



Waterford Institute of Technology
INSTITIÚD TEICNEOLAÓICHTA PHORT LÁIRGE

How to Register – Continuing Students

There are 2 steps in the Registration process. Please complete all steps to ensure you are formally recorded as a continuing student of the Institute.

STEP 1 Register via the WIT website

- a. Go to www.wit.ie/registration
- b. Click on the link for [Online Registration for Continuing / Follow-on Students](#)
- c. Logon on using the same username and password that you use for logging into Moodle and computers in the Institute. Please ensure you pre-fix your student number with 'W'.
- d. Proceed as instructed to Step 2

STEP 2 Pay your registration charges & fees online

- a. If your Student Contribution was NOT paid by an Awarding Authority last year
 - i. Select Pay Now – using Credit/Laser Card
 - ii. Enter your Laser/Credit Card details
 - iii. Print the **Online Registration Confirmation** which will confirm that you have completed the web-registering and payment process.
- b. If your Student Contribution was paid by an Awarding Authority last year
 - i. Select Register
 - ii. Provide verification of continued grant support to the Grants Officer, Registrars Office, Waterford Institute of Technology
 - iii. Print the **Online Registration Confirmation** which will confirm that you have completed the web-registering process.

NOTES:

1. Please ensure to complete all of the above steps to ensure you are fully registered.
2. If you pay all registration charges and are subsequently awarded a Maintenance Grant, a refund will be issued to you.
3. There is a late registration fee of €150 for students who do not pay all charges on or before 31st October 2011.