

TUS

**ONLINE
APPLICATIONS
QUICK HELP
GUIDE**

Contents

Step 1: Setting up an account

Step 2: Select your programme

Step 3: Apply for Admission

Step 4: Application Checklist

Step 5: Applicant Full Name

Step 6: Mailing Address

Step 7: Personal Information

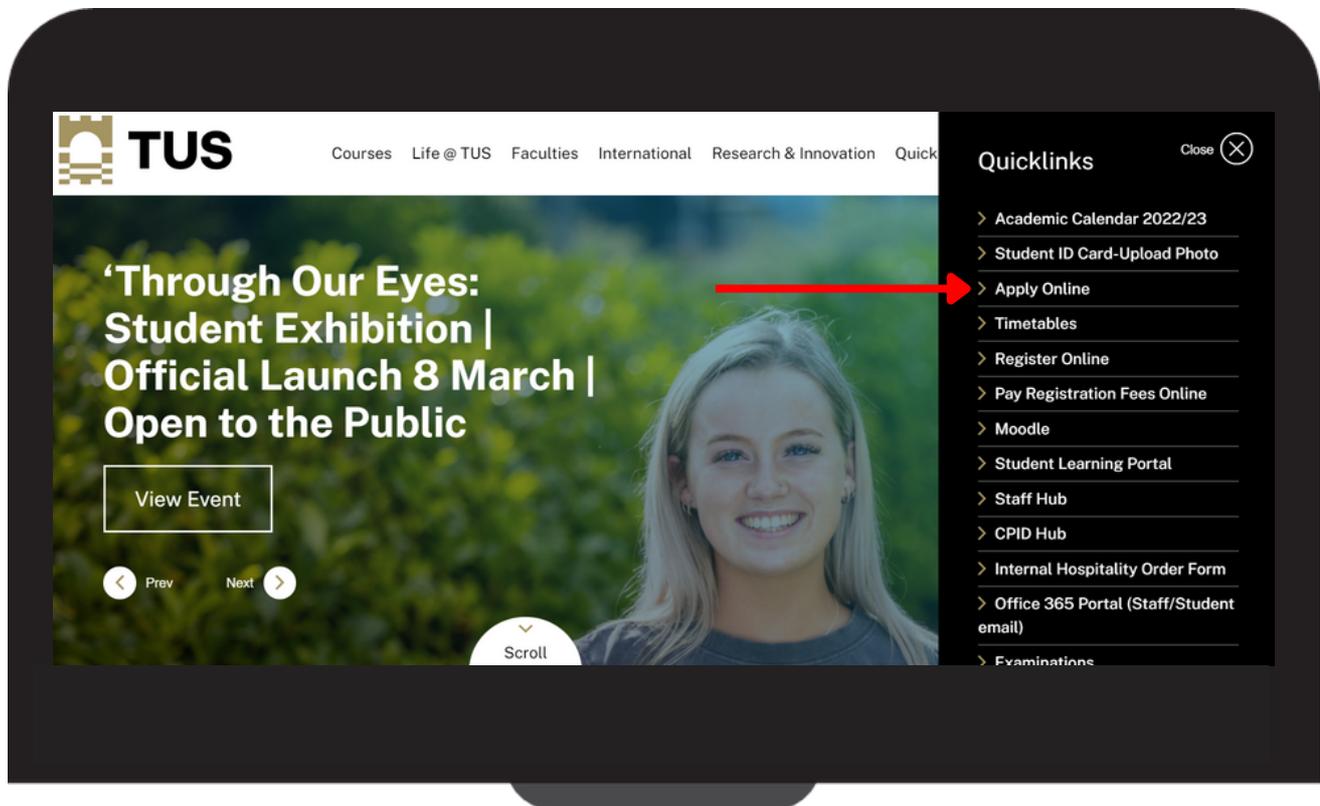
Step 8: International Information

