

Welcome to Junior RIAM Applications for Existing Parents/Guarantors

This document will guide you through the application process. Applications are best completed on a tablet or computer. If you are using a mobile device, please ensure that it is in landscape.

Log into your Classter Account at <https://riam.classter.com> to start your application or use this [link](#). You may be asked to change your password if you have not logged into your account before or have not logged in for some time. **(Do not set up a new account, login using your current details)**



RIAM
Royal Irish
Academy of Music

The Royal Irish Academy of Music



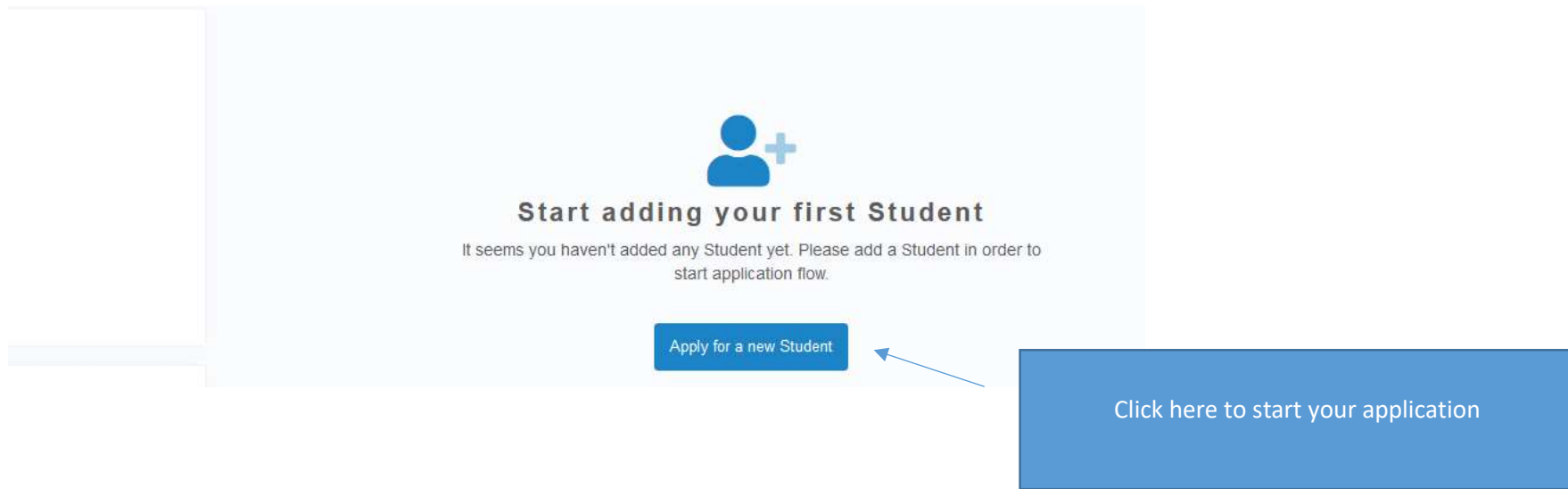
Next

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[Español](#) | [Lietuvių](#) | [Latvis](#) | [Română](#) | [Slovenščina](#)

Input your
email
address

click next

2. Start applying for a new student on this page



The screenshot shows a light blue card with a blue person icon and a plus sign. Below the icon, the text reads "Start adding your first Student" and "It seems you haven't added any Student yet. Please add a Student in order to start application flow." At the bottom of the card is a blue button labeled "Apply for a new Student". A blue arrow points from a separate blue box on the right, which contains the text "Click here to start your application", to the "Apply for a new Student" button.

Start adding your first Student

It seems you haven't added any Student yet. Please add a Student in order to start application flow.

Apply for a new Student

Click here to start your application

Complete the following pop up.

