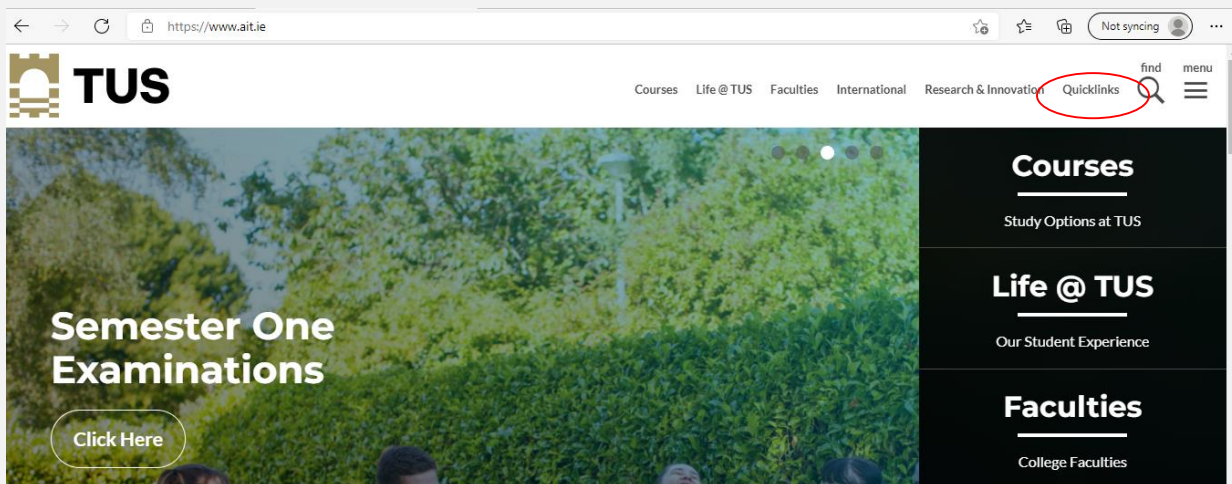


## Introduction

### To apply for a programme

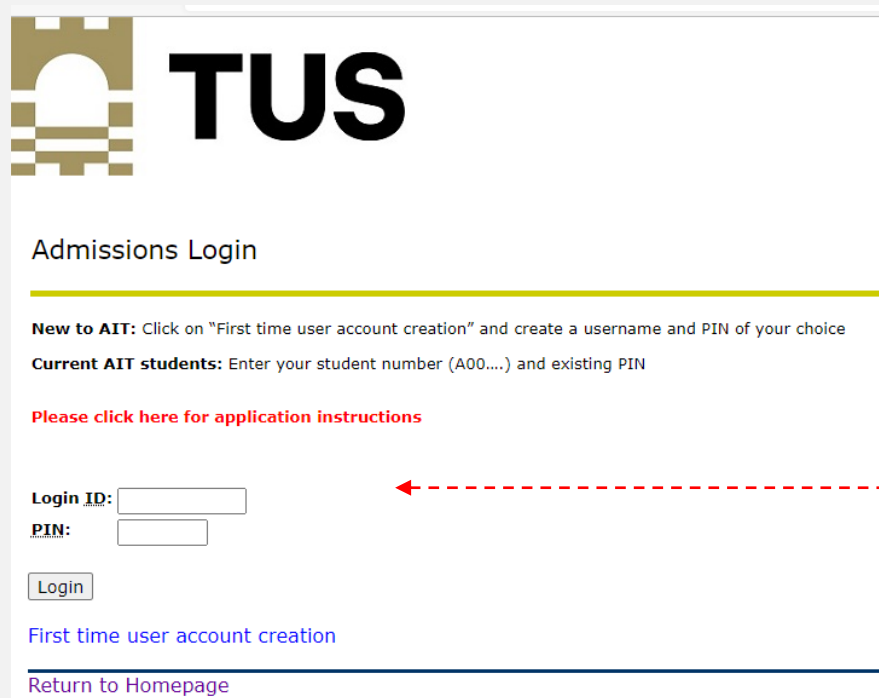
1. Go to the TUS Midlands homepage ([www.ait.ie](http://www.ait.ie))
2. Select the Quicklinks option



3. From the Quicklinks menu choose Apply Online

[> Apply Online](#)

4. New to TUS: 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' page. It features the TUS logo at the top left. Below the logo, the text reads 'Admissions Login'. There are two main sections: 'New to AIT: Click on "First time user account creation" and create a username and PIN of your choice' and 'Current AIT students: Enter your student number (A00....) and existing PIN'. A red dashed arrow points from a red box on the right to the 'Login ID:' input field. At the bottom, there are links for 'First time user account creation' and 'Return to Homepage'.

Choose your own  
Login ID and PIN  
and then click  
Login

5.

### Select an Application Type

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

**Application Type:** Online Services Template

[Return to Homepage](#)

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



## Select an Application Type

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

Application types are listed below in bold.

### **BUSINESS & HOSPITALITY**

**Higher Cert L6 Bus/Hosp (July Stimulus)**  
 Cert in Hospitality Cost Control  
 Cert in Leisure & Spa Management  
 Cert in Pastry, Baking & Desserts

**Ordinary Degree L7 Bus/Hosp**

**Honours Degree L8 Bus/Hosp**

### **ENGINEERING & INFORMATICS**

**Higher Cert L6 Eng/Inf**

**Ordinary Degree L7 Eng/Inf**

**Honours Degree L8 Eng/Inf**

### **SCIENCE & HEALTHCARE**

**Higher Cert L6 Sci/Health**

**Ordinary Degree L7 Sci/Health**

**Honours Degree L8 Sci/Health**  
 (incl. Acute & Emergency Nursing)  
 (incl Cert Nurs/Midwif Medicinal Product Prescribing)

### **POST GRADUATE - ALL FACULTIES**

**Higher Diploma L8**

**MSc Biopharmaceutical Technology**

**Master/Post Graduate Full-Time**

**Master/Post Graduate Part-Time**

### **ERASMUS / EU - ALL FACULTIES**

**Erasmus/EU Higher Cert L6**

**Erasmus/EU Ordinary Degree L7**

**Erasmus/EU Honours Degree L8**

### **PART TIME EVENING PROGRAMMES**

**PTime Evening L6 Higher Cert**

**PTime Evening L7 Ord Degree**

**PTime Evening L8 Hons Degree**

Bachelor of Business (Honours) Add On  
 BA (Hons) in Applied Social Studies In Social Care Add On

**PTime Evening L9 Postgrad**  
 Masters in Financial Management  
 Masters in Quality Management and Validation  
 Masters in Packaging, Innovation and Design

**Professional Studies**  
 Cert in Occupational Health & Safety (NISO)

**Continuing Education**

**PTime Evening L6 Minor Cert**

**PTime Evening L7 Minor Cert**

**PTime Evening L8 Minor Cert**

## 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:**\* Academic Year 2017-2018

**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 TUS Athlone Campus 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,

TUS Midlands. Midwest (Athlone Campus)

admissions@ait.ie