

## Register an Account

Make note of your login details – the DIT have no access to your login details and will not be able to change them. You can only register any email address once. Once you have registered an account you can go back to the login page.



Dublin Institute of Technology  
Institiúid Teicneolaíochta Átha Cliath

Online application for exchange students

- › Welcome
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- › My application
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### Login

Please log in with your username and password.

#### Login

Username

Password

Forgotten your user name or password? [Please click here.](#)

#### Are you not yet registered?

If you have not yet registered, do so now in order to generate a user name and password.



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### New account

Please enter the registration details for your online application account. Your username and your password have to consist of at least six characters (including at least one figure and one letter).

All fields marked with (\*) are mandatory fields.

Family name(\*)

First name(\*)

Date of birth(\*)

E-mail address(\*)

Username(\*)

Password(\*)

Repeat password(\*)

The application form has 5 sections:



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### Online application for exchange students

Caoimhe Logout

- »Welcome
- »Procedure
- »**My application**
- »Personal data
- »Current studies
- »Preferred mobility
- »Language skills
- »Mobility grant
- »Contact

#### My application

Please complete the application form with all the information required. Click on "edit" to fill out a form part.

- ❌ Personal data (incomplete)
- ❌ Current studies (incomplete)
- ❌ Preferred mobility (incomplete)
- Language skills (complete)
- ❌ Mobility grant (incomplete)

- edit
- edit
- edit
- edit
- edit

Once all compulsory form fields are completed, the button "send" appears with which you can submit your application. You can close your application at any time and continue it at a later stage. To do so click in this case on "close". Your application will then be automatically saved.

✕ close

### 1. Personal data

This page requires you to enter your personal details. **Please make sure to provide all the information requested.**

**All Fields should be completed**



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#### Personal data

All fields marked with (\*) are mandatory fields.

**Personal data**

Family name(\*) Mulhall  
 First name(\*) Caoimhe  
 Sex(\*)  female  male  
 Date of birth(\*) 4 Apr -- --  
 Country of birth(\*)  
 Place of birth(\*)  
 Country of nationality(\*)  
 Second country of nationality

**Current address**

d/o  
 Address1(\*)  
 Address2  
 Postcode  
 Town/City(\*)  
 Country(\*)  
 Phone(\*)  
 Address valid until -- -- -- --  
 Mobile phone  
 Email(\*) caoimhemulhall@msn.com

**Home address (if different)**

d/o  
 Street  
 (Street)  
 Postcode  
 City  
 Country  
 Phone

**Person to notify in case of emergency**

### 2. Current Studies

This is very straight forward – please enter the details about your current programme of study at DIT.

Ensure your DIT Student Number is entered correctly

Study Level refers to Undergraduate or Postgraduate.

Degree Pursued please enter your DIT Course Code i.e. DT529

Study Area should match as closely as possible to your Degree subject area



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#### Current studies

All fields marked with (\*) are mandatory fields.

**Current studies**

Student ID number(\*) D12000000  
 Faculty/School(\*) Applied Arts  
 Field of study(\*) Languages  
 Degree pursued (e.g.: MSc in Biology)(\*) DT536  
 Study level(\*) First cycle / Undergraduate / Bachelor  
 Study area(\*) 222 - Foreign languages  
 Number of years studied prior to mobility(\*) 2  
 Is this mobility mandatory for your studies? (\*)  Yes  No

cancel next

### 3. Preferred Mobility - STUDY

Please only enter one host institution. (The form gives you the option of adding 'more' institutions – do NOT do this)

NOTE: WS – Semester 1 & SS – Semester 2

Sample Below



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#### Preferred mobility

All fields marked with (\*) are mandatory fields.

##### Preferred mobility

##### Preferred mobility 1

Mobility type(\*)

Mobility programme(\*)

Mobility at a partner institution(\*)  Yes  No

Country(\*)

Institution(\*)

Faculty/School/Department

Start semester(\*)

Duration (semesters)(\*)

Duration (months)(\*)

Start of mobility

End of mobility

Study area

Study level

Teaching/working language

You can make up to 5 entries in this field. To make a new entry, please click on "more". To erase the last entry, please click on "less".

### 3. Preferred Mobility – WORK Placement

Please only enter one enterprise. (The form gives you the option of adding 'more' institutions – do NOT do this) If you do not know where you are going enter the country you think you might go, and select.

NOTE: WS – Semester 1 & SS – Semester 2



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#### Preferred mobility

All fields marked with (\*) are mandatory fields.