Apply for New Student

Student first name *

Student last name *


Cancel

Next →

3. Complete all the information required for the student under personal data **ensuring that the Student First Name and Student Last Name are correct**. Click save and next to move to the next screen

Student Information

Photo




Student first name *

TestDee4

Student last name *

TestDee4

Student date of birth *



Student gender *

☐ Other ☐ Male ☐ Female

Nationality

Please select the student's nationality *

Address information

Postal address (please type) ⓘ *

City/Town (please type) *

None ▼

Area/County (please select) *

None

Country (please select)

Post Code / Eir Code (please type) *

None ▼

4. Complete the background information for the student.

Select the type of tuition you are applying from Programme of Study - Early Years Training, Individual Tuition, Performing Groups or Leaving Certificate Course.

BACKGROUND INFORMATION ▾

* Complete the form below, and then click **Save and Next** at the bottom of this page

Programme of study? (for this application)

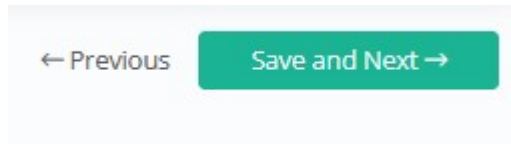
—Please Select—

If you select Individual Tuition you will be asked to fill in further background information on the students experience to date. Complete the relevant information and click 'Save and Next' to move to the next page.

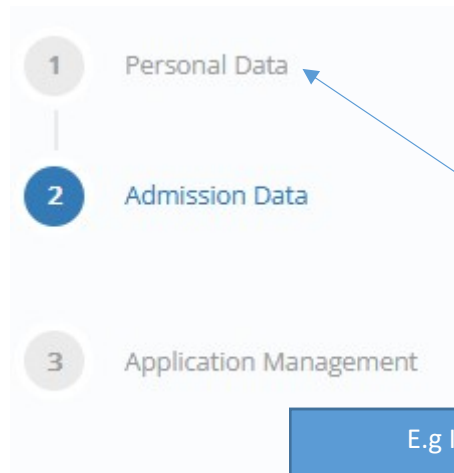
← Previous

Save and Next →

5. Complete the Additional or Special Educational Needs and Terms and Conditions pages and click 'Save and Next' to move to the next page each time.



If you need to amend any of the information entered such as background information, you can do so using the tabs at the side of the screen.



E.g If you need to amend the student contact information provided you can click here to go back to

6. Applications Management

In this section you will select and submit the instrument/class application for the student.

Select either “Individual tuition” or “Early Years, Performing Groups & Leaving Certificate” from the dropdown

Admissions Application / New Application (Academic Period 2025/2026)

Intake

Please select one of the available active Intakes that you're applying for.

Early years, Performing Groups & Leaving Certificate Intake

Select an application type


Please select an application type. Note that some educational programs are available only for specific application types.

Early years, Performing Groups & Leaving Certificate

Next →

Click “Next”

Select the type of tuition you are applying from Programme of Study - Early Years Training, Individual Tuition, Performing Groups or Leaving Certificate Course



The image shows a web form titled "Select a Programme". Below the title is a label "Programme type" followed by a dropdown menu. The dropdown menu currently displays "--Please Select--". A blue callout box with white text is positioned to the right of the dropdown, with a blue arrow pointing from the box to the dropdown menu. The callout box contains the text: "Select the type of tuition you are apply for in Programme type".

