

ACADEMIC ADMINISTRATION AND STUDENT AFFAIRS DEPARTMENT



PLEASE READ
CAREFULLY

IF YOU HAVE AN APPOINTMENT

- 1. Make an appointment by emailing registration@ait.ie**
- 2.** Please wait in the main canteen area or wait outside the building. Phone reception on 0906483044 and maintain 2M social distancing from other persons.
- 3.** Please do not attend if you have Covid-19 symptoms (cough, shortness of breath, fever), or have been in contact with anyone who has these symptoms. Follow the Public Health Guidelines.
- 4** If you have a face covering or face mask, please put it on before you enter the reception area.
- 5** Please note only one person with an appointment is permitted inside the seated waiting/reception area.
- 6** Please disinfect your hands using the wall mounted hand sanitiser unit before entering the waiting area



IF YOU DO NOT HAVE AN APPOINTMENT:

1. Please email registration@ait.ie outlining the nature of your query.
2. Letters to confirm registration status will be issued by email, request at registration@ait.ie
3. If you need a form stamped request an appointment at registration@ait.ie
4. Queries on admissions, deferral, course choices to admissions@ait.ie
5. If your query is related to finance, fees or grants please email studentfinance@ait.ie
6. If your query is exams related, contact exams@ait.ie
7. For ID card queries email aitcard@ait.ie
8. Class timetables are available at <https://timetable.ait.ie>

THANK YOU