Step 9: Planned Course of Study

Step 10: Previous College Education

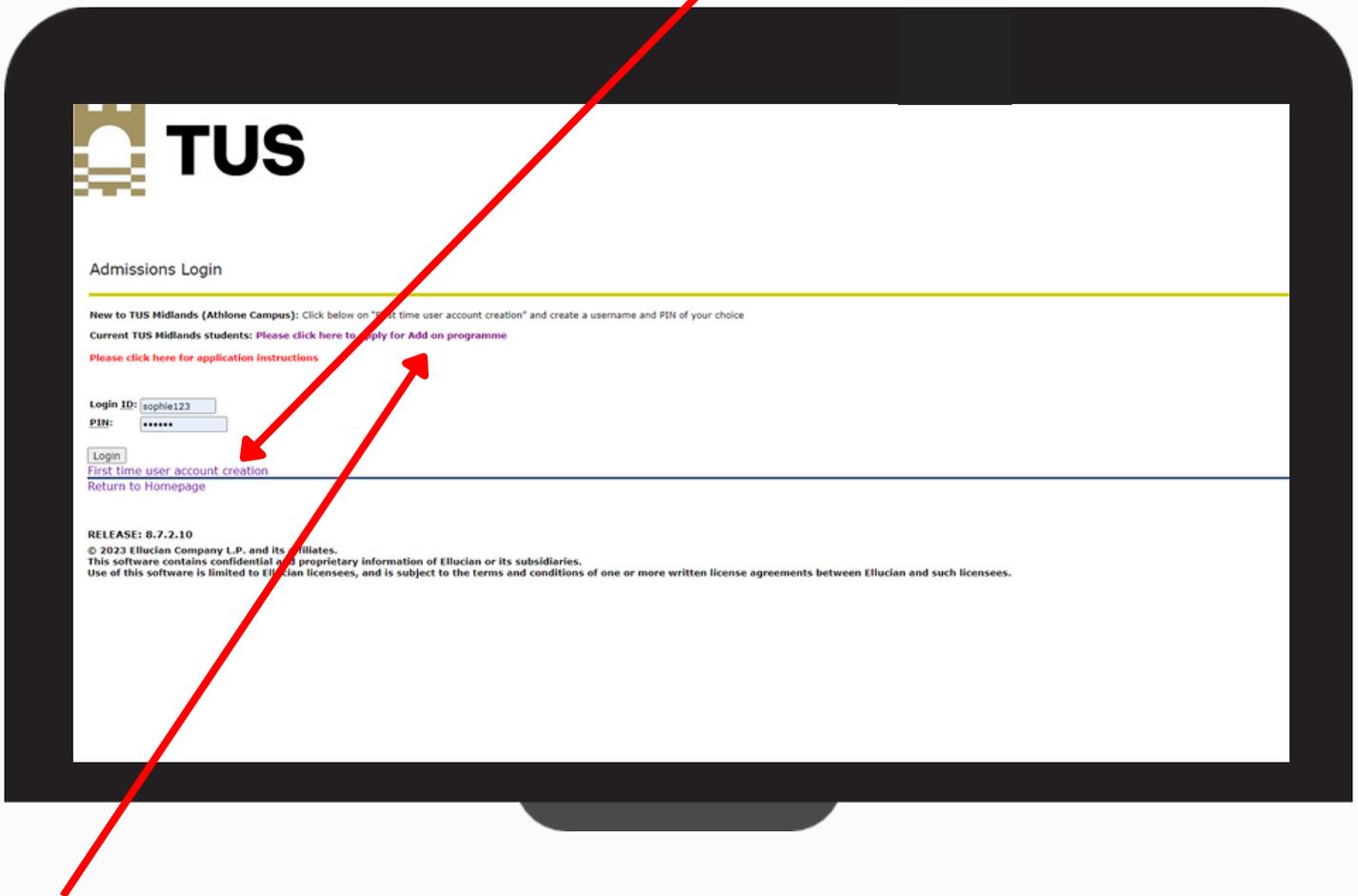
Step 11: Confirmation of Application

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

Click on 'First time user account creation' only



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

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:

