STEP 1: Submitting a Nomination

A coordinator from the sending university submits a nomination form to WIT for the student they are proposing to send on the WIT Erasmus+ or International Exchange Programme.

Please note all fields in the nomination form must be completed. On the nomination form there is an example of how to complete the form highlighted in yellow.

Nomination & Application Deadlines

AUTUMN SEMESTER (September – December)
- Partner nomination deadline: **15 April**
- Student application deadline: **15 May**

SPRING SEMESTER (January – May)
- Partner nomination deadline: **04 October**
- Student application deadline: **14 October**

STEP 2: Processing a Student Nomination

When WIT receives the nomination, the nomination is cross-checked with the existing inter-institutional/exchange agreement between the sending university/institute and WIT to verify that the nomination meets the criteria set out in this agreement.

If the nomination meets the criteria, the student and the nominating coordinator will receive an email to inform them that their nomination is approved and that the student has been offered a place to study on the WIT Erasmus+/International Exchange Programme.

Included in the student's nomination approval and mobility acceptance email will be an invitation to **complete an online application** and information on documentation that is required to complete the student's application such as their learning agreement. **Important:** Even though the student has been offered a place at WIT for their mobility programme, the completion of the online application form and submission of supporting documentation such as the learning agreement are essential requirements in the process. If a student fails to successfully complete the application form or submit the requested documentation, this can result in the revocation of the student's place on their respective exchange programme at WIT.

Conditional Offer: The student's offer to participate on the Erasmus+ /International Exchange Programme at WIT lies with the condition that the modules chosen for their learning agreement will come from WIT's ECTS Module Guides only.
Please note, some modules listed in the ECTS Module Guides cannot be guaranteed due to limited class sizes and potential unexpected circumstances in the future. If a student chooses a module from the ECTS Module Guides but later discovers they cannot register on that module due to for example a timetable clash, the relevant School Office will work to find the student a suitable alternative.

Additional note: Nominations are processed on a rolling basis, so some nominations may be processed later than others.

Accommodation

Accommodation providers may take bookings from January for the college year commencing in September. As a result, accommodation places can fill up very quickly. Therefore, we advise that you reserve your accommodation as early as possible before your arrival to ensure that you secure a place.

If a student agrees to complete their learning agreement in accordance with the condition outlined in step 2, and they understand that not all modules listed in the ECTS Module Guides are guaranteed, they can be confident that they have a place on the Erasmus+/International Exchange programme at WIT within the area specified on their nomination form. On this basis, they can apply for accommodation in Waterford at their own discretion.

Information on accommodation can be found here .

STEP 3: Online Application

Once the student has received their invitation to submit a formal application, an Erasmus+ / International Exchange student application form should be completed on the WIT website. This facility requires a student to provide important contact information and the student's proposed area of study. The purpose of this facility is to gather relevant information about our prospective students to ensure they are recognised as a student on the WIT registry system. The link to the online application form will be send to students in their acceptance email.

Step 4: Registration

After the application deadline, students will receive an email inviting them to register for their WIT exchange programme. The email will include the student's WIT student ID number and their password to allow access to the online registration facility. Online registration requires a student to provide a photograph for their WIT student card (which they collect upon their arrival at WIT) and pay a registration fee of 15euro.

Nomination → Application → Registration

Waterford Institute of Technology
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