

# **E TUS Solution APPLICATIONS QUICK HELP GUIDE**

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#### **TUS Midlands Midwest**



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### Step 1 Setting up an account



- Visit the TUS website www.AIT.ie
- Click on the **Quicklinks** section on the right-hand side of the screen
- Select the Apply Online tab

### TUS

**TUS Midlands Midwest** 

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## **Click on 'First time user account** creation' only TUS Admissions Login w to TUS Midlands (Athlone Campus): Click below ser account creation" and create a username and PIN of your choice ent TUS Midlands students: Please click here for Add on programme Login ID: sophie123 RELEASE: 8.7.2.10 2023 Ellucian Con is software conta ts between Ellucian and such lice

# Current TUS Midlands students: Please click here to apply for Add on programme

**TUS Midlands Midwest** 



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Admissions	Login - New User	
Dease create a	a Login ID and PIN. Your PIN must be six numbers.	
Create a Login <u>ID</u> Create a <u>PIN</u> : Verify <u>PIN</u> :	>:	
Login		
Return to Home	page	

- Create a Login ID, eg Joe Bloggs
- Choose a 6 digit PIN number ie.123456
- Once this is complete you will return to finish your application

#### NOTE:

Remember to write down your Login ID and PIN and keep them safe.





### Step 2 Select your programme

	UNDER GRADUATES PROGRAMMES		
BUSINESS & HOSPITALITY	ENGINEERING & INFORMATICS	SCIENCE & HEALTHCARE	
Higher Cert L6 Bus/Hosp	Higher Cert L6 Eng/Inf	Higher Cert L6 Sci/Health	
Ordinary Degree L7 Bus/Hosp	Ordinary Degree L7 Eng/Inf	Ordinary Degree L7 Sci/Health	
Honours Degree L8 Bus/Hosp	Honours Degree L8 Eng/Inf	Honours Degree L8 Sci/Health (incl. Acute & Emergency Nursing) (incl Cert Nurs/Midwife Medicinal Product Pr	rescribing)
	POST GRADUATE - ALL FACULTIES		
Higher Diploma LS	MSc Biopharmaceutical Technology	Master/Post Graduate Full-Time	Master/Post Graduate Part-Time
	ERASHUS / EU - ALL FACULTIES		
Erasmus/EU Higher Cert L6	Erasmus/EU Ordinary Degree L7	Erasmus/EU Honours Degree L8	
	PART TIME EVENING PROGR	AMMES	
PTime Evening L6 Higher Cert Higher Certificate in Business(Yr 2)	PTime Evening L7 Ord Degree Bachelor of Business Studies(1-year add on)	PTime Evening LB Hons Dee Bachelor of Business Studies() Bachelor of Arts (Hons) in Law Bachelor of Arts (Hons) in Law Bachelor of Arts (Hons) in Law Bachelor of Arts (Hons) in Law	gree -year add-on) 1 2 3 4
PTime Evening 1.9 Postgrad Masters of Business Administration (Yr 2) Master of Engineering in Packaging Innovation Master of Science in Quality Management and Master of Arts in Financial Management Fuster of Science in Environmental Health an	Profess Certifica Validation d Safety Management	ional Studies te in Occupational Health & Safety(NESO)	Continuing Education
PTime Evening L6 Minor Cert Certificate in Proceedings Cert in Real Estate Roministration	PTime Evening 1.7 Minor Cert Cert in Introduction to Project Management	e PTime Evening i	L8 Minor Cert
Application Type: ACCA - Prof Studies	~		
Continue			

- All programmes are listed under the headings above, ie. PTime Evening L6 Higher Cert
- Select the Application Type in the drop down box
- Enter the Heading that the course is under



### Step 3 Apply for Admissions

<ul> <li>indicates a requ</li> </ul>	uired field.	
Application Type	Academic Year 2020-2021 •	
First Name:	Joe	
Middle Name:		
Last Name:	Bloogs	
Fill Out Application	1	
Return To Applica	tion update undices	

NOTE: You will be asked to select the specific course in Step 9 of the application process.



## Step 4 Application Checklist

When you fully complet	a section, a checkmark will	appear.
You must click on 'Appl	cation is Complete' to fina	lise the process.
Applicant Full Name	] International Informatio	n
Mailing Address	Planned Course of Study	, ,
Personal Information	Previous College	
Application is Complete	Finish Later	

#### NOTE:

Each of the 6 sections MUST be completed and verified with a checkmark in order to finalise the application process.