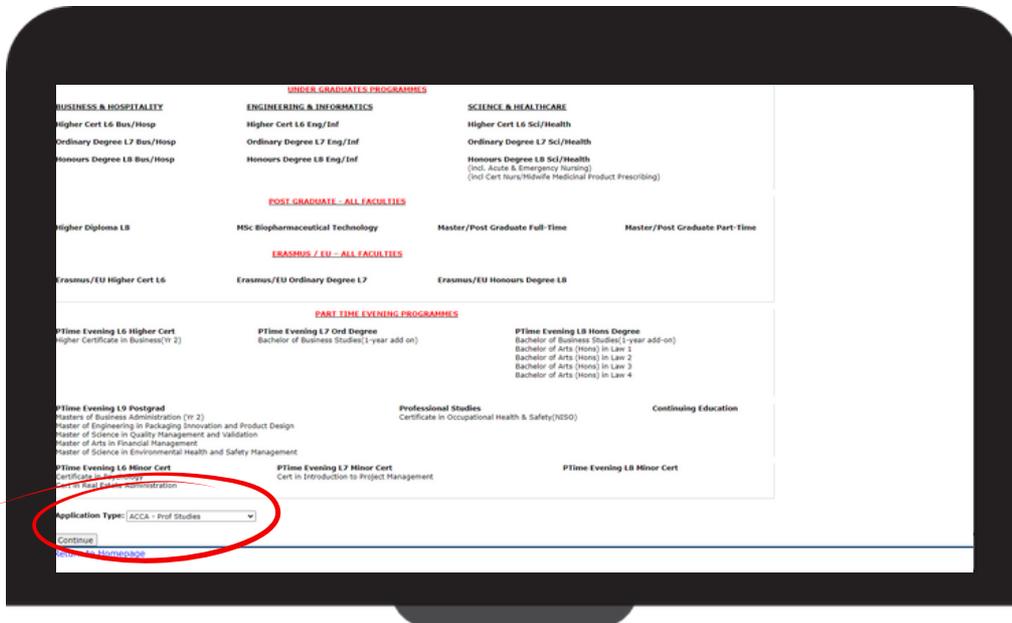
[Return to Homepage](#)

- 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:

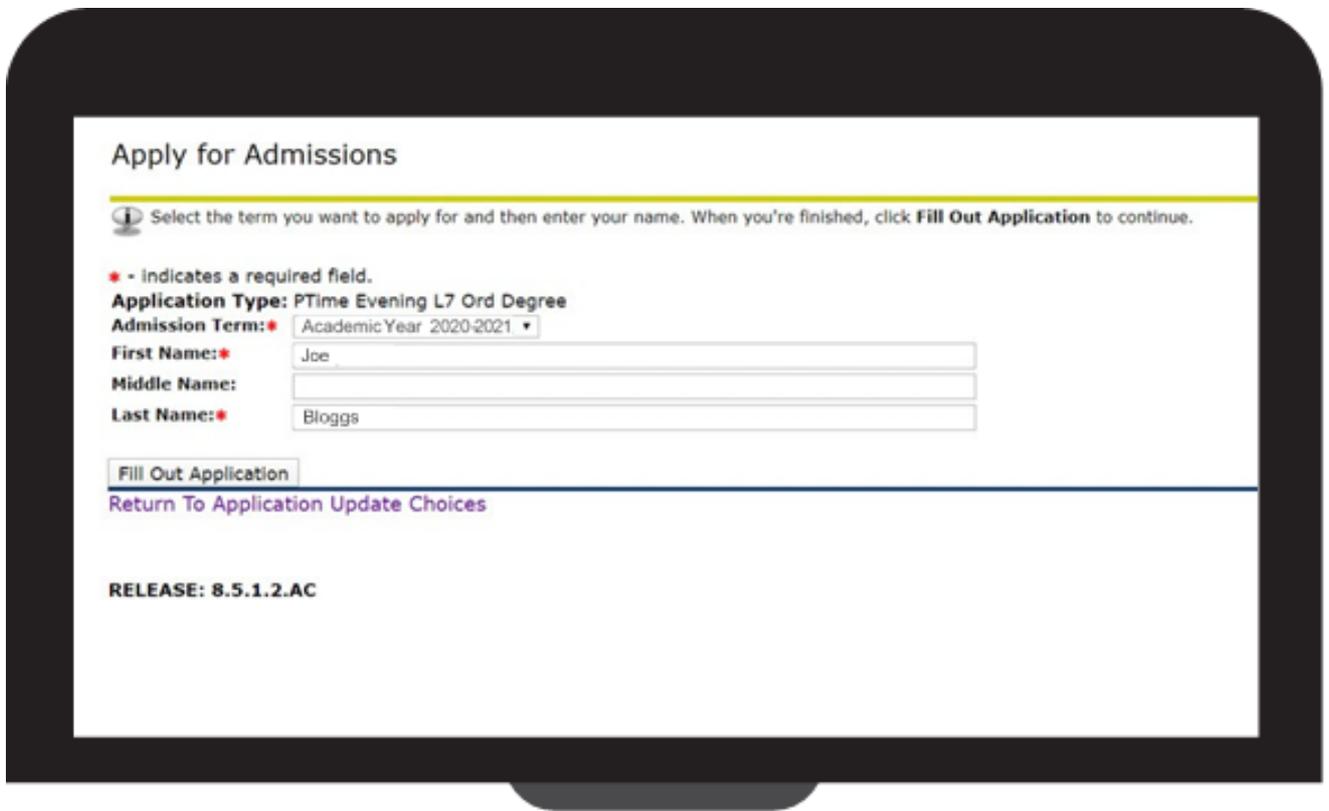
Remember to write down your Login ID and PIN and keep them safe.

