

Student Records and Registration

I've just accepted my offer on CAO, when do I register?

All incoming 1st year students will receive an email from the Student Records and Registration office. This email will contain all of the instructions on how to complete the registration process, which includes an online registration to be completed PRIOR to in person registration and ID verification. The email will also contain your student account details.

Note: the Student Records and Registration office **DO NOT** accept the National Age Card as a form of ID. Registration requires your PPS number and a valid government issued photo ID. i.e., Passport/Driving License/Learner Permit.

I have been offered and accepted a postgraduate course on PAC – when do I register for my course?

If you are commencing a Postgraduate course in the next academic year, you will receive all of the registration information from the Student Records and Registration office. If you have been offered and accepted your course on PAC then there is nothing further you need to do regarding registration until prompted by the office. Just check your emails regularly during August and keep an eye out for their email.

How do I check my registration and / or check that I am registered for the correct modules / subjects?

Once registered for the upcoming academic year, you can view your registration, download a confirmation of registration report and check the modules / subjects you are registered for at any time by logging in to the [Student Web](#). Find the Student Web by going to the Maynooth University website, selecting 'For Current Students' and selecting 'Student Web' from the available tabs. Your current registration can be viewed and PDF copy of it can be downloaded under the 'Confirmation of Registration Report' tab.

Please note, any modules you have de-registered from will have a 'Y' in the cancelled column.

If you are still unsure and want to confirm that your registration is correct, please email records.office@mu.ie from your student email account and note your student ID in the email, or telephone the number at the top of this document.

How do I change my subjects / modules?

If you decide after registration that you would like to change your subjects / modules, you can do so by logging into the Student Web and clicking the 'Registration Amendments' tab, then click 'Change subjects / modules'. Once you have saved your selection, ensure to check your registration details under the 'Confirmation of Registration' tab. All students should consult [Course Finder](#) before selecting their subjects / modules.

Note: subject / module changes can only be made in the first few weeks of semesters 1 and 2. Please ensure you choose carefully and are mindful of the change of mind deadlines. See 'Online Subject and Module Amendments' [here](#).

****Important**** If you just want to change a subject or module, please DO NOT click the 'On-line Registration' tab and DO NOT click change pathway. This will cancel your current registration and de-register you. If you do this and have difficulty registering again, please contact the Student Records and Registration office immediately.

[I've forgotten my password/log in details, who do I contact?](#)

If you have forgotten your password / log in details or you cannot log in using your existing details, please contact IT Services:

- Live Chat : see the 'Ask' button [here](#).
- Technical queries: email servicedesk@mu.ie and note your student ID.

[How do I register to repeat the year / re-register after taking a year out?](#)

To register to repeat an academic year students must consult the information available on the Student Records and Registration website under the 'Repeating Students'. Please see the webpage here: [Student Registration | Maynooth University](#)

Students returning after a deferral can check the information available under the 'Returning from a deferral tab' here: [Withdrawing, Deferring or Suspending Registration | Maynooth University](#)

****Important**** Please note, students are only permitted to repeat a period of study **once** without permission, to check if you need to fill out an RE1 form, please contact the office (records.office@mu.ie)

[How do I register for repeat exams?](#)

Please see Examinations Information on Student Helpdesk website: www.maynoothuniversity.ie/studenthelp

[Cancelling a first semester module when the semester is finished](#)

From the 1st of December of the academic year, you must fill out and submit the attached RE1 Extenuating Circumstances form and submit it to the Policy Office for approval. Please consult with the Records office prior to cancelling, as it could result in an inability to progress. The form is available [here](#).

[How do I change my class / module group?](#)

Please see Timetabling Information on Student Helpdesk website: www.maynoothuniversity.ie/studenthelp

[I need to get a form / J1 / medical card / social welfare form signed and stamped, where can I get this done?](#)

You can call into the Student Records and Registration office by booking an appointment: [Student Records & Registration Office \(office365.com\)](#)

Alternatively, please email these forms to records.office@mu.ie and the office will sign and stamp the form and email back.

[Can I get a form stamped / signed or a letter / transcript on a student's behalf?](#)

The office will only stamp / sign forms or provide a letter / transcript when requested to do so directly by the student. Due to GDPR, they do not accept requests from third parties, and we will not provide any information **without the student's consent**.

If a student would like a third party to get a form stamped / signed on their behalf, or have a third party obtain a letter / transcript on their behalf, the student must inform our office by email from their **Maynooth University email account**.

If we receive a form by post, the office will confirm with the student before returning the form to the postal address on the student's record.

