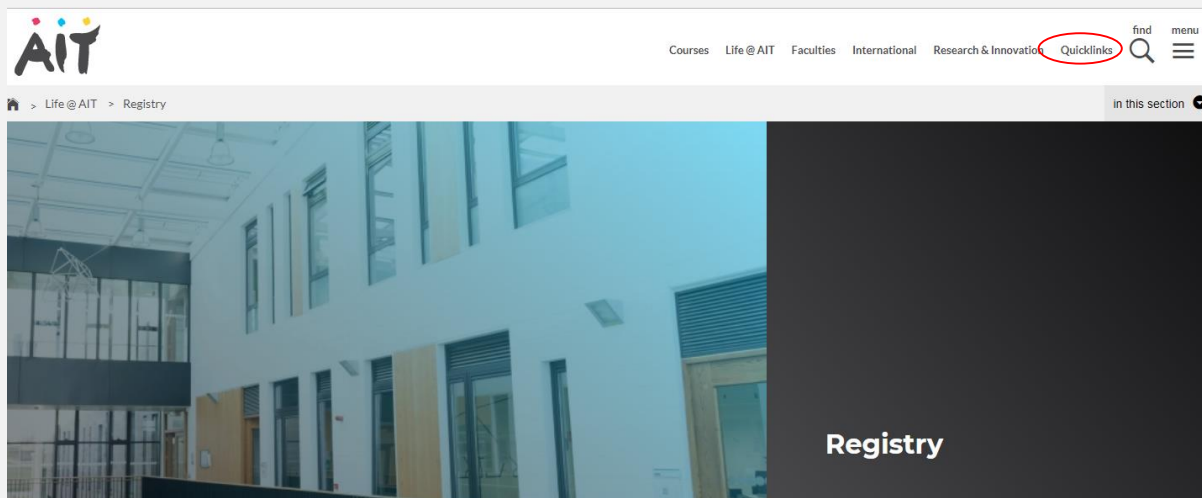


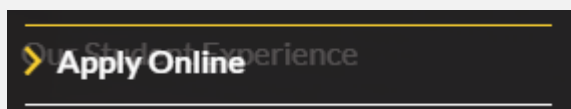
Introduction

To apply for a programme

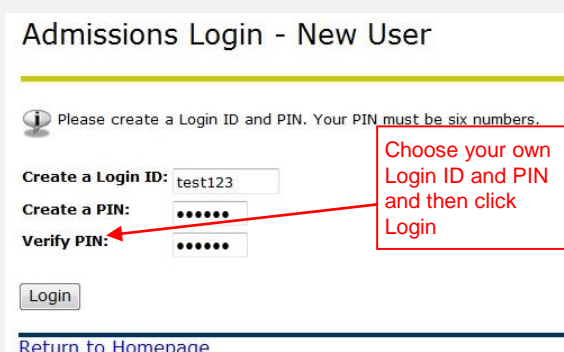
1. Go to the AIT homepage (www.ait.ie)
2. Select the Quicklinks option



3. From the Quicklinks menu choose Apply Online

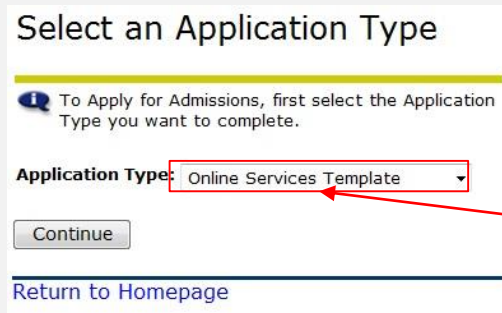


4. New to AIT: Create a new username and Personal Identification Number (PIN) of your choice
Existing students: Enter your student number (A00....) and your existing pin



The screenshot shows the 'Admissions Login - New User' form. At the top, there is a message: 'Please create a Login ID and PIN. Your PIN must be six numbers.' Below this, there are three input fields: 'Create a Login ID:' with the text 'test123', 'Create a PIN:' with six dots, and 'Verify PIN:' with six dots. A red arrow points from a red-bordered box containing the text 'Choose your own Login ID and PIN and then click Login' to the 'Verify PIN:' field. At the bottom of the form, there is a 'Login' button and a link to 'Return to Homepage'.

5.



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

The Application Type is the type of programme you are applying for, e.g. Higher Cert L6, Ordinary Degree L7, Honours Degree L8 etc. These are listed under the various Faculties.

