Postgraduate Business Applications
Application User Guide
This guide is designed to assist applicants in submitting an application to a postgraduate business programme at Waterford Institute of Technology (WIT) via the Postgraduate Applications Centre (PAC) system.

Check list before making an application to PAC

- A computer and printer - Applicants must print their application receipt at the final stage of the online application form.
- Credit/Debit Card (Laser) - the application fee is €50. Please note International Students will need to use a credit card to pay this fee.
- Email Address - Applicants must have a valid email address to use this online application facility. It is your responsibility to check your account regularly for updates.
- PPS Number - Irish applicants will be also required to have their PPS number. (This is not mandatory for non-Irish applicants please ensure to tick the non-EU box when submitting your application; otherwise you will be asked to submit a PPS number, which is only relevant for EU students).
- WIT Student Number - Applicants who are current/past graduates/postgraduates at WIT must also have their existing WIT student number.
- PAC Login Account - See instructions

How to apply online:

Go to PAC website: [http://www.pac.ie](http://www.pac.ie)

First you must create a PAC Account by following the steps outlined below:
Create your PAC Account by clicking on login/register
Complete your personal details by completing page shown below:

Please ensure that you have a valid email address and that this will remain valid for the duration of your programme.

Complete the PAC online registration process.
Once you have created your PAC Account you can then proceed to apply for a programme by following the steps outlined:

**Step 1:** Logon to the PAC system via [www.pac.ie](http://www.pac.ie)*

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

**Step 2:** Select the Waterford Institute of Technology option.

**Step 3:** Select the “Taught Programme Listing” option.

**Step 4:** Search for appropriate programme by entering part of the programme title in the search box shown in the screenshot below.

Please note:

Irish/EU Applications - select option: EU Taught Programmes
Non-EU Applicants- select Option: Non-EU Taught Programmes

You may choose up to 3 taught programmes. You can choose to save your application at this point, or continue.
Step 5: Select appropriate course from two options as shown below and click “apply”.

Step 6: Complete the application by entering the personal details required. Some of these will preload based on PAC registration details. (The screenshot below illustrates page 1 of the application form)
Step 7: The next part of the application process contains five tabs in the menu on the left of the screen.

These tabs are:

1. Primary Qualification.

2. Further Qualification.
3. Professional Experience.

4. English Competency.
Step 8: Please review all of the details you have entered for accuracy.

Once you are satisfied that the details that you have entered are correct please proceed to the payment stage.

Step 9: The next section is the fee payment section. You will be expected to pay a non-refundable application fee payment of €50. This payment may be made by Credit Card (MasterCard/Visa) or Debit Card. It is also possible to pay by Bank Draft or by Bank Transfer though payments by these methods are subject to an additional administration charge of €5.

Step 10: An application receipt confirmation page should now appear on your screen with your PAC number. A confirmation receipt for your application will also be sent to your registered email address.

Please note: Your application status can be viewed at any time http://www.pac.ie/WIT. Go to the Login section, enter username (email address) and password, then go to MY ACCOUNT section and to view your current application status: Click on 'Status'.

The "My Account" facility will hold information on updates on your application and the final decision on your application.
Once payment is received you can then proceed to upload your documentation.

Application Status Screen:

NB. To upload docs, click on “Upload Supplementary Documentation” at bottom right of page
Upload Supplementary Documentation

Applicants can upload the supplementary documentation required as part of the application process below.

Documents MUST be in a clear format, be of good quality and a readable size. Documents uploaded from a document that was previously scanned or which is faded will not be accepted. Poor quality or unreadable documents will delay the consideration of your application. (as you may be asked to resubmit such documents in hard copy format)

Documents must be:
- be a valid doc/docx/bd/pd/Pjpeg/jpeg/jpg/glit/png/rtf file
- no bigger than 5mb in size
- PDF documents which are secured will not be available for viewing by the institute due to security restrictions. Please ensure the PDF document is not secured before uploading.

Please ensure that you upload the correct document, as once a document has been uploaded to your application, you cannot review it, only the institute has access to it.

If you are experiencing difficulties in uploading a document, please return to the "My Account" page and log off the PAC system (using the logout link), log on again and try uploading again.