Step 2 Select your programme



- 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



The screenshot shows a web form titled "Apply for Admissions". At the top, there is a yellow horizontal line. Below it, a help icon and text state: "Select the term you want to apply for and then enter your name. When you're finished, click **Fill Out Application** to continue." A red asterisk indicates a required field. The form includes the following fields and options:

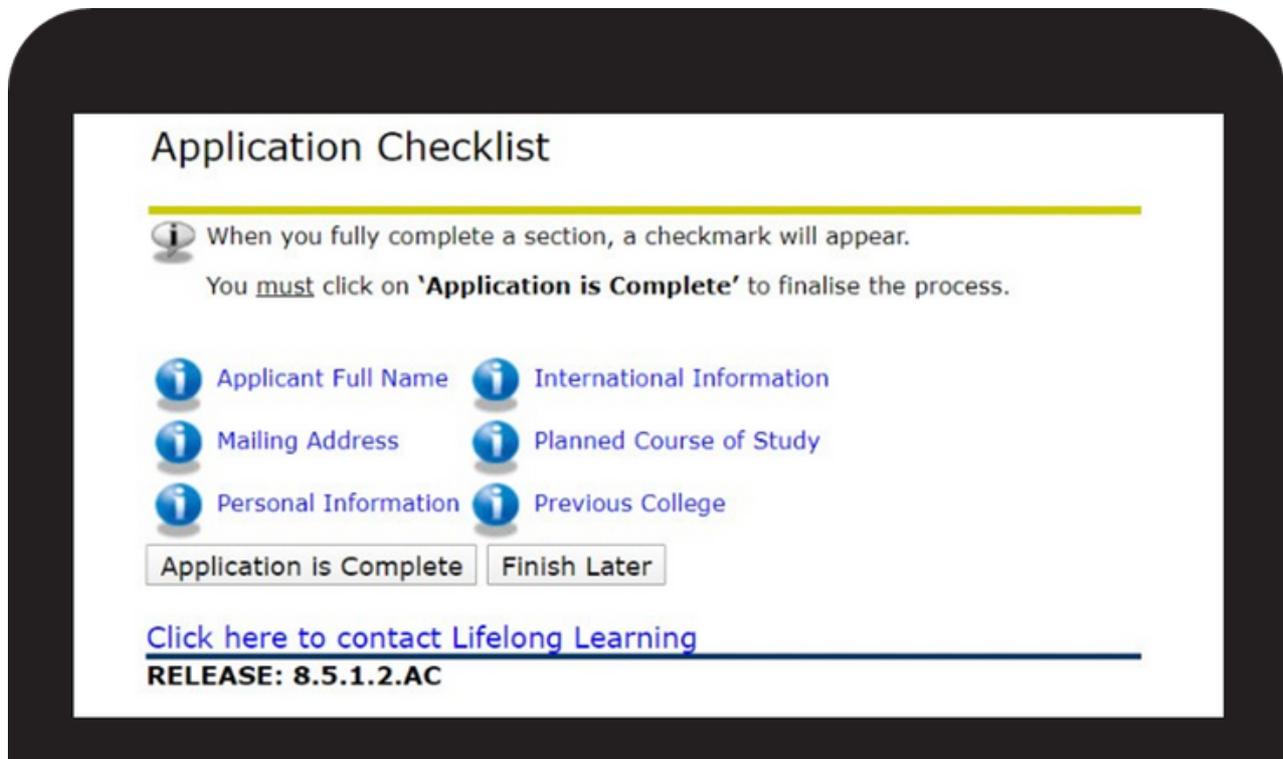
- Application Type:** PTime Evening L7 Ord Degree
- Admission Term:** Academic Year 2020-2021 (dropdown menu)
- First Name:** Joe
- Middle Name:** (empty field)
- Last Name:** Bloggs

Below the name fields, there is a button labeled "Fill Out Application" and a link labeled "Return To Application Update Choices". At the bottom of the form, the text "RELEASE: 8.5.1.2.AC" is displayed.

