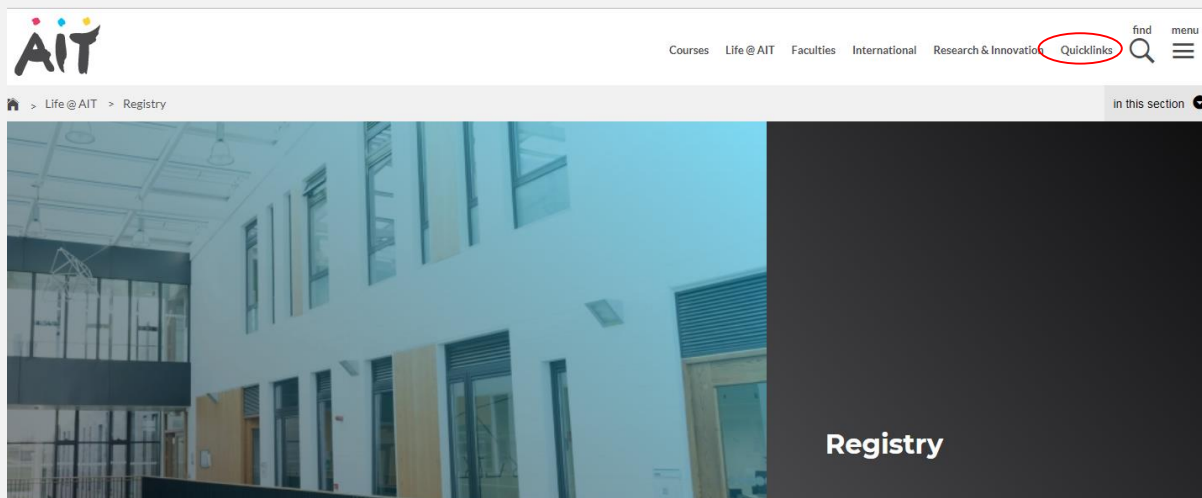


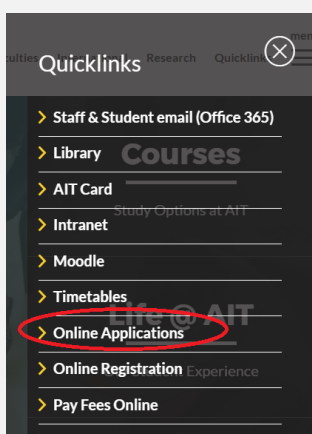
Introduction

To apply for a programme

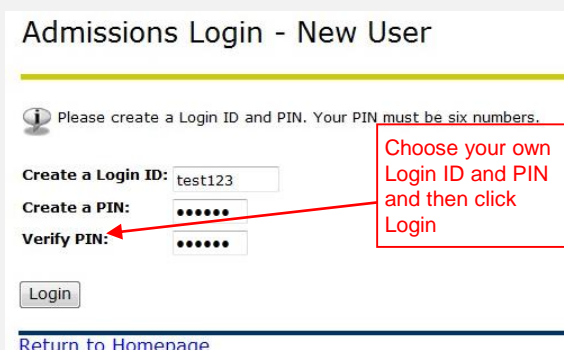
1. Go to the AIT homepage (www.ait.ie)
2. Select the Quicklinks option



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



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

5.

Select an Application Type

 To Apply for Admissions, first select the Application Type you want to complete.

Application Type:

[Return to Homepage](#)

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
The list below will assist you in choosing the correct Application Type

Faculty of Engineering & Informatics Higher Cert Level 6	Faculty of Business & Hospitality Higher Cert L6 Business	Faculty of Science & Healthcare Higher Cert L6 Science
<p>Ordinary Degree L7 Engineering</p> <p>BEng in Computing Eng BEng in Civil Eng BEng in Mechanical & Renew Energy Y3 BSc in Computer Network Mgt Y2 BEng in Mechanical Engineering Y3</p>	<p>HC in Business Y2 HC in Office Mgt Y2 Advanced Cert in Professional Cookery HC in Computing for Business Y2</p> <p>Ordinary Degree L7 Business</p> <p>BB in Business BBS in Digital Mktg BBS in Equine Studies BA in Culinary Arts-Full Time BA in Cull Arts-Part Time BBS in Sport Mgt Diploma in Restaurant Mgt BSc in Bus Computing Y2/3 BA in Spa and Wellness Mgt Y2 BA Hotel and Leisure Mgt Y2</p>	<p>HC in Hearing Aid Audiology</p> <p>Ordinary Degree L7 Science</p> <p>BSc in Dental Practice Mgt BSc in Pharmacy Technician BSc in Forensic Toxicology BSc in Biotechnology BSc in Pharm Sciences BA in Applied Social Studies(add-on) BA in Applied Social Studies Y2 BA Early Years Care and Education Y2 BA in Graphic Design Y2 SPA Cert Clin Pharmacy & Pharmaceutical Care</p>
<p>Honours Degree L8 Engineering</p> <p>BEng(hons) in Civil Eng BSc(hons) in Energy & Bus Mgt BEng(hons) in Software Eng BSc(hons) Net Mgt & Cloud Infrastructure BEng(hons) in Mechanical Engineering BEng(hons) in Manufacturing Technology</p>	<p>Honours Degree L8 Business</p> <p>BA(hons) in Business BA(hons) in App Accounting - Zambia BA(hons) in Accounting Y2/3 BSc(hons) in Business Computing Y2 BBS(hons) in Tourism & Hospitality Mgt BBS(hons) in Wellness Tourism Mgt BBS(hons) Management in Tourism & Sport BA(hons) in Culinary Entrepreneurship - FT BA(hons) in Culinary Entrepreneurship - PT BBS(hons) Digital Marketing BA(hons) in Accounting Y2/3</p>	<p>Honours Degree L8 Science</p> <p>BSc(hons) in Toxicology BSc(hons) in Biotechnology BSc(hons) in Applied Biosciences BSc(hons) in Pharmaceutical Sciences BA(hons) in Early Years & Education BA(hons) in App Social Studies BA(hons) in Design in Digital Media</p>
<p>Post Graduate</p> <p>MSc in Software Engineering - Full Time MSc in Software Engineering - Part Time PostGrad Diploma in Green Engineering</p>	<p>Post Graduate</p> <p>MA in Accounting Master of Business Master Bus in Advanced Business Practice Higher Diploma in Entrepreneurship Master of Business Administration HDip in Business HDip in Computing</p>	<p>Post Graduate</p> <p>MSc in Env, Health & Safety - PT MSc in Intellect Disability Nursing MA in Child & Youth Studies - FT MA in Advanced Social Care Practice</p>

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

Apply for Admissions

 Select the term you want to apply for and then enter your name. When you're finished, click **Fill Out Application** to continue.

* - indicates a required field.

Application Type: Higher Cert L6 Business

Admission Term:*

First Name:*

Middle Name:

Last Name:*

[Return To Application Update Choices](#)

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:

Country:

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

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](#)

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](#)

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](#)

Please email the admissions office
RELEASE: 8.1.1.1.AC


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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](#)

RELEASE: 8.1.1.1.AC

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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