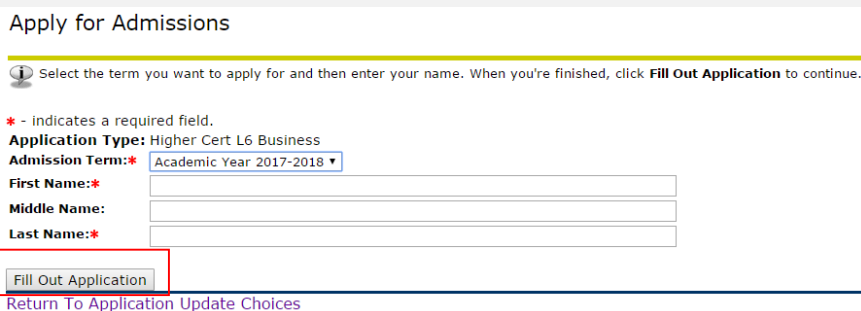
Select an Application Type

You **MUST** select an Application Type from the dropdown menu at the bottom of this page.

Application Types are displayed in **bold** below and show the list of available programmes.

<p>Higher Cert L6 Engineering</p>	<p>Higher Cert L6 Business Business Y2 Culinary Arts – Part Time</p>	<p>Higher Cert L6 Science Hearing Aid Audiology</p>
<p>Ordinary Degree L7 Engineering Computer Engineering Civil Engineering Mechanical & Renew Energies Y3 Network Management Y2 Mechanical Engineering Y3 Graphic Design Y2</p>	<p>Ordinary Degree L7 Business Business Digital Marketing Equine Studies Culinary Arts - Full Time Culinary Arts - Part Time Sport Management Hotel & Leisure Mgt Y2</p>	<p>Ordinary Degree L7 Science Dental Practice Mgt Pharmacy Technician Forensic Toxicology Biotechnology Pharmaceutical Sciences Checking Accuracy for Phar Tech Early Years Care & Education Y2 Clinical Pharmacy & Phar Care</p>
<p>Honours Degree L8 Engineering Civil Engineering Graphic Digital Design Software Engineering Network Mgt & Cloud Infra Mechanical Engineering Mobile Apps & Connected Devices Manufacturing Technology</p>	<p>Honours Degree L8 Business Business Culinary Entrepreneurship FT Accounting Y2/3 Culinary Entrepreneurship PT Tourism & Hospitality Digital Marketing Tourism & Sport</p>	<p>Honours Degree L8 Science Toxicology Biotechnology Applied Biosciences Pharmaceutical Sciences Early Years Care & Education Applied Social Studies Emergency Nursing Acute Medicine</p>
<p>MSc Biopharmaceutical Tech</p>	<p>Higher Diploma (Postgrad) L8 Business</p>	
<p>Post Graduate Full Time MSc Software Engineering MA Accounting MSc Applied Software(Ericssons) Master of Business MSc Data Analytics MA Child & Youth</p>	<p>Post Graduate Part Time MSc Software Engineering MSc Intellect Disability Nursing MBS Adv Business Practice MSc Nursing Leadership & QH Master of Business Admin PgD Cert Nursing Leadership & QH MA Adv Social Care Practice PgD Nursing Leadership & QH</p>	<p>EU/Erasmus - HC L6 EU/Erasmus - Ord Degree L7 EU/Erasmus - Hons Degree L8</p>

6. Choose the Admission Term, enter you name and click on the “Fill Out Application” button



Once your details are filled in, click here to continue.

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

7. Application Checklist

This screen contains a checklist of the application details that need to be entered before you submit your application. To fill in the details, click on each link to open the corresponding form. Once you have filled in a form, click 'Continue' to go to the next form or click 'Checklist' to go back to the Application Checklist. The screenshots below show the various Application detail form sections.

Notes:

- Some details contained in the forms are required fields, these can be identified by a red asterisks beside them.
- The sections in the Application Checklist that need to be filled in may vary depending on the application.
- Click 'Finish Later' in a form to exit your application. Your progress is saved and you can re-enter at a later date to complete.

Name (Checklist item 1 of 9)

Enter your Name Information. When you're finished, click **Continue** to navigate to the next section.

