPL) can be used to gain admission to a programme do you wish to be considered for RPL? Yes No

If your answer to the above is YES then please go to

Checklist item 5: Planned Course of Study
 Select the course you wish to apply for.
Note – you will need a separate application if you wish to apply for more than one course.

Previous College (Checklist item 6 of 6)

PLEASE READ: It is vital that you include as much information as possible regarding your prior third level education in this section. Failure to do this may result in your application being delayed or rejected.

If you have Non-EU qualifications you must contact **Qualifications Recognition** to get your qualifications assessed under the National Framework of Qualifications (NFQ), or alternatively go to [QQI](#) for more information

* - indicates a required field.

If College not found:

College Name:*

College Attend From Date:* Month Day Year (YYYY)

College Attend To Date:* Month Day Year (YYYY)

Please name the Title of the Award (including specialisation if any) you are currently pursuing or have completed.*

Checklist item 6: Previous College
 Please enter details of previous third level qualifications.
 Once all checklist items are filled in, they will be ticked as complete. To proceed to submission of the application please select **Application is complete**.

4.0 Submit Details

Admissions Agreement

Important - You must agree to the terms below, or you will be directed back to the Application Menu page

If you have any questions about the online process, please e-mail admissions@gmit.ie

If you have queries about progression routes or eligibility contact your Head of Department.

I understand that withholding information requested on this application, or giving false information may make me ineligible for admission.



I have declared my attendance at another third level institute (only relevant when requested or where applicable)

I have read this application and certify that the statements I have made on this application are correct and complete.

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

RELEASE: 8.5.1.2.AC

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

Signature Page

12-JUN-20
 Dear Sue

Thank you for your application to Galway Mayo Institute of Technology, your application for Certificate in [unclear]

In courses where space is limited, places are not guaranteed. Applicants may also have to meet specific requirements.

***NOTES**

Applicants to the BA in Contemporary Art Practices - you must provide a portfolio of at least 5 digital images and other media. You will also be invited to partake in an online interview.

Applicants to the Certs in Procedural Sedation, e-Health and Acute Medicine programmes must complete [unclear]

You will now see a signature page, which should be printed. 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. At the bottom of the page is a reference; please use this in any correspondence, e.g. if you have to submit documents, etc.

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[Return to Application Menu](#)

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

Applications in Progress		
Admission Term	Application Type	Application Preference
New	Create a new application	
Processed Applications		
Admission Term		
Full Academic Year 2020/21		