

Application Guide



**Online
Learning
IT Sligo**

Before you Apply

Research your Course

Before you apply, you should research the course you want to study. Please see the wide array of online courses available at <https://www.itsligo.ie/onlinelearning>

Check the Entry Requirements

These vary from course to course. You will find your course's specific entry requirements on the course webpage.

When to Apply

Online courses are popular and they fill on a first come, first served basis. It is best to apply as early as possible.

| Course Start Date | Application Opening and Closing Dates |
|-------------------|---------------------------------------|
| September Start | February until August |
| January Start | October until December |

How to Apply

Applying for an online course is easy – simply visit the course webpage of your chosen course webpage and click the **'Apply now'** button.

What You Will Need to Apply

- You will need your Curriculum Vitae (CV) ready **before** starting your application.
- Additional supporting documentation, qualifications and results for examinations, if relevant. We accept a variety of qualifications. These can be uploaded with the application form.

RPL

Recognition of Prior Learning (RPL) - we consider applications from those with the skills and knowledge gained through life and work experience outside of formal education and training. Please enquire about the RPL procedure from our admissions teams at admissions@itsligo.ie

QUICK GUIDE TO SUBMITTING YOUR APPLICATION

1. Identify the course you wish to study
2. Check the entry requirements
3. Click on the Apply Now button on the relevant course webpage
4. Fill in the online application, ensuring to select the correct course
5. Upload supporting documents
6. Submit Application

After you Apply

We'll send you an email to confirm that we've received your application. This email will contain your unique Application Reference ID. Please ensure you quote it on all future correspondence.

| | |
|--|---|
| Apply Online | Use the online application form available at www.itsligo.ie/onlinelearning/apply to submit your application. |
| Submit Documents | In order to assess your eligibility for the course, you will need to upload all the necessary supporting information, including: <ul style="list-style-type: none">• an up-to-date CV• a scan of any additional supporting documentation, qualifications and results of examinations, if relevant. |
| Application Review & Decision | Once assessed, you will receive an email to notify you of the decision. It may be an Offer or a Conditional Offer (which means the offer is contingent on you meeting an extra condition) or you may be Unsuccessful in your application. |
| Pay Deposit | If you receive an Offer, you are requested to pay a non-refundable deposit of €250 within 2 weeks, to confirm and hold your place on the course. If your employer or funding body is paying your fees, you will be requested to complete an Invoice Request form. |
| Invitation to Register | Once the deposit is paid, you will be ready to register for this course. Registration commences 2 to 4 weeks prior to the start of the new academic term. |
| Fee Payment | During the registration process, you will be requested to confirm how you will be paying fees. Options available are: <ol style="list-style-type: none">1. Pay Now: Pay full fees online by credit or debit card.2. Pay Later: This option is for students paying by Installment plan, by Invoice (Employer Funded) or by Funding Body (e.g. Skillnet etc). |
| Enrolled at IT Sligo | When you have completed all the registration steps, you will be successfully enrolled as a student of IT Sligo. You will gain access to your timetable, online lectures and course material via our Virtual Learning Environment, called MOODLE. You will be invited to complete Online induction. The induction will help you gain access to resources and supports needed to commence your studies with confidence. |

Springboard Applications

Springboard applications must be submitted via the Springboard website www.springboardcourses.ie. Full details on Springboard approved courses and eligibility are available at www.itsligo.ie/springboard



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FURTHER INFORMATION

If you have any questions in relation to your application,
please contact our Admissions Team on:

IT Sligo Admissions

Tel: +353 71 93 18511

Email: admissions@itsligo.ie

www.itsligo.ie/onlinelearning

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