



REGISTRATION

1. All students taking courses, both undergraduate and postgraduate, must register at the beginning of each year of the course.
2. Students who fail to complete Registration on the appointed day must register on the day specified for late registration. A Late Registration fee will be charged for any Registration later than the date specified for a particular course.
3. Final date for Registration of undergraduate students is 1st November in any given year.
4. The latest date for changing First Year subject selections is Friday 16th October 2009.

The latest date for changing subject or modules for Second, Third and Fourth Year students is Friday 9th October 2009 for Semester 1 modules and Friday 12th February 2010 for Semester 2 modules. No changes will be permitted after these dates.

REGISTRATION REQUIREMENTS

The documents listed for each category below must be presented at Registration.

If the documentation is incomplete a student will not be fully registered, but will be registered provisionally for his/her academic programme and will not be issued with a student identity card. All students, whether in possession of full documentation or not, should come and register on the appointed day.

New Undergraduate Degree, Diploma and Certificate Students:

- (a) Birth Certificate - State version, (Marriage Certificate, State version, also required if a student wishes to use married name), or Valid Passport
- (b) CAO offer or letter of offer from the Admissions Office
- (c) Receipt of appropriate fee
- (d) Grant Holders must provide evidence of grant award
- (e) PPS number (Personal Public Service Number)

New Postgraduate Degree and Diploma Students:

- (a) Letter of Acceptance
- (b) Receipt of Fees or evidence of grant
- (c) Birth Certificate - State version, (Marriage Certificate, State version, also required if a student wishes to use married name), or Valid Passport
- (d) Degree Parchment (or copy) or Official University Transcript indicating date of conferring and degree awarding body
- (e)* Certified evidence of results obtained in Primary degree. (These are usually given in an official transcript). Students taking postgraduate degree courses in Education must also show evidence of an education qualification e.g. HDipEd, if they do not have Education as a subject in their primary degree
- (f) PPS number (Personal Public Service Number)

* This is not required in the case of new postgraduate diploma students.



NUI MAYNOOTH
Ollscoil na hÉireann Múscard

NUI Maynooth graduates require only (a), (b) and (f) of the documents given above.

Repeat Students (both internal and external) must come and register in person at the beginning of the academic year

- (a) Bank Giro receipt of fees.
- (b) Grant Holders must provide evidence of grant award to Fees office.
- (c) Previous Student Identity Card.
- (d) Examination Results
- (e) PPS number (Personal Public Service Number)
- (f) Module Registration Form

All continuing students must register on-line and follow the procedures as outlined on the Student Web System.