

Outgoing Erasmus & Student Abroad Students Registration Information

STUDENT RECORDS OFFICE MARCH 2019

HOW TO REGISTER FOR STUDY ABROAD

- ▶ Online registration for outgoing study abroad and Erasmus students takes place during the second two weeks of August.
- ▶ You must have **passed** your examinations in the summer in order to register at this time.
- ▶ NOTE: You can only register for the study abroad option during the August window.
- ▶ Log in to <https://studentwebauth.maynoothuniversity.ie/live/>

REASONS YOU WILL NOT BE PERMITTED TO REGISTER DURING THE AUGUST WINDOW.

- ▶ You will not be permitted to register in August if you did not pass your examinations in June.
- ▶ If you are waiting on Autumn results you will have to wait until the September window to register.
- ▶ If you owe fees you will not be permitted to register and you will need to contact fees.office@mu.ie directly.
- ▶ If you have changed your mind about travelling abroad and wish to register for your qualification. This will happen in September

What to check when registering

- ▶ Please update your Address Details to ensure we have your most current permanent home address and your study address (address while studying at Maynooth University) on our record
- ▶ Please update your Communication Details to ensure we have your Mobile number, Home number and an **Emergency Name** and **telephone number**.
- ▶ **Note:** You are required to check your Confirmation of Registration Report at the end of the process. If you have registered correctly the Status will state “Registered”

All Registrations for Study
abroad **must be**
completed before you
leave Ireland.

Payment of fees alone does not constitute Registration!

- ▶ Remember! **Payment alone does not constitute registration!**
- ▶ You must ensure you complete your registration and obtain the proof of registration stating “Registered”
- ▶ **There is a late fine of €100 applied to all students who fail to have their registration in order.**

Any queries please do not hesitate
to contact our office at
registration@mu.ie or call
01 7083813

Best wishes with your studies and
stay safe abroad.