Select the programme code(s) to which you wish to attach the supplementary document to:

Select the type of the supplementary document:

Choose a document file to upload:

Tip: Click browse to select file then click upload

Click here to close window and return to My Account
Successful Screen:

Upload Supplementary Documentation

Uploading file... done
Copying file to server... done
Converting document... done
Attaching documents to your application... done
Logging documentation... done

Your file has been uploaded successfully onto the PAC system for review by the Institution.

Click here to upload another document

Click here to close window and return to My Account

Documentation Tab - Shows upload log plus date of upload:

Waterford Institute of Technology - Application Status 05310094

Application Status  Important Notes  Documentation  Other Details

Documentation Log

<table>
<thead>
<tr>
<th>PAC Code</th>
<th>Description</th>
<th>Method</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>WD506</td>
<td>Personal Statement</td>
<td>Uploaded</td>
<td>09 Aug 2013</td>
</tr>
<tr>
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</tr>
<tr>
<td>WD506</td>
<td>General</td>
<td>Uploaded</td>
<td>02 Mar 2016</td>
</tr>
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</table>

Upload Supplementary Documentation

Click here to upload your Supplementary Documentation.

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Supplementary Questions

Please note that there are additional supplementary questions to be completed for certain taught postgraduate courses. The additional supplementary questions are part of the application procedure for these courses and applications to these courses cannot be considered if the required additional supplementary questions are not completed when submitting your online application.

The additional supplementary questions link will be highlighted (with the Course Code) when you input the course code on your online application. Applicants must click on the link, complete and save the relevant questions. Applicants will not be allowed submit their final application until all required additional supplementary questions are completed.

Step 11 (IMPORTANT):

Important Information for Students who did not PREVIOUSLY attend WIT

IRISH/EU APPLICANTS

Please note you must also forward/upload PHOTOCOPIES of official documentary evidence of any third level qualifications (undergraduate and postgraduate) and/or other professional/vocational qualifications that were not completed at Waterford Institute of Technology. PHOTOCOPIES of academic transcripts (with details of subjects and results) and certificates/parchments of your qualifications listed on your application must be marked with your PAC number and forwarded directly to:

The Postgraduate Applications Centre
1 Courthouse Square
Galway
Ireland

Please mark all documents with your PAC Number.

You also have the option of uploading this documentation to your online application form via the My Account section as explained above.

Please note: omissions in uploading documents will delay an offer being made.

N.B. Non-WIT Applicants who are currently completing undergraduate/postgraduate programmes and have not as yet completed final exams/graduated should submit photocopies of academic transcripts with details of subjects studied and results to date as soon as possible after applying online.
Important Information for Current WIT Students/WIT Graduates

If you are a current WIT student you must upload your transcript of results or if you are a past WIT graduate and have completed other programmes in another University/College, you must provide official copy documentary evidence of your non-WIT qualifications.

Information for Non – EU / International Applications

Please note you must upload to PAC or post (please see PAC address below) copies of ALL the following documents before your application can be accessed by the relevant academic department:

- proof of High School results,
- degree/provisional degree parchment,
- individual transcripts for each semester of your degree,
- copy of your CV/resume
- proof of English language competence (e.g. IELTS or TOEFL)
  http://www.wit.ie/about_wit/documents_and_policies/english_language_requirements

The Postgraduate Applications Centre
1, Courthouse Square
Galway
Ireland

Please mark all documents with your PAC Number.

**N.B.** Non-EU Applicants who are currently completing undergraduate/postgraduate programmes and have not as yet completed final exams/graduated should submit copies of academic transcripts with details of subjects studied and results to date as soon as possible after applying online.

Please ensure to tick the non-EU box when submitting your application, otherwise you will be asked to submit a PPS number, which is only relevant for EU students.

All documentation which is not in English must be officially translated to English.
Frequently Asked Questions (FAQ).

Frequently asked questions in relation to application for WIT programmes via the PAC website can be viewed at the link below:

http://www.pac.ie/faq.php?inst=wd

Closing date for applications

Closing Dates for Taught Postgraduate Programmes - EU Applicants

Some of our postgraduate programmes have a specific closing date which is outlined in the online prospectus entry for the specific programme.

For all other taught programmes, offers will be made in rounds with the following closing dates for completed EU applications in 2015:

First round Firm Offers made from May 29th 2015

After June 1st, applications will still be processed and offers will be made to suitably qualified applicants until all places have been filled.

There is no closing date for research programmes but applicants are advised to submit their application at least two months ahead of their proposed start date. There are four official start dates – September/October, January, April and July.