Last Name:

First Name:

Middle Name:

Prefix:

Suffix:

Previous Last Name:

Nickname:

Previously attended?: Yes No Not Reported

Previous Application?: Yes No Not Reported

[Return to Checklist without saving changes](#)

Planned Course of Study (Checklist item 6 of 9)

Select your Planned Course of Study. When you're finished, click **Continue** to navigate to the next section.

* - indicates a required field.

Planned Course of Study: *

[Return to Checklist without saving changes](#)

Primary Address (Checklist item 2 of 9)

Enter your Address Information. When you're finished, click **Continue** to navigate to the next section.

* - indicates a required field.

Mailing/Correspondence

Street Line 1: *

Street Line 2:

Street Line 3:

City: *

State Code:

ZIP:

County:

Nation:

Phone Number

International Access:

[Return to Checklist without saving changes](#)

Second Address and Phone (Checklist item 3 of 9)

Provide additional Address Information. When you're finished, click **Continue** to navigate to the next section.

Home

Street Line 1:

Street Line 2:

Street Line 3:

City:

State/Province:

ZIP:

County:

Nation:

Phone Number:

International Access:

[Return to Checklist without saving changes](#)

Personal Information (Checklist item 4 of 9)

Enter your Personal Information. When you're finished, click **Continue** to navigate to the next section.

Confidentiality: Yes No Not Reported

Citizenship Status:

Email:

Verify e-mail address:

Gender: Male Female No Response

Religion Preference:

Marital Status:

Ethnic Group Status:

Birth Date:

Ethnic Category:

Race:

Legacy Status:

Residency: Yes No Not Reported

Medical Information:

Veteran ID:

Veteran Category:

[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
- Primary Address
- Second Address and Phone
- Personal Information
- International Information
- Planned Course of Study
- Relative Information
- Additional Information
- Essay Questions

Please email the admissions office

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International Information (Checklist item 5 of 9)

Enter your International Information. When you're finished, click **Continue** to navigate to the next section.

Visa:

Visa Number:

Visa Issue Date:

Visa Expiration Date:

Citizenship Country:

Birth Country:

Native Language:

[Return to Checklist without saving changes](#)

Relative Information (Checklist item 7 of 9)

Enter information about a Parent. To enter additional Parent Information, click the **Yes** button next to **Enter/View another relative?** When you're finished, click **Continue** to navigate to the next section.

Relationship:

Last Name:

First Name:

Middle Name:

Suffix:

Deceased (check for yes):

Street Line 1:

Street Line 2:

Street Line 3:

City:

State/Province:

Zip Code:

County:

Nation:

International Access:

Employer:

Prefix:

Phone Number (xxxxxxx):

(xxxxxxxx extension):

[Return to Checklist without saving changes](#)

Additional Information (Checklist item 8 of 9)

Enter the Additional Information requested. This additional information is beneficial when processing your application. When you're finished, click **Continue** to navigate to the next section.

Have you previously attended Athlone Institute of Technology? Yes No No Response

[Return to Checklist without saving changes](#)

Essay Questions (Checklist item 9 of 9)

Enter the Essay Information requested. When finished, click **Continue** to navigate to the next section.

Please give the reasons why you wish to attend Athlone Institute of Technology.


[Return to Checklist without saving changes](#)

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

8. Application Checklist Complete

Once you enter data in a section. e.g. Primary Address, a checkmark will appear beside it in the Application Checklist. Once data has been entered in all sections, click 'Application is 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.

<input checked="" type="checkbox"/>	Name	<input checked="" type="checkbox"/>	Planned Course of Study
<input checked="" type="checkbox"/>	Primary Address	<input checked="" type="checkbox"/>	Relative Information
<input checked="" type="checkbox"/>	Second Address and Phone	<input checked="" type="checkbox"/>	Additional Information
<input checked="" type="checkbox"/>	Personal Information	<input checked="" type="checkbox"/>	Essay Questions
<input checked="" type="checkbox"/>	International Information		

Once all sections are checked as complete, you can submit your application and make payment.

Click here to complete application

[Please email the admissions office](#)

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9. Signature Page

Dear John

We acknowledge receipt of your application.

If you have completed an award at another third level sector, please forward a certified copy of your transcript of results to the Admissions Office at AIT as soon as it becomes available to you.

All documentation submitted should include your name and title of the programme for which you are applying.

Offer letters will issue in mid July and will include details required to record your online acceptance.

Kind regards

Admissions Office, AIT.

admissions@ait.ie