

What's What Glossary!

What is Registration?

Registration is the collection and maintenance of student data. All students at NUI Galway must register **each year** to become students of the University, this is obligatory.

Online Registration

Online registration allows students the freedom to register for their course and also pay fees online.

Username

Your username is your student number, which was issued to you by the Postgraduate Admissions Office, which is now your **Student ID number**.

Password

The University's IT section (ISS) will email you to advise you on how to activate your **MultiFactor Authentication (MFA)**. While activating your MFA, you are also requested to change your password to one unique to you. This is the password you will use to log into your Student Portal to register as a student of the university. [Click here](#) for more information.

Register Here

Once logged into the 'Courses' page on your Student Portal, click on **Register Here**; this starts the process of registration.

Terms and Conditions

All those who register as a student of University of Galway do so understanding that they agree to abide by all the rules and regulations of the University as they apply to students. [Click here](#) for the University's Terms and Conditions.

Personal Email & Mobile Number

Please make sure you supply your personal email address and add your mobile number to your Profile details.

SUSI Number (if Applicable)

SUSI is the single Awarding Authority for all new student grant applications. The SUSI reference begins with a **W followed by 12 numbers**.

Course Code and Course Title

Your course instance code is for example; **1SPA1**

Your course instance title is for example; **Structured PhD (Arts)**

Your course instance code is for example; **1MV1**

Your course instance title is for example; **Masters of Biomedical Science**

GST Course

All research students will be registered for the Canvas module GS5110 under 1GST1 Graduate Studies Training. [Click here](#) for more information.

Forgot your Password

If you **cannot remember your password**, please [click here](#) for further information. Contact the Library & IT Service Desk on servicedesk@universityofgalway.ie should you encounter any difficulties.

Nationality

This is the country of your birth.

Domicile

Domicile refers to your country of permanent address prior to entry to the programme of study e.g. a Polish person comes to Ireland 2 weeks prior to commencing a higher education course. While their nationality is Polish and their correspondence address is in Ireland, their country of permanent residence is still Poland.

Only in the case where a student has been residing in Ireland for 3 years or more out of the last 5 prior to commencing their course would their Domiciliary of Origin be Ireland. Their Domiciliary of Origin must not change throughout the duration of their study.

PSS Number

Please supply your PPS number this is a **HEA** requirement.

Emergency Contact Details

Please add a name and phone number of someone we can contact in case of any emergency.

Fees

All Fee queries must be directed to the Fees Office, find details:

<http://www.universityofgalway.ie/fees>

Term Address

A term-time address is where you will be living during the academic year. It is important to provide a full term-time address. You can update your term address if different from your Home Address and is under the **Profile** tab.