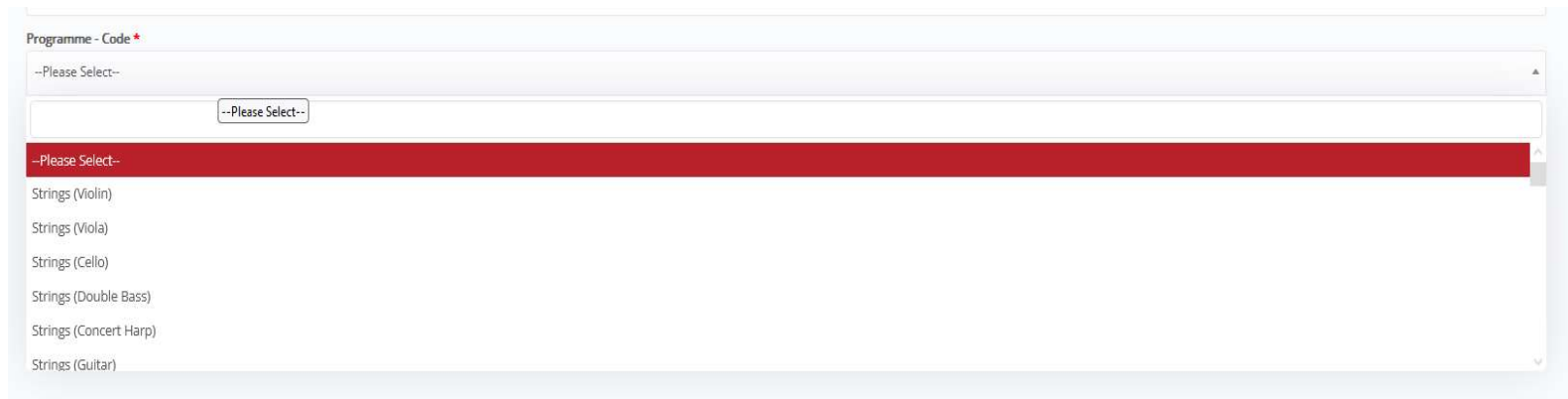
Select a Programme

Programme type

--Please Select--

Select the type of tuition you are apply for in Programme type

Select the instrument/class you are applying for from the Programme - Code drop down menu



The screenshot shows a web form with a dropdown menu labeled "Programme - Code *". The dropdown is open, displaying a list of options. The first option is "--Please Select--" and is highlighted with a red background. Below it are several string instrument options: "Strings (Violin)", "Strings (Viola)", "Strings (Cello)", "Strings (Double Bass)", "Strings (Concert Harp)", and "Strings (Guitar)".

Stage and Level are automatically set to New Application and do not need to be completed.



The screenshot shows two dropdown menus. The first is labeled "Stage *" and has "New Application" selected. The second is labeled "Level *" and also has "New Application -" selected. Both dropdowns are currently closed.

Next >

Click Next to review the instrument/class you have selected

7. Confirm your application and either click either “save as draft” to finish at a later time or “save and submit” to navigate to the payment screen



