



# A STEP BY STEP GUIDE TO ONLINE APPLICATION

## Step 1      Setting up an account

**Existing TUS Midlands:** Please click here to apply for add-on programmes

Admissions Login

---

**New to TUS Midlands (Athlone Campus):** Click below on "First time user account creation" and create a username and PIN of your choice

**Current TUS Midlands students:** [Please click here to apply for Add on programme](#)

**New to TUS Midlands:** Click on 'First time user account creation'

Admissions Login

---

**New to TUS Midlands (Athlone Campus):** Click below on "First time user account creation" and create a username and PIN of your choice

**Current TUS Midlands students:** [Please click here to apply for Add on programme](#)

[Please click here for application instructions](#)

Login ID:   
PIN:

Login

[First time user account creation](#)

[Return to Homepage](#)

---

## First Time User Account Creation

Admissions Login - New User

---

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

Your PIN can be up to 6 numeric characters. Minimum 6 numeric characters are required. Enter your PIN again to verify it and then select Login. Your Login ID and PIN will be saved.

Create a Login ID:   
Create a PIN:   
Verify PIN:

Login

[Return to Homepage](#)

---

**(1) Create a Login ID, e.g.: JoeBloggs**

**(2) Choose a 6-digit PIN number ie.123456**

**Please keep note of your Login ID and PIN**

## Step 2 Select your Programme

**NOTE:** All programmes are listed under application types, for example:

P/Time Evening L6 Higher Cert  
Honours Degree Level 8 Eng/Inf

<b>Higher Diploma L8</b> (Incl. Sub-Courses)	<b>MSc Biopharmaceutical Technology</b>	<b>Master/Post Graduate Full-Time</b>	<b>Master/Post Graduate Part-Time</b>
<b><u>ERASMUS / EU – ALL FACULTIES</u></b>			
<b>Erasmus/EU Higher Cert L6</b>	<b>Erasmus/EU Ordinary Degree L7</b>	<b>Erasmus/EU Honours Degree L8</b>	
<b><u>PART TIME EVENING PROGRAMMES</u></b>			
<b>PTime Evening L6 Higher Cert</b> HC in Business(Yr 2) HC in Science in Operations, Quality and Lean Management HC in Business Y1 (TUS Learning in the Hubs only)	<b>PTime Evening L7 Ord Degree</b> Bachelor of Business Studies(1-year add on) BSc in Environmental, Health and Safety Management	<b>PTime Evening L8 Hons Degree</b> Bachelor of Business Studies(1-year add-on) Bachelor of Arts(Hons) in Law 2 Bachelor of Arts (Hons) in Law 3 Bachelor of Arts (Hons) in Law 4 Higher Diploma in Business in Operational Management BSc (Hons)in Quality and Lean Management BSc (Hons)in Quality and Lean Management(L8 Add on)	
<b>PTime Evening L9 Postgrad</b> Masters of Business Administration (Yr 2) Master of Engineering in Packaging Innovation and Product Design Master of Science in Quality Management and Validation Master of Arts in Financial Management Master of Science in Environmental Health and Safety Management	<b>Professional Studies</b> Certificate in Occupational Health & Safety(NISO)	<b>Continuing Education</b>	
<b>PTime Evening L6 Minor Cert</b> Certificate in Psychology Cert in Real Estate Administration Cert in Business in Entrepreneurship (TUS Learning in the Hubs only) Cert in Customer Service Excellence (SPA) Cert in Operational Excellence (SPA) Cert in Supervisory Mgt Skills for Team Leaders	<b>PTime Evening L7 Minor Cert</b> Cert in Introduction to Project Management	<b>PTime Evening L8 Minor Cert</b>	
<b>Application Type:</b> Erasmus/EU Higher Cert L6			
<input type="button" value="Continue"/>			

(1) Select the appropriate Application Type from the dropdown menu.


(2) Press Continue

### Step 3 Apply for Admissions

**NOTE:** During the application process, fields marked with a red Asterisk \* are mandatory and must be completed.

Choose the Admissions Term and enter your name. Click on Fill Out Application

#### 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:** Honours Degree L8 Eng/Inf

**Admission Term:\***

**First Name:\***


**Middle Name:**

**Last Name:\***


### Step 4 Application Checklist

**NOTE:** Please complete all sections of the Application Checklist


#### Application Checklist

 When you fully complete a section, a checkmark will appear.


You must click on '**Application is Complete**' to finalise the process.