##### Preferred mobility

##### Preferred mobility 1

Mobility type(\*)

Mobility programme(\*)

Mobility at a partner institution(\*)  Yes  No

Country(\*)

Institution(\*)

Country

Institution

Faculty/School/Department

Start semester(\*)

Duration (semesters)(\*)

Duration (months)(\*)

Start of mobility

End of mobility

Study area

Study level

Teaching/working language

You can make up to 5 entries in this field. To make a new entry, please click on "more". To erase the last entry, please click on "less".

#### 4. Language Skills

This is very straight forward – please enter the required details.



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### Language skills

Please evaluate your language skills using the scale defined by the Council of Europe: [language skills self evaluation](#).

All fields marked with (\*) are mandatory fields.

#### Language skills

Please enter your language skills for all languages relevant for the mobility.

##### Language 1

Language: English

Understanding - listening: M - Mother tongue

Understanding - reading: M - Mother tongue

Speaking - spoken interaction: M - Mother tongue

Speaking - spoken production: M - Mother tongue

Writing: M - Mother tongue

Certificate(s) (name and results): Leaving Cert

##### Language 2

Language: French

Understanding - listening: A2 - Waystage

Understanding - reading: A2 - Waystage

Speaking - spoken interaction: A2 - Waystage

Speaking - spoken production: B1 - Threshold

Writing: A2 - Waystage

Certificate(s) (name and results):

You can make up to 5 entries in this field. To make a new entry, please click on "more". To erase the last entry, please click on "less".

less

more

#### 5. Mobility Grant

Please tell us if you received an Erasmus grant before.

Please advise if you are registered with the DIT Disability Office.

**Bank Name** refers to the company name, i.e. AIB, Ulster Bank etc.

**IBAN Number is NOT** your bank account number. It is a 22-digit code found at the top of your bank statement. i.e. IE12 AIBK 1234 1234 1234 12

**SWIFT/BIC Code is NOT** the national sort code. It is a code made up mostly of letters, e.g. AIBKIE2D . It is also found on your bank statement.

**Account Holder** is the name of the owner of the bank account. If it is your own bank account, just enter your own name. If it is the bank account of parents/guardians/family member, please enter their name.



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### Mobility grant

All fields marked with (\*) are mandatory fields.

#### Mobility grant

Did you already receive an Erasmus grant? (\*)  Yes  No

Do you wish to apply for an Erasmus grant? (\*)  Yes  No

Are you currently registered with the DIT Disability Office? (\*)  Yes  No

#### Bank details

Please enter your bank details. They will be used if a grant is allocated.

Bank Name (e.g. AIB)(\*)

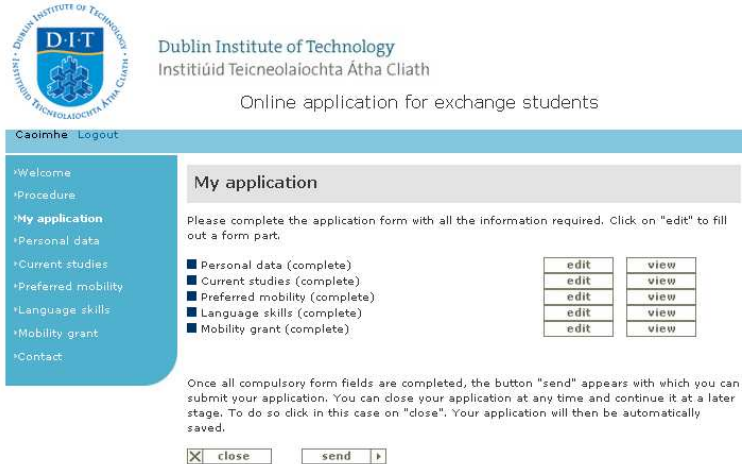
IBAN(\*)

SWIFT/BIC code(\*)

Account holder(\*)

cancel next

Once all sections are complete return to main menu and the send button will appear:



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My application

Please complete the application form with all the information required. Click on "edit" to fill out a form part.

edit	view
edit	view
edit	view
edit	view
edit	view

Once all compulsory form fields are completed, the button "send" appears with which you can submit your application. You can close your application at any time and continue it at a later stage. To do so click in this case on "close". Your application will then be automatically saved.

close send

Make sure it is fully sent!

### LAST Step

Once sent this screen will appear asking you to download or print a PDF document. Please do this. Once printed, make sure you sign it & have it signed by your DIT academic / placement Coordinator as you will need to submit the hardcopy of this document to the Erasmus Office (or placement officer) as soon as possible and before the closing date. **Your application CANNOT be processed without the signed PDF hardcopy**



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Application sent

Mulhall, Caoimhe (1010700)

Your application form was sent electronically.

To complete your application you must now:

- print the application form and have it signed by your DIT Academic Coordinator
- then send the application form to the address mentioned on the form.

Please note that we cannot process your application without the signed application form.

[Print the application form \(PDF\)](#)

close