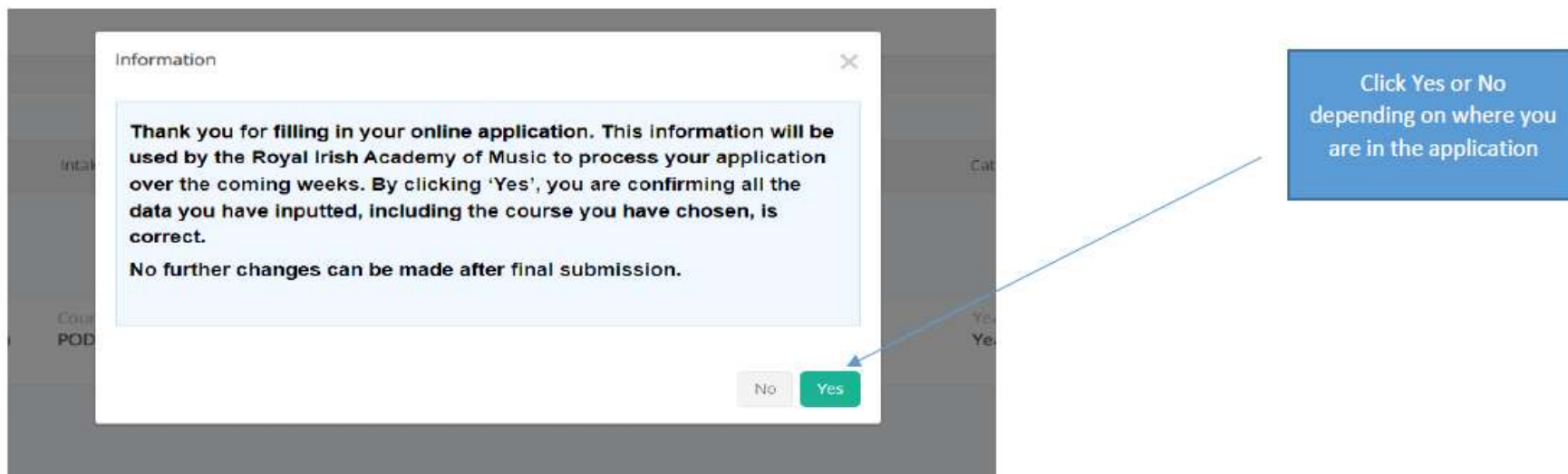
Change

Faculty Strings	Programme - Code Strings (Violin)	Programme - Title Strings (Violin)	Stage New Application
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✓ Save as a Draft ✓ Save and Submit

To complete the application click “save and submit”

A pop-up window will appear reminding you to check to have completed all sections of your application under



Payment

To finalise your application, you will be asked to complete the payment. The application administration fee is €35 per application.

The system uses multi-factor authentication for all payments.

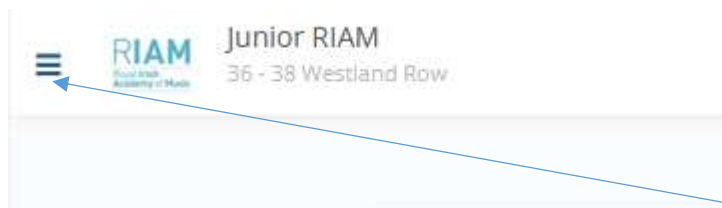


A screenshot of a payment form titled "Payment" with a close button (X) in the top right corner. The form contains the following fields:

- Payment Amount:** 35 €
- Name:** Cardholder Name
- Card:** 0000 0000 0000 0000
- Expiry:** MMY
- CVC:** 123 ?

A blue "Pay Now" button is located at the bottom right of the form.

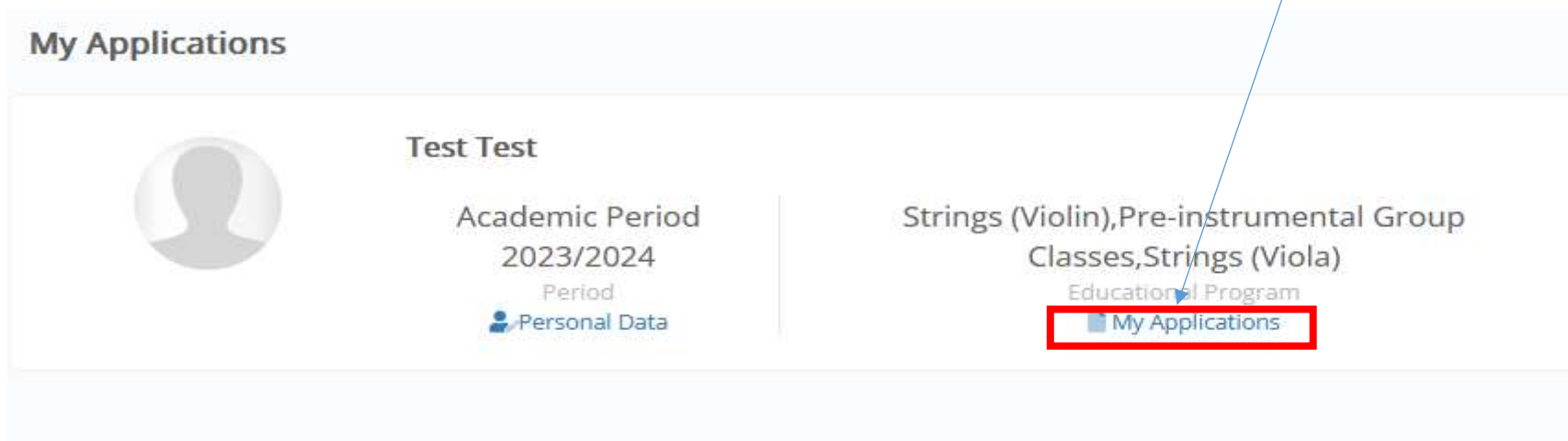
8. To review any applications and their status you can go to the dashboard.



