

Before you commence this process please ensure you have:

1. Registration Information Letter with Web Login and Web Password
2. Debit / Credit Card
3. Passport style photograph for upload (this step is optional)

## How to Register

There are 2 required steps in the Registration process. Please complete all steps to ensure you are formally recorded as an intended student of the Institute.

### STEP 1 Web-Registration and Fee Payment via the WIT website

- a. Go to [www.wit.ie/registration](http://www.wit.ie/registration)
- b. Click on the link for **New Entrant Online Registration**
- c. Enter the Web Login and Web Password as detailed on your Registration Information letter
- d. Proceed as instructed (Web-Registration, HEA Survey, Fee Payment, Student Photo Upload)

### NOTE re Fee Payment

- a. If you have been awarded or applied for a Maintenance Grant select YES
  - i. Click **'Pay WITCard fee only now'** button (€15 fee)
  - ii. Ensure to bring the letter of award/confirmation of application from the Awarding Authority with you on Registration day
  - iii. Go to 2.c.
- b. If you have **not** been awarded or applied for a Maintenance Grant
  - i. If you are unable to pay the full Student Contribution of €2,015 (€2,000 plus €15 WITCard fee) in one instalment, tick to apply for an instalment plan. Please read and accept the Terms and Conditions. Click **'Pay Instalment 1 now – using Debit /Credit Card'** (€1,015).
  - ii. Otherwise click **'Pay Total Fee now – using Debit/Credit Card'** (€2,015).
- c. Enter your Debit/Credit Card details
- d. Print the **Online Registration Confirmation**. This confirms you have completed the web-registering process.

### STEP 2 Attend your designated Registration Day in the Cork Road Campus

- a. Check your assigned Registration Date and Time, indicated in your Registration Information Letter and ensure to attend on the designated Date of Registration and Time of Registration. Only in very exceptional circumstances can an alternative arrangement be made - please telephone 051-845555
- b. Ensure you bring your Online Registration Confirmation from Step 1 above
- c. If you have applied for a Maintenance Grant ensure to bring your letter of award/confirmation of application from the Awarding Authority

### NOTES:

1. Please ensure to complete all stages as instructed. Otherwise you may experience considerable delays on Registration Day.
2. If you pay all registration charges and are subsequently awarded a Maintenance Grant, a refund will be issued to you (from October onwards).
3. There is a late registration fee of €150 for students who do not pay the Student Contribution on or before 31<sup>st</sup> October, 2011. Those opting for an Instalment Plan must pay the 2<sup>nd</sup> instalment before 31st January 2012.
4. For those who do not have access to the Internet, a limited facility will be available in the Institute on Registration Day. However there may be lengthy queues at these stations.
5. Your Student Registration card (WITCard) will enable you to access the Institute's library and computer facilities. Further information is available at [www.wit.ie/WITCard](http://www.wit.ie/WITCard)
6. Student Induction will take place on Wednesday 7th September, 2011 and classes also commence on that day. Further information will be given to you on Registration Day regarding Induction arrangements.
7. Health Scheme: Details of the Institute's Student Health Scheme and Applications Forms are available at [www.witcampusservices.ie/medical\\_services](http://www.witcampusservices.ie/medical_services)