



Waterford Institute of Technology
INSTITIÚID TEICNEOLAÍOCHTA PHORT LÁIRGE

[1. Where do I go on the PAC website to make my online application?](#)

Logon to the PAC system*

Web Address: www.pac.ie

Select: Option: Waterford Institute of Technology

Select: Option: Apply

*First time PAC Users must create a PAC login user name (email address) and password before making an application, please select the appropriate user registration section located on the right navigation menu of the PAC home page.

[2. Can I view a blank sample application form before I start to fill it out?](#)

Yes, there are 2 pages that need to be completed. A sample application form can be found here: Taught: [page one](#) and [page two](#)

[3. How does the system work?](#)

You fill in an online application form and then post in (to PAC) other supporting documentation in hard copy format.

[4. Can I save the application before submitting it?](#)

Yes. The first page of the application form, with the exception of entering a student number, must be filled in. After this point your application can be saved at any time. Thereafter, to complete your application you have already saved, go to the "[Application Status](#)" section of the online application system. Please look at sample application form in Q1 above to see what you are likely to be asked during the application process.

[5. Can I make more than one online application?](#)

In any one year, you may not present more than one application to WIT's taught postgraduate programmes. You may include up to four programmes in your taught application. If after applying, you wish to add more course choices/programmes to your application and you have NOT applied for the full cohort, you should contact the Graduate Studies Office, WIT, (info@wit.ie) and your request will be considered.

[6. Why is the system not accepting my Course Code?](#)

Maybe you have typed the letter O rather than the number 0. A course code consists of 5 characters. The first two are WD, an alphabet letter and two numbers, e.g. WDC02

[7. What is the application fee? Is it refundable?](#)

The online application fee (using a debit or credit card) is €45.00. Paying at a later date is possible, by a debit or credit card costing €45.00 or by bank draft costing €50. The online application processing fee is payable to PAC and is non-refundable. Note that your application will not be processed until the date the Postgraduate Applications Centre receive your application fee payment (please ensure you secure a certificate of postage when posting your application fee). Payments by Postal Order and Bank Draft should be made immediately after submitting your online application.



Waterford Institute of Technology
INSTITIÚID TEICNEOLAÍOCHTA PHORT LAIRGE

[8. If I don't have a credit card, how do I pay the application Fee?](#)

In addition to a credit Card, payments by Visa and Laser, there is also the option to send payment by Postal Order or Bank Draft, payable to Postgraduate Applications Centre, with an extra processing fee of €5. Therefore, the total cost of a non-Credit Card payment is €50. However, please note that your application will not be processed until the date the Postgraduate Applications Centre receive your application fee payment (please ensure you secure a certificate of postage when posting your application fee). Payments by Postal Order and Bank Draft should be made immediately after submitting your online application.

[9. Why am I not getting emails from the Postgraduate Applications Centre in Galway and Waterford Institute of Technology? I have not received an email receipt from the Postgraduate Applications Centre in Galway confirming receipt of my online application, or I have not received any correspondence by email with regard to the status of my application.](#)

Did you give your correct email address (check your PAC Application Receipt)? Is your email account working? Applicants using webmail email addresses, please note if you have the **high junk mail filtering option** in your email account, emails from the Postgraduate Applications Centre and Waterford Institute of Technology may be flagged as Junk. You will need to either reduce the Junk mail filter or else add the Postgraduate Applications Centre (info@pac.ie) and Waterford Institute of Technology (info@wit.ie) email addresses as two of your safe senders.

[10. Where will I find the Supplementary Application Form \(e.g. Candidate's Statement\), if applicable for my programme?](#)

SUPPLEMENTARY FORMS: Please note that there are additional supplementary forms to be downloaded and completed for certain taught postgraduate programmes. The Supplementary Forms are a vital part of the application procedure for these programmes and applications to these programmes cannot be considered, if the required supplementary forms are not completed and submitted by post to the Postgraduate Applications Centre with your Postgraduate Application Number. If applicable to the programme(s) you are applying for, the Supplementary forms link will be highlighted (with the Course Code) for downloading after the payment stage of the application in the N.B Read Important Instructions Box on the Application Receipt page.

[11. There is a Supplementary Application form for the programme I have applied to but I did not download and print it when I made my online application. How, can I get access to the Supplementary form if, I have already completed my online application?](#)

You will receive an email confirming receipt of your online application from the Postgraduate Applications Centre in Galway. If there is a Supplementary Application Form to be completed for the programme(s) you have applied to, a link will be included in the Receipt Email from the Postgraduate Applications Centre to download and print the Supplementary Application forms.

[12. If I am a current WIT student or past WIT graduate, do I need to submit evidence of my WIT degree\(s\)/postgraduate qualifications?](#)

You are not required to submit evidence of degree(s)/postgraduate qualifications pursued at Waterford Institute of Technology. However, if you are a current WIT student/past WIT graduate and have also completed additional degree(s)/postgraduate qualifications in another University/College, you must provide official copy documentary evidence of your non-WIT qualifications.



Waterford Institute of Technology
INSTITIÚID TEICNEOLAÍOCHTA PHORT LÁIRGE

[13. If I am a non-WIT applicant, where do I send copies of my previous degree\(s\)/qualification\(s\) transcripts \(results\) and parchments/certificates?](#)

You must submit copies of all non-WIT qualifications by post to the Postgraduate Applications Centre, 1 Courthouse Square, Galway, Ireland. One copy of this documentation will suffice for all course choices.

[14. What is the final date that Candidate's Statements, copies of non-WIT Transcripts and degree/qualification parchments/certificates, references \(if applicable\) must be submitted by?](#)

Where possible, supplementary documentation should be submitted on or before the closing date of the programme to the Postgraduate Applications Centre in Galway.

[15. If I cannot access the internet, can an application be posted to me?](#)

No, you must complete an online application. You will need a working email address to use this facility as all correspondence with regard to your application will be communicated to you by email. If you do not have access to a personal computer or at work, maybe try a relative or a friend. Internet facilities should also be available at your local library or at an Internet cafe.

[16. The site does not appear to be working correctly for me. Certain links are not displaying correctly.](#)

Ensure that you have www.pac.ie set up as a trusted site on your internet browser. See 'Help' on your browser for instructions on how to do this. Please note that if you are using Netscape you may also need to set Internet Explorer as your rendering engine.

[17. How do I know when a decision has been made with regard to my application?](#)

You will receive an email alert from the Postgraduate Applications Centre to check your application status (on the "Application Status" section of the online application system. It is vital that you give the correct email address on your online application and that your email account is working. It is also important that you check your email regularly.

[18. How do I check my application status?](#)

Web Address: www.pac.ie

Select Option : Waterford Institute of Technology

Select Option : Application Status facility

To view current application status: Click on 'View Status'

The "Application Status" facility will hold information on updates on your application and the final decision on your application.

[19. How do I get my PAC Application Number?](#)

After you have submitted your application fee payment details on the online application system, you must print the Application Receipt. The Application Receipt page will include your PAC application Number. There is also a facility on the [Application Status](#) page to view your PAC application(s).