



Online Application Guide for Applicants

Life Long Learning Admissions

Introduction

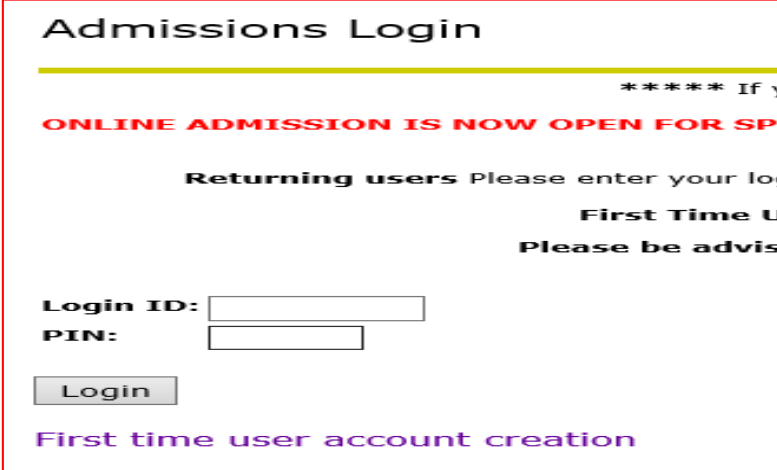
This user guide contains step by step instructions on how to create and submit an online application for the programmes offered by Life Long Learning, GMIT.

To make an application you will need to know the application type for the programme you are applying for, this can be found on the Life Long Learning programme information section of the GMIT website.

When making the application please enter all details in **CAPITALS**.

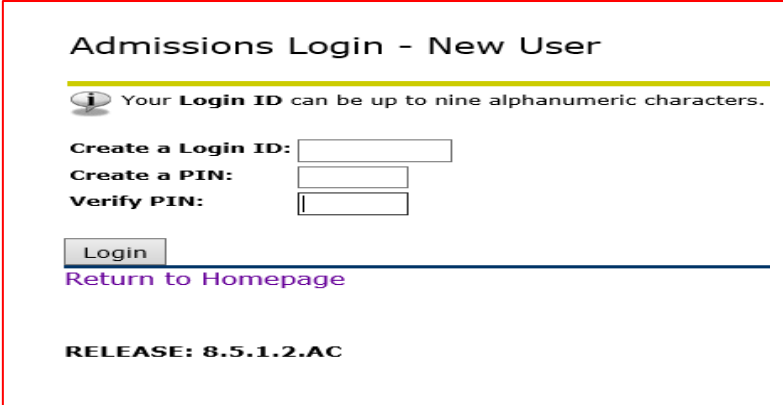
1.0 Application Web link and initial logon

Go to site <https://apply.gmit.ie>



The screenshot shows the 'Admissions Login' page. At the top, it says 'Admissions Login' followed by a yellow horizontal line. Below the line, there is a red banner that reads 'ONLINE ADMISSION IS NOW OPEN FOR SPI'. Underneath, there are instructions for returning users and first-time users. The first-time user section is highlighted in purple. There are input fields for 'Login ID:' and 'PIN:', a 'Login' button, and a link for 'First time user account creation'.

Upon first use please select **First time user account creation**.



The screenshot shows the 'Admissions Login - New User' page. It features a yellow horizontal line at the top, followed by an information icon and the text 'Your Login ID can be up to nine alphanumeric characters.'. Below this, there are input fields for 'Create a Login ID:', 'Create a PIN:', and 'Verify PIN:'. A 'Login' button is present, along with a link for 'Return to Homepage' and the text 'RELEASE: 8.5.1.2.AC'.

Create a login ID and PIN. Please select something memorable as you will need to access applications made at a later point, if you are making more than one application in a term (SEP – AUG) please use the same login details for all applications. When you revisit the application site you can login using the credentials set up.

2.0 Application Menu

The first screen will contain information about Applications currently open and allow you select an application type.

6C - Certificate Programmes Mayo Campus- NFQ Level 9 **Part-time**
6P - Post Graduate Programme Mayo Campus- NFQ Level 9 **Part-time**
6M - Masters Programmes Mayo Campus- NFQ Level 9 **Part-time**
MA - Masters in Teaching and Learning **Part-time**


Mayo Campus – Life Long Learning Programmes
M6 - M6 - LLL Mayo Level 6
M7 - M7 - LLL Mayo Level 7
M8 - M8 - LLL Mayo Level 8

Application Type: ▼

[Return to Homepage](#)

Select and application type followed by **Continue**

Apply for Admissions

 Select the correct admission term:
i.e. if you are applying for a programme that starts in **January 2020** please select '**Full Academic Y**

Please enter your name in UPPER CASE (e.g JOHN SMITH) as this will be used in our database records

* - indicates a required field.

