

Guidelines for Completing the MTU Registration Form

(Undergraduate, Taught Postgraduate & Apprentice Students)

Please read these guidelines before completing your Online Registration Form.

1. Select the correct **Academic Year** (e.g. 2026/2027).
2. Complete all required fields marked with an asterisk (*).
3. **Save a copy** of your submitted form for your records, as your Academic Department may request that you resubmit it if changes are required.

Personal Information

4. Enter your full **legal name** as it appears on your birth certificate or passport. This name will appear on any award or parchment to which you are entitled.
5. Ensure your contact details, including your address and email, are accurate. You should notify the Admissions Office of any changes to your personal details by emailing admissionscork@mtu.ie.

Registration Information

6. Select the correct:
 - Course Type (Full-time, Part-time or Solas Apprentice)
 - Course
 - Year of Study

Module Registration

7. For each module, select the correct **Mode of Attendance** and enter the **Module Code** and **CRN (Course Reference Number)**.
8. Module Codes are available in the MTU Module Catalogue - <https://mtu.akarisoftware.com/index.cfm>. Your Academic Department can provide the correct CRNs.
9. You may register for a maximum of **60 credits** per Academic Year (excluding approved Credits Outstanding). Check your module selections carefully before

submitting. If your module selection changes after submission, you must contact your Academic Department for approval.

It is **your responsibility to ensure that all registration information, including your module selection, is accurate**. Failure to register for the correct modules may result in you being refused admission to examinations or delays in the processing of your examination results.

Additional Important Information

- Your registration form will be forwarded to your Academic Department for approval. If you are unsure about your course, year of study, module codes, CRNs or mode of attendance, contact your Academic Department before submitting your registration form.
- Students are not fully registered until all applicable fees have been paid. Students who are not fully registered are not entitled to avail of university facilities or sit examinations.
- If you decide to withdraw from your course, please notify the Admissions Office and complete the [Online Withdrawal Form](#).
- Copies of the MTU Student Regulations, Admissions Policy and Student Data Protection Notice are available on the [MTU website](#). Personal information submitted as part of registration will be processed in accordance with [MTU's Student Data Protection Notice](#).