NOTE:

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

Step 4 Application Checklist



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 Name (Checklist item 1 of 6)

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

[Return to Checklist without saving changes](#)

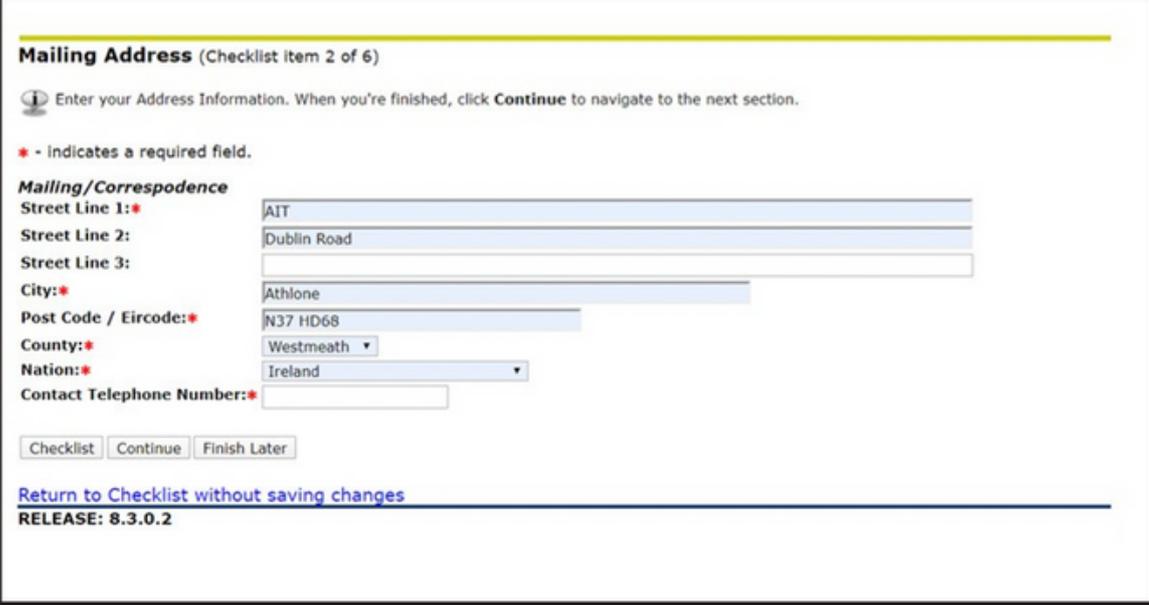
RELEASE: 8.2

- 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



Mailing Address (Checklist Item 2 of 6)

 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:*

Post Code / Eircode:*

County:*

Nation:*

Contact Telephone Number:*

[Return to Checklist without saving changes](#)

RELEASE: 8.3.0.2

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

Step 7 Personal Information

Personal Information (Checklist Item 3 of 6)

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.(XXXXXXXX):*

Gender:* Male Female

Birth Date:* Month Day Year (YYYY)