 Applicant Full Name

 Planned Course of Study

 Mailing Address

 Application Questions

 Personal Information

 Current or Previous College


 International Information

[Click here to contact the Erasmus Office](#)

## Step 5 Enter your Name and click continue

**NOTE:** Previously Attended/Previously Applied refers SPECIFICALLY to TUS applicants

### Applicant Full Name (Checklist item 1 of 7)

 Enter your Name Information. When you're finished, click **Continue** to navigate to the next section.

\* - indicates a required field.

**Last Name:\***

**First Name:\***

**Previously Attended?:**  Yes  No  Not Reported

**Previously Applied?:**  Yes  No  Not Reported


[Checklist](#)

[Continue](#)

[Finish Later](#)

## Step 6 Enter your Address and click continue


### Mailing Address (Checklist item 2 of 7)

 Enter your Address Information. When you're finished, click **Continue** to navigate to the next section.

**Errors occurred. Please try again.**  
Missing required data, please enter.  
Please enter either a State or Province and a Zip code or enter a Nation code.


\* - indicates a required field.


#### Mailing/Correspondence


**Street Line 1:\***   You must enter Street Line 1.

**Street Line 2:**


**Street Line 3:**

**City:\***   You must enter City.

**Post Code / Eircode:\***   You must enter Post Code / Eircode.

**County:\***   You must choose County.

**Nation:**

**Contact Telephone Number:\***   You must enter Contact Telephone Number.

[Checklist](#)


[Continue](#)

[Finish Later](#)

## Step 7 Enter your Personal Information and click continue

---

### Personal Information (Checklist item 3 of 7)

 Enter your Personal Information. When you're finished, click **Continue** to navigate to the next section.

\* - indicates a required field.

**Email:\***

**Verify e-mail address:\***

**PPS Number (XXXXXXXXXX):**

**Gender:\***  Male  Female

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

**Irish Resident:\***  Yes  No

## Step 8 Enter your International Information and click continue

---

### International Information (Checklist item 4 of 7)

Enter your International Information. When you're finished, click **Continue** to navigate to the next section.

\* - indicates a required field.


**Country of Citizen:\***  ▼

**Country of Birth:\***  ▼

## Step 9 Choose your planned course of study from the dropdown menu

---

### Planned Course of Study (Checklist item 5 of 7)

 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:\***

## Step 10 Complete Application Questions and click continue

---

### Application Questions (Checklist item 6 of 7)

 Enter the Information requested. When finished, click **Continue** to navigate to the next section.


If you wish to be considered for other programmes please list these in order of preference.

Have you previously attended AIT?

Yes  No  No Response

## Step 11 Enter your Current or Previous College Information and click continue

### Current or Previous College (Checklist item 7 of 7)

 Enter your current or previous college information in the fields below.

\* - indicates a required field.

#### If College not found:

College Name:\*

Street1:\*

Sreet2:

City:\*

College Attend From Date: Month  Day  Year (YYYY)

College Attend To Date: Month  Day  Year (YYYY)


College Degree:

If not found, enter degree:








## Step 12 Application Checklist

Each of the 7 sections **MUST** be completed and verified with a checkmark 

### Application Checklist

 When you fully complete a section, a checkmark will appear.

You must click on '**Application is Complete**' to finalise the process.

- |   |   |
|---|---|
|  Applicant Full Name       |  Planned Course of Study     |
|  Mailing Address           |  Application Questions       |
|  Personal Information      |  Current or Previous College |
|  International Information |   |

To submit your application please click on Application is Complete



## Step 13 Confirmation of Application

### Admissions Agreement

---

You must agree to the terms below, or you will be directed back to the Application Menu page and your application will not be submitted. If you have questions, contact information can be found in the HELP link above.

I understand that withholding information requested on this application, including attendance at any other institution, or giving false information may make me ineligible for admission to the university or subject to dismissal. I have read this application and certify that the statements I have made on this application are correct and complete, including a report of all college work attempted or completed.

[I agree to the terms](#)

[I do not agree](#)

---

Once your application is complete you will receive the above message.

Please agree to the terms

## Step 14 Signature Page

### Signature Page

---

Dear Marian

We acknowledge receipt of your application for Honours Degree L8 Eng/Inf

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 as soon as it becomes available to you.

All documentation submitted should include your name and the title of the programme for which you are applying.

Kind regards

Admissions Office, TUS Athlone  
admissions.midlands@tus.ie

**If you do not receive this message your application is incomplete.**

**Please check all sections are populated correctly and re-submit if necessary**