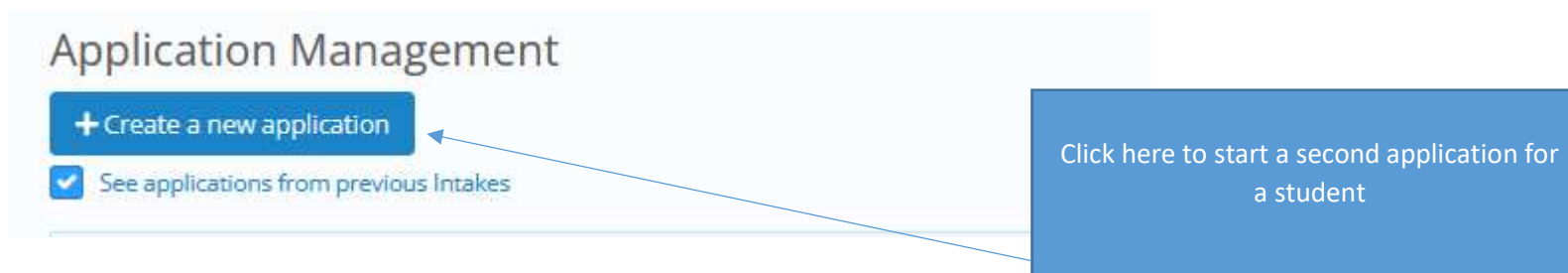
Click here on the top left hand of the webpage to go to your Dashboard to review all information

Second Application for same student

To make an application for a second instrument or class for the same student go to your dashboard and click on “my applications”. **Do not click on ‘apply for new student’ to make a second application. Follow the instructions below.**

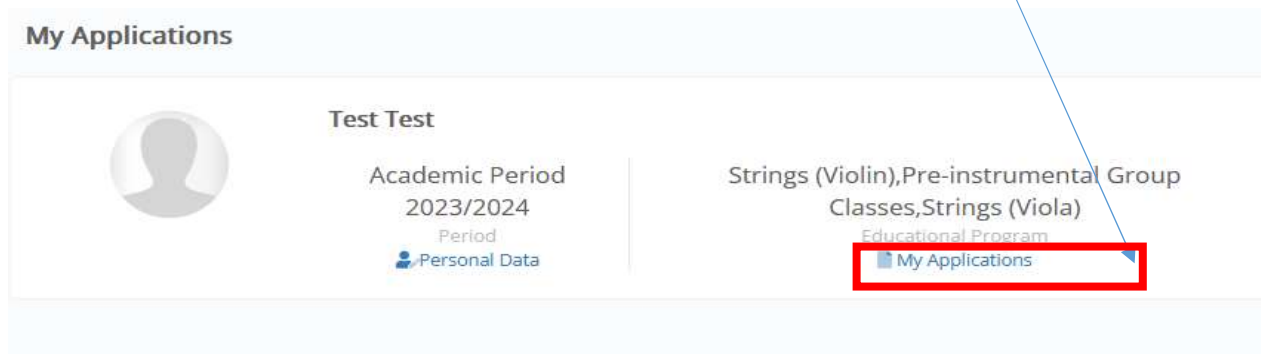


Click on “create a new application” to apply for a second instrument or class for the same student

