

Application Procedure for Postgraduate Programmes

National University of Ireland Maynooth has now moved to an ON-LINE postgraduate application system. Applicants for all postgraduate programmes must apply online through the Postgraduate Applications Centre in Galway (PAC) at <http://www.pac.ie/NUIM>

IMPORTANT: IN ORDER TO COMPLETE THE ONLINE APPLICATION FORM, APPLICANTS MUST HAVE THE FOLLOWING:

a) **Access to a computer and printer** - Applicants must print their application receipt at the final stage of the online application form.

b) **Application Fee** - You will be required to pay an online application fee of €45 by Credit/Visa/Laser Card. For those applicants who cannot pay by these methods, there is a facility to follow with the application fee by post (bank draft only) or direct bank transfer (N.B. with a note of the applicants name and PAC Application Number). Applicants should pay online if possible, as your application will not be live until the application fee is received by the Postgraduate Applications Centre in Galway.

c) **Email Address** - Applicants must have a current working email address to use this online application facility. It is your responsibility to check your account regularly and ensure it is active and in working order. Applicants using webmail e-mail addresses, please note you if you have the high junk mail filtering option in your e-mail account, e-mails from the Postgraduate Application Centre, Galway and National University of Ireland Maynooth may be flagged as Junk. You will need to either reduce the Junk mail filter or else add the Postgraduate Application Centre, Galway (info@pac.ie) as one of your safe senders. Most communications regarding the status of your application will be sent to you via e-mail. It is your responsibility to ensure that you check your e-mail account regularly for such correspondence.

d) **PPS Number** - Irish applicants will be also required to have their PPS number. (This is not mandatory for non-Irish applicants).

e) **NUIM Student Number** - Applicants who are current/past graduates/postgraduates at NUIM must also have their existing NUIM student number. If you do not have a record of your existing NUIM student number, you can contact the Records Office at 01-708 3813.

f) **PAC Login Account** - See below

How to Apply On-Line?

Go to PAC website:

<http://www.pac.ie/NUIM>

CREATE PAC LOGIN ACCOUNT

*Applicants' who are first time users of the PAC central online application system, MUST create a **PAC LOGIN ACCOUNT** before completing a postgraduate studies application to NUIM. Applicants must go to the LOGIN section and click on the REGISTER HERE link.*

Applicants must then enter their email address and an 8 character password (chosen by the applicant) in the PAC Account Creation section. Applicants will also be required to give details for their name and contact details in these section and click on the SUBMIT BUTTON to complete.

If your details have been registered successfully, you will now be logged into the PAC application system.

TO APPLY

- a) Click on NATIONAL UNIVERSITY OF IRELAND MAYNOOTH under the heading INSTITUTIONS
- b) Click on APPLY under the heading MY PAC
- c) Read the Application instructions by clicking on the link INSTRUCTIONS

Read the Application Terms and conditions by clicking on the link TERMS AND CONDITIONS

Then tick the boxes confirming you have read both the Application Instructions and Terms and Conditions and click on the START APPLICATION button

ADDITIONAL REQUIREMENTS to be completed after submitting an online application

1. SUPPLEMENTARY FORMS

ALL APPLICANTS, in addition to the details you submit on-line, please note that there are additional supplementary forms to be completed for certain taught postgraduate programmes. Where applicable, you will be prompted to download the form when you reach the final Application Receipt page of the online application process. Completed supplementary forms, which must be marked with your NUIM PAC number, should be forwarded to the Postgraduate Application Centre, 1, Courthouse Square, Galway as soon as possible after applying online. Please note that your application cannot be considered until you have submitted the required supplementary forms, if applicable to the programme you are applying for.

2. TRANSCRIPTS/REFERENCES

NON-NUIM CURRENT STUDENTS/GRADUATES ONLY

In the case of Non-NUI Maynooth applicants, the following documentation should be forwarded to PAC, 1 Courthouse Square, Galway:

- Copy of Birth Certificate or Valid Passport
- Official University Academic Transcripts which include name, title of degree, date of conferring and the name of degree awarding body. Note 1: Students who have not yet been conferred should also submit a certified letter from their university confirming the award of the degree, the overall results and the proposed date of conferring.

References

Two Referees Reports (addressing their potential for Postgraduate Study). References NUI Maynooth student SHOULD ONLY provide details of two referees. Applicants are asked to download or forward the Reference Form to referees for completion.

[Reference Form.PDF](#)

N.B. Non-NUIM 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.

All documentation which is not in English must be officially translated to English. Translated documentation must be forwarded to the Postgraduate Application Centre at the above address.

CURRENT NUIM STUDENTS/GRADUATES ONLY

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

All documentation which is not in English must be officially translated to English. Translated documentation must be forwarded to the Postgraduate Application Centre at the above address.

All supplementary documentation forwarded to the Postgraduate Applications Centre MUST be marked with your NUIM Postgraduate Application Centre Number (NUIM PAC Number).

You may include up to three taught programme choices on your online taught application. You will be considered for each of the programme choices mentioned

on your application form as soon as the relevant closing date for each programme has passed.

N.B. Please note it not necessary to complete all 3 programme choices on the online application form. Applicants should only apply for postgraduate programmes they are specifically interested in being considered for and should check the entry requirements on the online Postgraduate Prospectus before submitting their online application.

How to Check your Application Status?

All applicants MUST note their Postgraduate Studies (PAC) 8 digit application number which will be given to you at the final stage of the online application procedure.

Once an online application has been completed, an applicant MUST check their application status regularly for updates and final selection decisions as follows:-

- 1) Go to PAC website: <http://www.pac.ie/NUIM>
- 2) Go to the LOGIN section: Enter username (email address) and password and click on LOGIN button
- 3) Go to the MY PAC section: Click on APPLICATION STATUS

Applicants can now view their EXISTING APPLICATION(S). Click on the VIEW STATUS link to view your current application status and final application decisions

Click on the LOGOUT option under the heading MY PAC to logout of the PAC system.

The Postgraduate Applications Centre, Galway is NOT responsible for the assessment of your application. The assessment of your application takes place at National University of Ireland Maynooth.

Final selection decisions and Offers of places are made on the online application system by National University of Ireland Maynooth and applicants are required to formally accept any offers made to them online within 10 days of their issue online.

Further Application queries should be made directly to the

**Graduate Studies Office
NUI Maynooth
Maynooth
Co Kildare**

Email : pgdean@nuim.ie
Tel: 01 708 6018
web: graduatestudies.nuim.ie

Further Application queries on the NON-EU Taught Postgraduate Application procedures should be made directly to the

International Office
12 Humanity House South Campus
Tel: +353 1 708 3868
Email: international.office@nuim.ie
international.nuim.ie