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an Atlantaigh

Atlantic
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Online Application Guide for Applicants

Graduate Studies and Professional
Development

Introduction

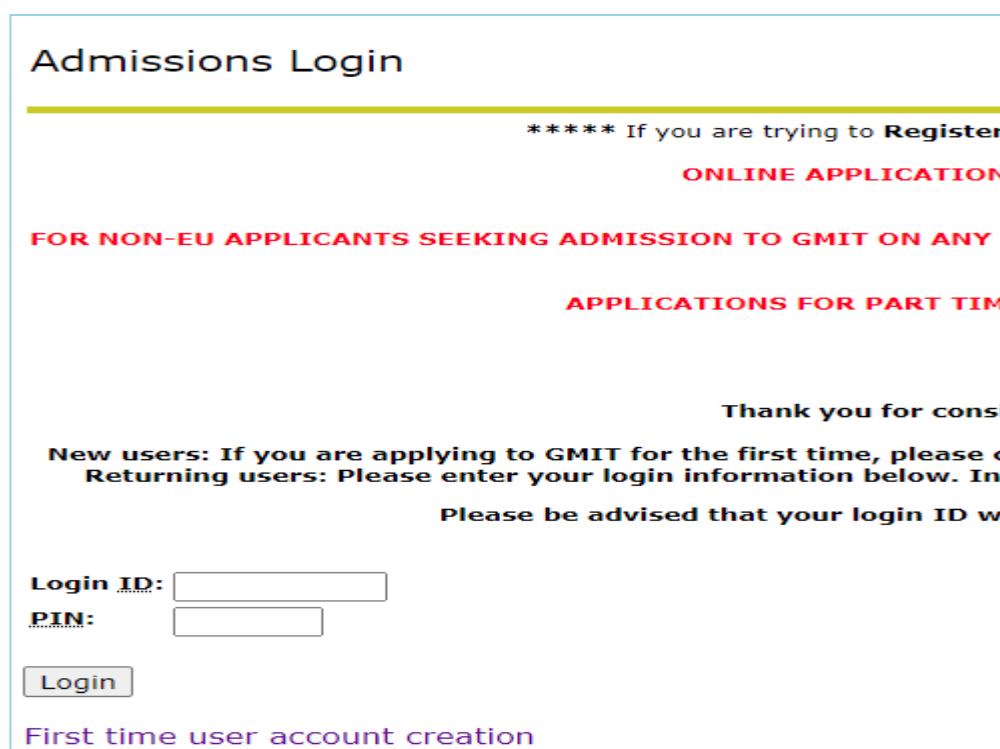
This user guide contains step by step instructions on how to create and submit an online application for the programmes offered by the Graduate Studies and Professional Development Department.

To make an application you will need to know the application type for the programme you are applying for, this can be found on the programme information section of the GMIT website.

When making the application please enter all details in **CAPITALS**.

1.0 Application Web link and initial logon

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




The screenshot shows the 'Admissions Login' page. At the top, it says 'Admissions Login' followed by a horizontal line. Below the line, there is a red notice: '***** If you are trying to Register ONLINE APPLICATION FOR NON-EU APPLICANTS SEEKING ADMISSION TO GMIT ON ANY OF OUR COURSES PLEASE USE THE APPLICATIONS FOR PART TIME STUDENTS'. Below this, it says 'Thank you for considering GMIT'. Then, it provides instructions: 'New users: If you are applying to GMIT for the first time, please click on the link below. Returning users: Please enter your login information below. Intentionally left blank. Please be advised that your login ID will be unique to you.' There are two input fields: 'Login ID:' and 'PIN:'. Below the fields is a 'Login' button. At the bottom, there is a link for 'First time user account creation'.

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



Admissions Login - New User

 Your **Login ID** can be up to nine alphanumeric characters

Create a **Login ID**:

Create a **PIN**:

Verify **PIN**:

Login

[Return to Homepage](#)

Create a login ID and PIN. Please select something memorable as you will need to access applications made at a later point, if you are making more than one application in a term please use the same login details for all applications. When you revisit the application site you can login using the credentials set up.

2.0 Application Menu

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

Select an Application Type

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

Current GMT Students: To find your application type
Queries - contact admissions@gmit.ie unless otherwise stated

Transfer Applicants

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

Mayo Campus-Nursing and Early Childhood programmes

6S-Early Childhood - NFQ Level 7 Mayo
6N-Nursing and Early Childhood programmes - NFQ Level 8

Graduate Studies & Professional Development (GSPD)

Please contact Learn@gmit.ie for queries on:

L6-GSPD Level 6
L7-GSPD Level 7
L8-GSPD Level 8
L9-GSPD Level 9
MA-Masters in Teaching and Learning
AT-Accounting Technician

Erasmus Incoming Students

3F- Erasmus Incoming Level 7
4F - Erasmus Incoming Level 8

Application Type:

Continue




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Select and application type followed by **Continue**

Apply for Admissions

 Select the correct admission term:
i.e. if you are applying for a programme that starts in

Please enter your name in **CAPITAL LETTERS** (e.g. J

*** - indicates a required field.**

Application Type: L9 GSPD Level 9

Admission Term:*

First Name:*

Middle Name:


Last Name:*








[Return to Application Menu](#)

Select the correct Admissions Term. Fill in name details in **CAPITALS**. Select **Fill out Application**.

