How to Create an Online Application – Student Quick Reference Guide

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 Online Applications:

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

Choose your own Login ID and PIN and then click Login
5. 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.

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.
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.
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

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

Click here to complete application

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

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