Application Type: M7 - LLL Mayo Level 7
Admission Term:*

First Name:*

Middle Name:

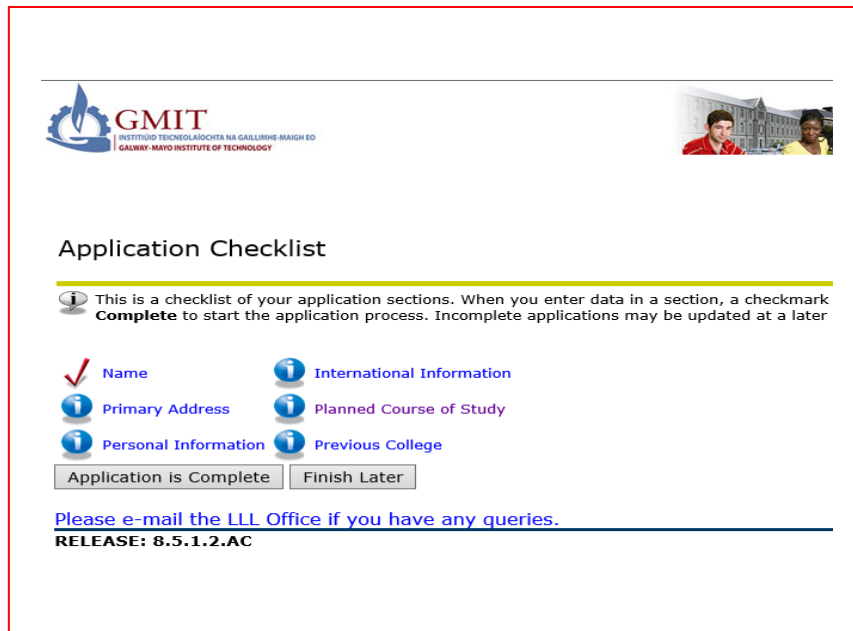
Last Name:*

[Return to Application Menu](#)

Select the correct Admissions Term - this will depend on start month of the programme you are applying for as Admissions Terms follow the academic (Sep – Aug) calendar¹. Fill in name details in **CAPITALS**. Select **Fill out Application**.

¹ **e.g.** if you are applying for a programme that starts in **January 2020** you would be selecting '**Full Academic Year 2019/20**'. If you are applying for a programme that starts in **September 2020** you would select '**Full Academic Year 2020/21**'

3.0 Checklist Items

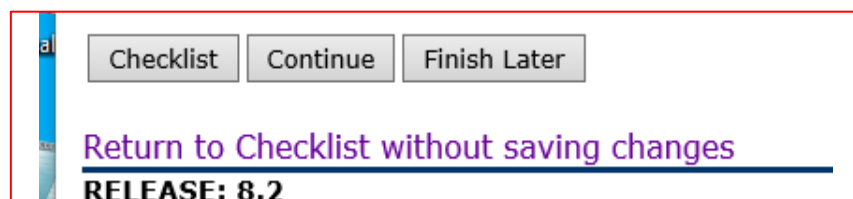


To make a successful application there are a number of checklist items to be completed. These gather information to assist in processing your application. As you move through the checklist items some field are mandatory and you will not be able to proceed without filling in.

Note - Checklist items can vary depending on application type so screenshots are indicative only,

As each checklist is completed they will be ticked off and you will be able to submit the application once all items are completed.

At any stage you can choose any of the options below. If you want to return to the application at a later point you can select Finish later. it will save checklists that are completed and you can pick up where you left off.



When you select Finish later your application will be saved as an **Application in Progress**.

M8 - M8 - LLL Mayo Level 8			
Applications in Progress			
Admission Term	Application Type	Application Preference	Field of Stuc
Full Academic Year 2020/21	M7 - LLL Mayo Level 7	Not entered	
New	Create a new application		

Name (Checklist item 1 of 6)

Please use ALL CAPITALS when entering information in relation to your name

* - indicates a required field.

Last Name:* | Mc Testy

First Name:* | Sue

Checklist Continue Finish Later

[Return to Checklist without saving changes](#)

RELEASE: 8.2

Checklist item 1 : Name – this populates from the previous step, press continue to move on.

International Information (Checklist item 4 of 6)

Please enter your Country of Birth and Citizenship. When you are finished, PLEASE NOTE: International Students are not eligible to apply for part-time

* - Indicates a required field.

Nationality:* | None

Country of Birth:* | None

Checklist Continue Finish Later

[Return to Checklist without saving changes](#)

RELEASE: 8.5.1.1

Checklist item 4: International information – details of nationality and country of birth.

