

## Introduction

This quick reference guide contains step by step instructions on how to create and submit an online application for the following programmes:

Certificate in Supervisory Management, BA in Human Resource Management; Higher Cert & BA in Contemporary Art Practices; Certificate in Management for Supervisors; Certificate in Law and HRM; Certificate in Managing Operations; Certificate in Data Protection; Certificate in the Financial & Economic Environment; Certificate in Traditional Signwriting; Certificate in Contemporary Sports Coaching Practices; Certificate in Acute Medicine; Certificate in e-Health and Certificate in Procedural Sedation.

## Step by Step Instructions – How to Use Online Admissions

### 1. Logon to <https://apply.gmit.ie>

Select 'Apply for Admission'. Then create a first time user account. Enter all details in CAPITALS. Preferred browser to use is **Google Chrome**.

### 2. Admissions Login



Login ID:

PIN:

Login

[First time user account creation](#)

[Return to Homepage](#)

### 3. Enter Login Details

**Returning users** Please enter your login information below.

**First Time Users** Please select *First time user account creation* and please ensure you take note of your Login ID and PIN for future reference.

Login ID:

PIN:


Login

[First time user account creation](#)

[Return to Homepage](#)

### 4. First Time User Account Creation

#### Admissions Login - New User

 Please create a Login ID and PIN. Your PIN must be six numbers.

Create a Login ID:

Create a PIN:

Verify PIN:

Login

### 5a. Select an Application Type

To Apply for Admission, please select the Application Type and Level of Programme you want to apply for.

Please take time to read the descriptions and select the correct category applicable to you. The following are the descriptions:

### 5b. Select an Application Type contd...

New to GMIT - Someone who has never been a student in GMIT before. Choose

- **M6** Lifelong Learning Mayo Campus – QQI Level 6
- **M7** Lifelong Learning Mayo Campus – QQI Level 7
- **M8** Lifelong Learning Mayo Campus – QQI Level 8
- **M9** Lifelong Learning Mayo Campus – QQI Level 9

Application Type:

Continue

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

### 6. Select Admissions Term and key in Name

\* - indicates a required field.

Application Type: M7 - LLL Mayo Level 7

Admission Term:\*

First Name:\*

Middle Name:

Last Name:\*

Fill Out Application


[Return to Application Menu](#)

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

### 7. 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 (Checklist item 1 of 6)

 Please enter information in relation to your name. Please see the Checklist page.


\* - indicates a required field.

Last Name:\*

First Name:\*

[Return to Checklist without saving changes](#)

#### Personal Information (Checklist item 3 of 6)

 Please enter your Personal Information. When you are finished click **Continue** section

##### PLEASE READ: FOR EXTERNAL STUDENTS ONLY

(1) If you are an Irish resident, please supply your PPSN in the box. It may result in a delay in the processing of your application.

(2) Please enter an email address which is permanently available to gmail/hotmail account) This is essential so that our staff can contact you for application.

**PLEASE NOTE: EU Residency** - If you have been a resident in an EU/EEA/ last 5 years preceding entry to your course, select YES, otherwise, select NO

\* - indicates a required field.

Citizenship:\*

Email:

Verify e-mail address:

PPSN (XXXXXXXX):


Gender:\*  Male  Female

Date of Birth:\* Month  Day  Year (YYYY)

EU Resident:\*  Yes  No

[Return to Checklist without saving changes](#)

#### Primary Address (Checklist item 2 of 6)

 Please enter your address details in UPPER CASE (e.g 1 DUBLIN RD). records for the duration of your study.

Please ensure that there are no spaces or characters in your telephone number (please include your area code) it should be in the format 091123456. **Continue** to proceed.

\* - indicates a required field.

##### Mailing Address

Street Line 1:\*

Street Line 2:

Street Line 3:

City:\*

County:\*

Nation:\*

Zip Code:\*

International Access:\*

Please confirm whether you have been living in Ireland for 3 out of the last 5 years? \*  Yes  No

If your answer to the above is No, please state what country you have been living in for 3 out of the last 5 years

Do you require a visa to study in Ireland?  Yes  No

Applicants who require a visa to study with GMIT are required to submit an application through <https://www.gmit.ie/international/howtoapply>

[Return to Checklist without saving changes](#)

#### International Information (Checklist item 4 of 6)

Please enter your Country of Birth and Citizenship. When you are finished click **Continue** next section.

**PLEASE NOTE:** International Students are not eligible to apply for Teaching Learning.


\* - indicates a required field.

Nationality:\*

Country of Birth:\*

[Return to Checklist without saving changes](#)

#### Planned Course of Study (Checklist item 5 of 6)

 Click on the drop down arrow to see the programme choices available to study.