[How do I request a letter confirming that I am a currently registered student?](#)

You can request this letter online by filling out the online form: www.maynoothuniversity.ie/records/academic-transcripts-letters-and-forms

[How do I request a letter confirming that I am no longer registered as a student?](#)

You can request this letter online by filling out the online form: www.maynoothuniversity.ie/records/academic-transcripts-letters-and-forms

This is a general letter. If you need more specific details included in the letter, please email your request to records.office@mu.ie from your student email account.

[How do I update my address / communication details?](#)

If you are a current student, you can update your address online via the Student Web under the 'Update address / phone details' tab on the left-hand side of the screen. Please ensure that you save your details correctly.

If you are a past student, please email your new details to records.office@mu.ie. Always remember to include your student number and / or date of birth when you email the office so your record can be easily located.

[The module change deadline has passed for this semester; can I still make amendments?](#)

If the module change deadline has passed for the current semester, it may still be possible to make amendments. You will need to provide written permission from your academic department(s) confirming that you can make the change.

Any change requested after the deadline also incurs a €50 late module change fine which can be paid online via the following link: <https://shop.nuim.ie/module-change-fee>

Once you have made the payment & submitted written permission, the office will process the change requested.

****Important**** From the 1st of December of the academic year, you must fill out and submit the attached RE1 Extenuating Circumstances form and submit it to the Policy Office for approval. This form is available [here](#).

[How do I defer / de-register / withdraw from my course? \(Undergraduate students\)](#)

To defer / de-register from your course as an undergraduate student, you will need to fill out the undergraduate deferral / de-registration online from which is available on the website:

<https://www.maynoothuniversity.ie/records/withdrawing-deferring-or-suspending-registration>

If you require assistance in making your decision whether to defer, withdraw or consider any other options that might be available to you, please contact our Academic Advisor – advisory.office@mu.ie noting your student ID.

[How do I suspend / withdraw from my course? \(Post-graduate students\)](#)

To defer / suspend your course as an postgraduate student, you will need to fill out the deferral / de-registration online from which is available on the website: <https://www.maynoothuniversity.ie/records/withdrawing-deferring-or-suspending-registration>

The form must contain your Head of Department approval before it is submitted for processing. Your student ID card must also be returned. Please note, the onus is on the student to have the form fully completed prior to submitting and incomplete forms will cause a delay in processing. Of course, if you have any difficulties with the form, please contact records.office@mu.ie

Research postgraduates should submit their completed form to policy@mu.ie for approval.

For more information please visit the website via the following link:

<https://www.maynoothuniversity.ie/records/withdrawing-deferring-or-suspending-registration>

[How do I request a transcript?](#)

You can apply for your transcript by using the below webform: <https://www.maynoothuniversity.ie/registry/transcripts>

[How do I request an English version / duplicate / replacement copy of my degree parchment?](#)

Maynooth University does not issue degree parchments. They are issued by the NUI as they are the awarding body. For this reason, you will need to request any translated versions, duplicates, or replacements of your degree parchment directly from NUI.

Any information on the request process can be found via the following link: <http://www.nui.ie/services/document-services.asp>

[How do I get my class ranking?](#)

You can request a class ranking by sending an email to records.office@mu.ie noting your student ID.

In your request, please specify if you require your rank in class for:

- Each year of your registration in Maynooth University or just your final year
- Your overall Qualification and each Subject contained therein

Note: Rankings are provided for the overall qualification and subjects for each academic year – rankings are not available for individual modules. Rankings cannot be provided for the current academic year

[My student card is expired / lost, how do I get a new one?](#)

Expired cards are replaced free of charge by the office. Please email mycard.student@mu.ie noting your student ID and a new card will be issued to you. The expired card should be returned to the office.

Lost cards can be replaced for a charge of €20 which can be paid online via the following link: <https://shop.nuim.ie/card-replacement-fee>

Any funds on your account will be transferred onto the new ID when it is issued.

[Where is the Records Office located and what are the opening hours?](#)

The office is located on the ground floor of Humanity House on South Campus, alongside the Fees & Grants office: <https://www.maynoothuniversity.ie/campus-life/campus-map>

[Where can I get help with...](#)

- Academic Advice - <https://www.maynoothuniversity.ie/centre-teaching-and-learning/academic-advisory-office>
- Programme Advice - <https://www.maynoothuniversity.ie/programme-advisory-office>
- Transferring to another programme - <https://www.maynoothuniversity.ie/admissions-office>
- Exam timetable - <https://www.maynoothuniversity.ie/exams>