Primary Address (Checklist item 2 of 6)

Please enter your address details in UPPER CASE (e.g 1 DUBLIN RD) as this will be used in our database records for the duration of your study. Please ensure that there are no spaces or characters in your telephone number, (international students please include your area code) It is important to continue to proceed.

* - indicates a required field.

Mailing Address

Street Line 1:*

Street Line 2:

Street Line 3:

City:*

County:*

Nation:*

Postal Code:*

Telephone Number:*

Please confirm whether you have been living in Ireland for 3 out of the last 5 years?*

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

None

None

Yes No

Checklist item 2: Primary address – this address will be used for all institute correspondence and should be a home address **not** a term time or work address.

Planned Course of Study (Checklist item 5 of 6)

Click on the drop down arrow to see the programme choices available. Select the programme you wish to apply for.

Applicants for ANY Postgraduate programme are advised to read the 'Essential Information' page on the website.

Applicants who wish to be considered through RPL should contact the relevant GMT HOD for more information.

NOTE: To avail of RPL, applicants must complete an online RPL portfolio application and an assessment fee is: €100.00

* - indicates a required field.

Planned Course of Study:* | None

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 the RPL application page.

Yes No

Checklist item 5: Planned Course of Study
Select the course you wish to apply.
Note – you will need a separate application if you wish to apply for more than one course.

Personal Information (Checklist item 3 of 6)

Please enter your Personal Information. When you are finished click Continue to navigate to the next section.

PLEASE READ: FOR EXTERNAL STUDENTS ONLY

(1) If you are an Irish resident, please supply your PPSN in the box below. Failure to do so will result in your application being delayed or rejected.

(2) Please enter an email address which is permanently available to you (e.g your personal email address).

PLEASE NOTE: EU Residency - If you have been a resident in an EU/EEA/Swiss State for 3 out of the last 5 years, you are considered an EU/EEA/Swiss resident.

* - indicates a required field.

Citizenship:* | None

Email: |

Verify e-mail address: |

PPSN (XXXXXXXXXX): |

Gender:* | Male Female

Date of Birth:* | Month None Day None Year (YYYY) |

EU Resident:* | Yes No

Checklist item 3: Personal Information – this gathers biographical, e mail and citizenship information.

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. If you have Non-EU qualifications you must contact Qualifications Recognition to get your qualifications assessed under the National Framework of Qualifications.

* - indicates a required field.

If College not found:

College Name:* |

College Attend From Date:* | Month None

College Attend To Date:* | Month None

Please name the Title of the Award (including specialisation if any) you are currently pursuing or have completed.* |

Enter or View another College or Degree

Checklist Continue Finish Later

Checklist item 6: Previous college – fill in details of previous third level qualifications.

Application Checklist

This is a checklist of your application sections. When you enter data in a section, a checkmark will appear next to the section name. Once all sections are complete, you will be able to click on the 'Application is Complete' button to start the application process. Incomplete applications may be updated at any time.

✓ Name

✓ International Information

✓ Primary Address

✓ Planned Course of Study

✓ Personal Information

✓ Previous College

Application is Complete Finish Later

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

RELEASE: 8.5.1.2.AC

Once all checklist items are filled in you they will be ticked as complete. To proceed to submission of the application please select **Application is complete**.

4.0 Submit Application for review

Admissions Agreement

Important - You must agree to the terms below, or you will be directed back to the Application Menu page
 If you have any questions about the online process, please e-mail admissions@gmit.ie

If you have queries about progression routes or eligibility contact your Head of Department.
 I understand that withholding information requested on this application, or giving false information may make me ineligible for admission.



I have declared my attendance at another third level institute (only relevant when requested or where applicable)

I have read this application and certify that the statements I have made on this application are correct and complete.

I agree to the terms
 I do not agree

RELEASE: 8.5.1.2.AC

Admissions Agreement – to submit your application please review prior to agreeing. Once happy to proceed selecting I agree to the terms will result in submission of your application.

Signature Page

12-JUN-20
 Dear Sue

Thank you for your application to Galway Mayo Institute of Technology, your application for Certificate in Health Care Practice.

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 5 digital images of your work.
 Applicants to the Certs in Procedural Sedation, e-Health and Acute Medicine programmes must complete the relevant modules.

You will now see a signature page – this should be printed and contains at the bottom a reference, please use this in any correspondence about the application.

stest3/1

[Return to Application Menu](#)

Upon subsequent login to the admissions area the submitted application will be in the Processed Applications area. Upon clicking into the application, you will see a summary and any status updates if these are available online.

Applications in Progress		
Admission Term	Application Type	Application Preference
New	Create a new application	
Processed Applications		
Admission Term		
Full Academic Year 2020/21		