3.0 Checklist Items

Application Checklist

 This is a checklist of your application sections. When you en
will save your progress. You will need to login again to upda

 Name	 Planned Course of Study
 Home Address	 Previous College
 Personal Information	 Additional Requirements
 International Information	

[Graduate Studies and Professional Development](#)



To make a successful application there are a number of checklist items to be completed. These gather information to assist in processing your application. As you move through the checklist items some fields are mandatory and you will not be able to proceed without filling in.

Note - Checklist items can vary depending on application type so screenshots are indicative only.

As each checklist is completed they will be ticked off and you will be able to submit the application 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. It will save checklists that are completed and you can pick up where you left off.


Checklist Continue Finish Later
[Return to Checklist without saving changes](#)

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

Applications in Progress		
Admission Term	Application Type	Application Preference
Full Academic Year 2022/23	1E Business Internal L8	Not entered

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

Name (Checklist item 1 of 7)

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

* - 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: Home Address – this address will be used for all institute correspondence and should be a home address **not** a term time or work address.

Home Address (Checklist item 2 of 7)

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 form of +353 91 742 560.

* - 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?*

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*

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

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

Personal Information (Checklist item 3 of 7)

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 processing your application.

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

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 your application, you will be considered an EU resident.

* - 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 4: International Information – this gathers nationality and country of birth.

International Information (Checklist item 4 of 7)

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

PLEASE NOTE: International Students are not eligible to apply for part-time programmes, unless otherwise stated.

* - indicates a required field.


Nationality:*

Country of Birth:*

[Return to Checklist without saving changes](#)

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

Planned Course of Study (Checklist item 5 of 7)

 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:*

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

- None
- None
- Cert in Built Environment Regulation L9
- Cert in Circular Economy Leadership for the Built Env L9**
- Cert in Energy Conservation & Env Services L9
- Cert in Fire Safety L9
- Cert in Nutrition and Sensory Science L9
- Cert in Sport and Clinical Biomechanics L9
- Certificate in Applied Leadership and Management
- Certificate in Palliative and End of Life Care



Checklist item 6: Previous college – fill in details of previous third level qualifications.

Previous College (Checklist item 6 of 7)

PLEASE READ: It is vital that you include as much information as possible regarding your prior third level education in this section.

* - indicates a required field.

Do you hold a minimum of a major award at Level 8 (i.e. Honours Degree)?
If your answer is YES, please complete all the fields below. You may enter more than one qualification by selecting **ENTER OR VIEW**

If your answer is NO, please select (or type) **NONE** in the fields below.*

If College not found:

College Name:*

College Attend From Date:

College Attend To Date:

College Degree:

If not found, enter degree:

Please name the Title of the Award (including specialisation, if any) you are currently pursuing or have completed.
If you have already graduated, please include graduation date*

Checklist item 7: Additional Requirements – lists any additional requirements you have to submit for your application.

Additional Requirements (Checklist item 7 of 7)

Before we can make any offers to applicants, we will need to review supporting documentation. All information regarding this can be found on our website, [Graduate Studies and Professional Development](#)

* - indicates a required field.

All Applicants
Please email your supporting documentation to Learn@gmit.ie Yes No


Please indicate that you understand and will comply with this requirement. We will be unable to proceed with incomplete applications once the closing date has passed.

[Certificate in Nursing in Procedural Sedation applicants](#)
Please complete the Certificate in Nursing in Procedural Sedation checklist [here](#) and submit with your documentation.*



4.0 Submit Details

Application Checklist

 This is a checklist of your application sections. When you enter data in a section, we will save your progress. You will need to login again to update and complete the application.

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Planned Course of Study
<input checked="" type="checkbox"/> Home Address	<input checked="" type="checkbox"/> Previous College
<input checked="" type="checkbox"/> Personal Information	<input checked="" type="checkbox"/> Additional Requirements
<input checked="" type="checkbox"/> International Information	

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***.

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](#)

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

18-MAY-22

Dear Paula

Thank you for your application to Galway-Mayo Institute of Technology for MSc in Strength & Conditioning

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

*NOTES

Once all relevant documentation has been received and assessed, we will contact applicants by email. Internal students do not need

If you hold the necessary entry requirements, please email a copy of your transcript/award (translated into English, if necessary) to Learn@gmit.ie with the College logo/stamp.

If you don't hold the necessary entry requirements and wish to avail of RPL, please send a comprehensive, up-to-date CV to Learn@gmit.ie

The commencement of this programme is subject to a viable enrolment.

Please save a copy of this page for your records, using the reference code 10020012 in all correspondence.

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

Kind regards

Department of Graduate Studies and Professional Development

10020012/129

[Return to Application Menu](#)

You will now see a signature page – this should be printed and contains at the bottom a reference; please use this in any correspondence.



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