Applicants for **ANY** Postgraduate programme are advised to read it to their programme.

Applicants who wish to be considered through RPL should contact IT Department. See [Contact List](#). **NOTE:** To avail of RPL, applicants must apply at [myexperience.ie](http://myexperience.ie). The RPL portfolio assessment fee is:

\* - indicates a required field.

##### Planned Course of Study:\*

Please indicate what year of the programme you are applying for e.g. Year 1, Year 2 etc

Recognition of Prior Learning (RPL) can be used to gain admission to a programme do you wish to be considered for RPL?

If your answer to the above is YES, then please go to [www.myexperience.ie](http://www.myexperience.ie) after completing your Online Admission application.


[Return to Checklist without saving changes](#)

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

### 7. Application Checklist continued

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.

#### Previous College (Checklist item 6 of 6)

 **PLEASE READ: It is vital that you include as much information as possible regarding your prior third level education in this section. Failure to do this may result in your application being delayed or rejected.**

If you have Non-EU qualifications you must contact [Qualifications Recognition](#) to get your qualifications assessed under the National Framework of Qualifications (NFQ), or alternatively go to [QQI.ie](#) for more information


\* - indicates a required field.

#### If College not found:

|   |  |
|---|--|
| College Name:*  | <input type="text" value="IT Sligo"/>  |
| GPA (example: 3.89):  | <input type="text" value="3.99"/>  |
| College Attend From Date:*  | Month <input type="text" value="September"/> Day <input type="text" value="01"/> Year (YYYY) <input type="text" value="2001"/> |
| College Attend To Date:*  | Month <input type="text" value="May"/> Day <input type="text" value="31"/> Year (YYYY) <input type="text" value="2002"/>       |
| College Degree:   | <input type="text" value="Higher Certificate"/>  |
| If not found, enter degree:   | <input type="text"/>   |
| Please name the Title of the Award (including specialisation if any) you are currently pursuing or have completed.* | <input type="text" value="Higher Certificate in Human Resource Management"/>   |

[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.


- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Name                 | <input checked="" type="checkbox"/> International Information |
| <input checked="" type="checkbox"/> Primary Address      | <input checked="" type="checkbox"/> Planned Course of Study   |
| <input checked="" type="checkbox"/> Personal Information | <input checked="" type="checkbox"/> Previous College          |


[Please e-mail the LLL Office if you have any queries.](#)

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

### 8. Application Checklist Complete

## Application Checklist

 This is a checklist of your application sections. When you enter a section, it will appear by that section. When you have provided all the application information, it will be marked **Complete** to start the application process. Incomplete application sections will be marked with a red checkmark.

- |  |   |
|--|---|
|  Name                 |  International Information |
|  Primary Address      |  Planned Course of Study   |
|  Personal Information |  Previous College          |

Application is Complete

Finish Later

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

Selecting 'Finish Later' will save entries to date and allow you to return and complete at a later stage.

[Click here to complete application](#)

Please e-mail the LLL Office if you have any queries.

Students must agree with the Admissions Agreement in order to complete an application

## 9. Signature Page

This page is displayed once application is complete. Please print this receipt and retain as proof of application

Signature Page

09-JUN-20

Dear BNiTest

Thank you for your application to Galway Mayo Institute of Technology, your application for Certificate in eHealth SPA is now complete.

In courses where space is limited, places are not guaranteed. Applicants may also have to meet specific entry requirements\*

\*NOTES

Applicants to the BA in Contemporary Art Practices - you must provide a portfolio of at least 10 digital images of your work. These can be images of paintings, drawings or other media. You will also be invited to partake in an online interview.

Applicants to the Certs in Procedural Sedation, e-Health and Acute Medicine programmes must complete a checklist <https://www.gmit.ie/sites/default/files/public/lifelong-learning-mayo/cert-acute-medicine-nursing-checklist-201920.pdf>

Applicants please email a copy of your transcript/award to [LLLMayo@gmit.ie](mailto:LLLMayo@gmit.ie). We will only accept verified transcripts, or statement of results containing a College Logo or stamped by the College.

Successful applicants will receive offers by mid August 2020.

PLEASE NOTE: The commencement of this programme is subject to a viable enrolment.

Please save a copy of this page for your records. Please e-mail the Lifelong Learning Mayo Admissions office if you have any queries.

Kind Regards  
The Lifelong Learning Mayo Admissions Office, [LLLMayo@gmit.ie](mailto:LLLMayo@gmit.ie).  
Email: [LLLMayo@gmit.ie](mailto:LLLMayo@gmit.ie)