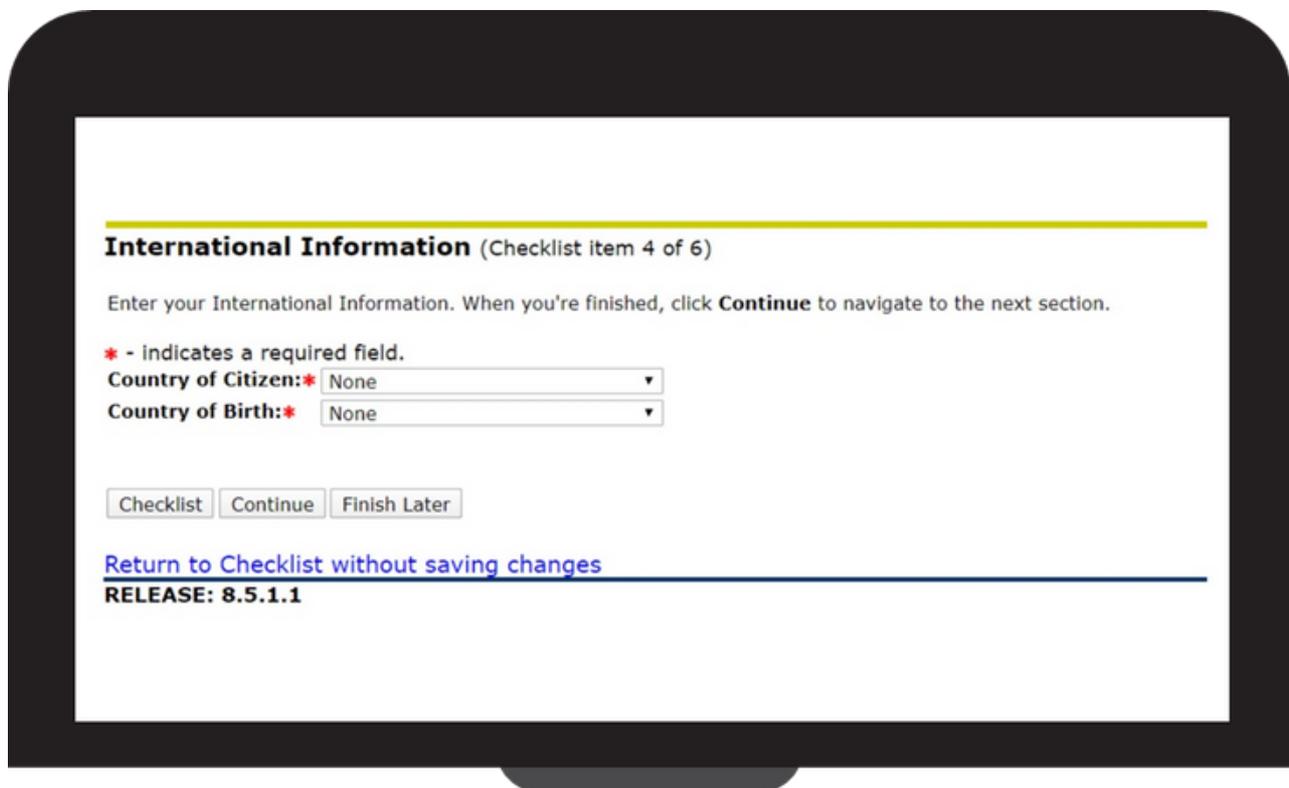
Resident:* Yes No

[Return to Checklist without saving changes](#)

RELEASE: 8.2.AC

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

Step 8 International Information



International Information (Checklist Item 4 of 6)

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

* - Indicates a required field.

Country of Citizen:*

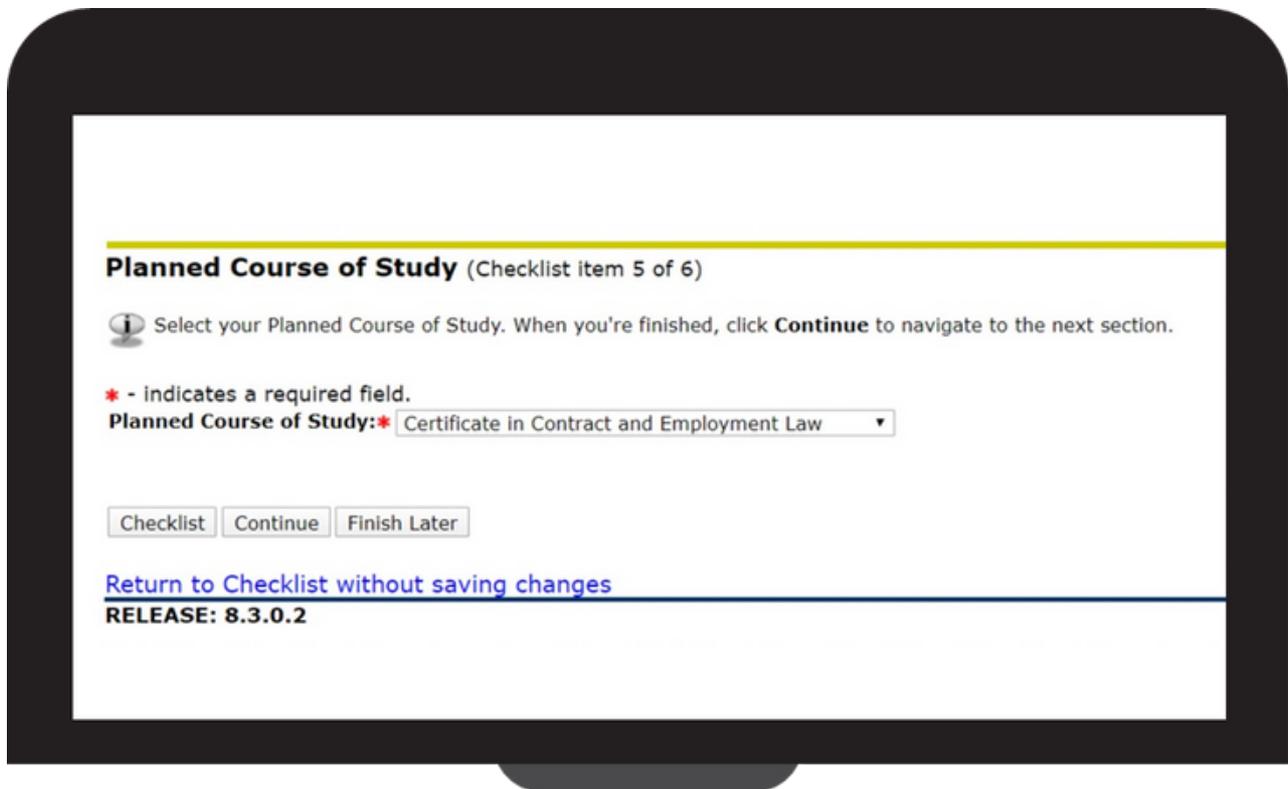
Country of Birth:*

[Return to Checklist without saving changes](#)