## Step 5 Applicant Full Name

Applicant Full Na	me (Checklist item 1 of 6)	
Denter your Name Inf	formation. When you're finished, click Continue to navigate to the next section.	
- Indicator a requirer	1 Pala	
Last Name:*	Bloggs	
First Name:	Joe	_
Previously Attended?:	◎ Yes ◎ No ● Not Reported	
Previously Applied?:	○ Yes ○ No ● Not Reported	
Checklist Continue	Finish Later	

- Enter your Name Information
- Click Continue to navigate to the next section

#### NOTE:

Previously Attended / Previously Applied refers SPECIFICALLY to TUS





### Step 6 Mailing Address

Enter your Address Info	rmation. When you're finished, click Continue to navigate to the next section.	
<ul> <li>indicates a required fie</li> </ul>	ld.	
Mailing/Correspodence		
Street Line 1:*	AIT	
Street Line 2:	Dublin Road	
Street Line 3:		
City:*	Athlone	
Post Code / Eircode:*	N37 HD68	
County:*	Westmeath •	
Nation:*	Ireland •	
Contact Telephone Numbe	er:*	
Charling Carling First		
Checklist Continue Fini	sh Later	

- Enter your Address Information
- Click Continue to navigate to the next section



# Step 7 Personal Information

Personal Information	(Checklist item 3 of 6)
Denter your Personal Information	tion. When you're finished, click Continue to navigate to the next section.
1 Indicator	
<ul> <li>Indicates a required field.</li> <li>Email:*</li> </ul>	
Verify e-mail address:*	
PPS Number (XXXXXXXXX):*	
Gender:*	O Male O Female
Birth Date:*	Month None   Vear (YYYY)
Resident:*	◎ Yes ◎ No
Cnecklist Continue Finish L	ater
Return to Checklist without	saving changes

- Enter your Personal Information
- Click Continue to navigate to the next section



# Step 8 International Information

International In	nformation (Che	cklist item 4 of 6)	
Enter your Internationa	al Information. When y	ou're finished, click Cont	tinue to navigate to the next section.
<ul> <li>indicates a requir</li> </ul>	ed field.		
Country of Citizen:*	None	•	
Country of Birth:*	None		
Checklist Continue	Finish Later		
Patura to Chacklist	without caving ch		

- Enter your International Information
- Click Continue to navigate to the next section



# Step 9 Planned Course of Study

nned Course of Stu	Idy (Checklist item 5 of 6)
Select your Planned Course	of Study. When you're finished, click <b>Continue</b> to navigate to the next section.
indicates a required field.	
nned Course of Study:* C	ertificate in Contract and Employment Law
ecklist Continue Finish L	ater

- Select your Planned Course of Study
- Click Continue to navigate to the next section



### Step 10 Previous College Education

Denter your current or pre	vious college information in the fields below.
If College not found:	
College Name:	
Street1:	
Street2:	
City:	
College Attend From Date:	Month None   Vear (YYYY)
College Attend To Date:	Month None  V Day None  Vear (YYYY)
College Degree:	None
If not found, enter degree:	
Enter or View another Colleg	e or Degree

- Enter your current or previous College Information
- Click Continue to navigate to the next section



### Step 11 Confirmation of Application



To submit your application please click on Application is Complete







### Step 11 Confirmation of Application

De	ear <saveaps_first_name></saveaps_first_name>	
W	/e adknowledge receipt of your application for <saveaps_wapp_desc></saveaps_wapp_desc>	
A	member of the Department of Lifelong Learning team will be in contact with you in the coming week(s) to discuss your application	
Pk Or	ease note that all programmes commence on the date as advertised in the current prospectus/website. n acceptance of your application you will be required to pay a deposit of €550 (card or cheque payment only), this is to ensure yc	
In	the meantime, if you have any queries please contact us at lifelonglearning@ait.ie or telephone us on 09064 83050.	
Ki	nd regards,	
MRDA	r Seadna Ryan ead of Lifelong Learning epartment of Lifelong Learning thione Institute of Technology	

Once your application is complete you will receive the above message

If you do not receive this message your application is incomplete. Please check all sections are populated correctly and re-submit if necessary.







www.tus.ie