RELEASE: 8.5.1.1

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

Step 9 Planned Course of Study



Planned Course of Study (Checklist item 5 of 6)

 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](#)

RELEASE: 8.3.0.2

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

Step 10 Previous College Education

Previous College (Checklist item 6 of 6)

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

If College not found:

College Name:

Street1:

Street2:

City:

College Attend From Date: Month Day Year (YYYY)

College Attend To Date: Month Day Year (YYYY)

College Degree:

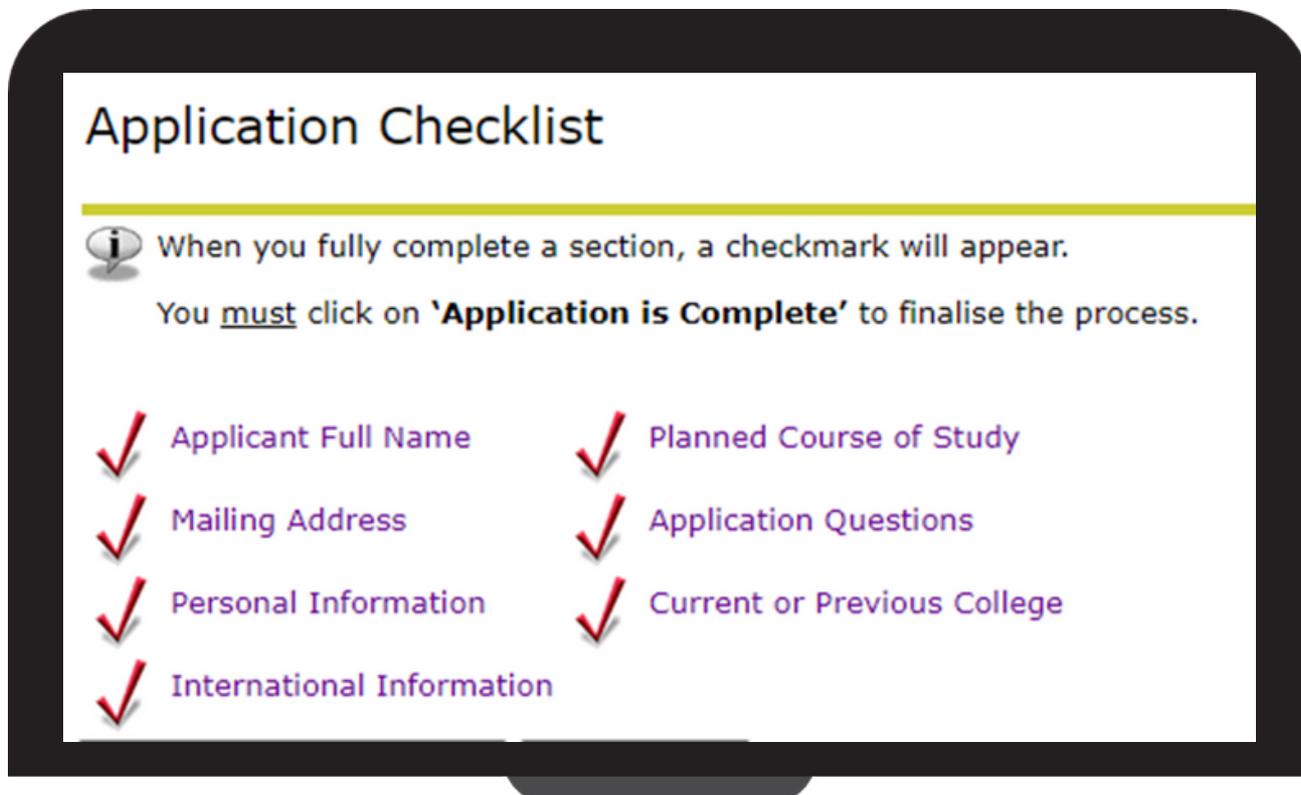
If not found, enter degree:

[Return to Checklist without saving changes](#)

RELEASE: 8.5.1.2

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

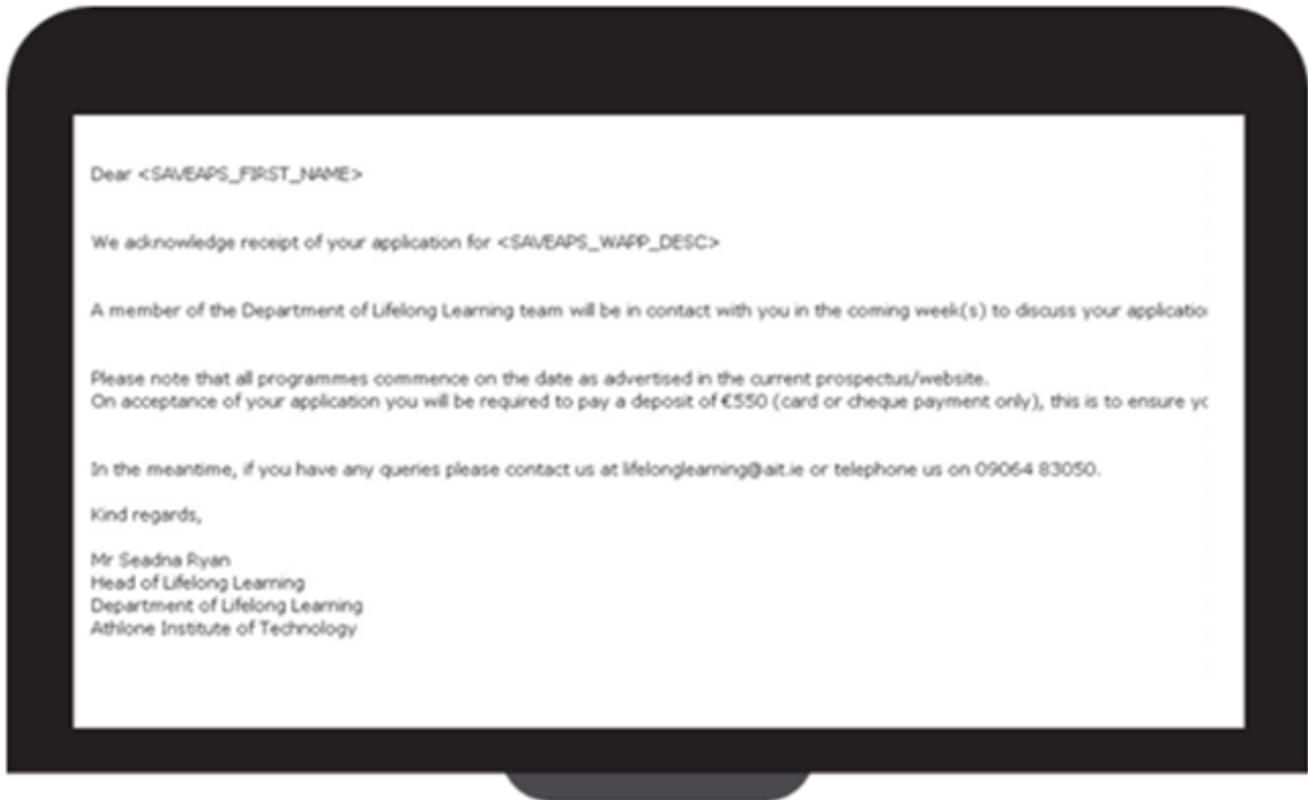
Step 11 Confirmation of Application



To submit your application please click on Application is Complete

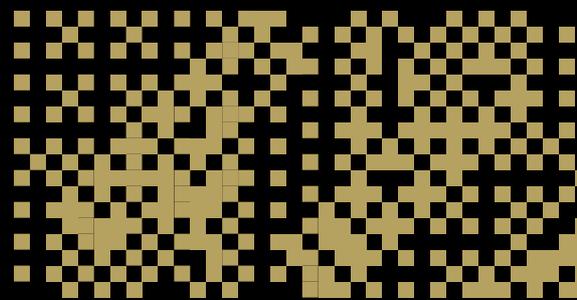
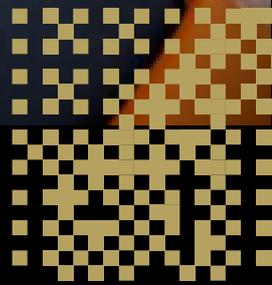


Step 11 Confirmation of Application



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