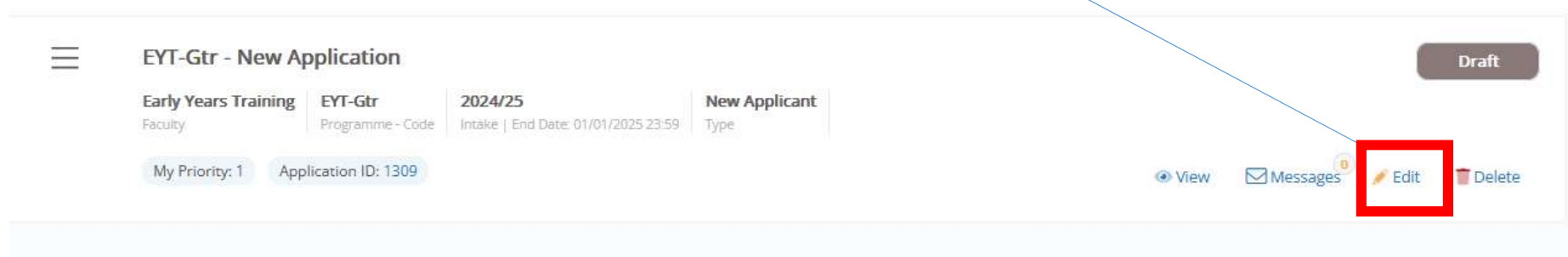


Complete an Application saved as Draft

To complete an application that was saved as draft, go to your dashboard and click on “my applications”. **Do not click on ‘apply for new student’ to complete a draft application. Follow the instructions below.**



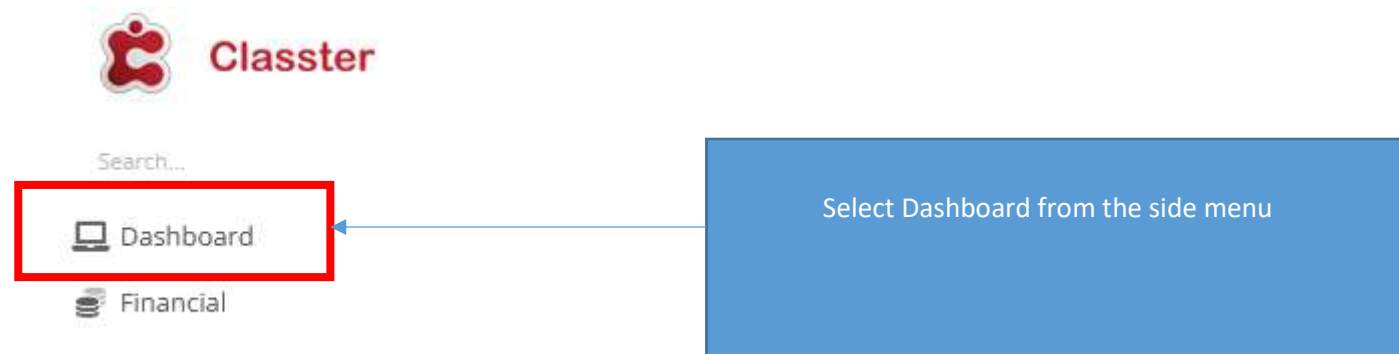
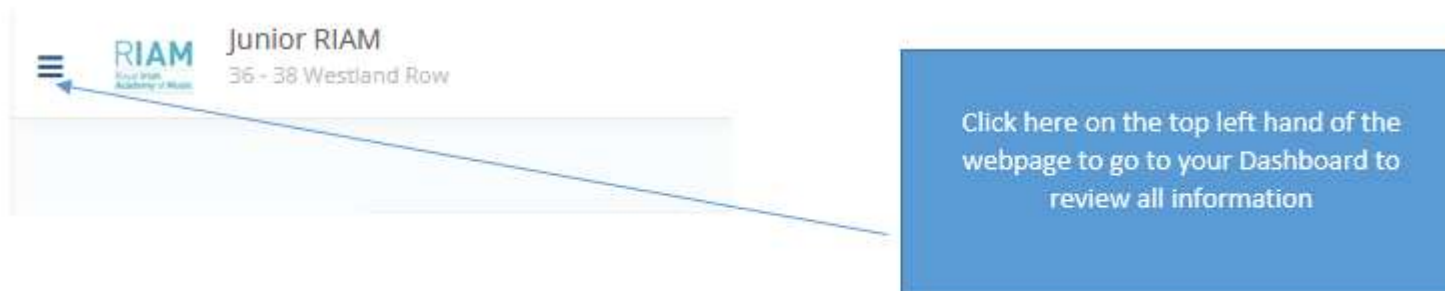
This will display all applications for a student both submitted and draft. Click on “edit” under the draft application a new application to apply for a second instrument or class for the same student



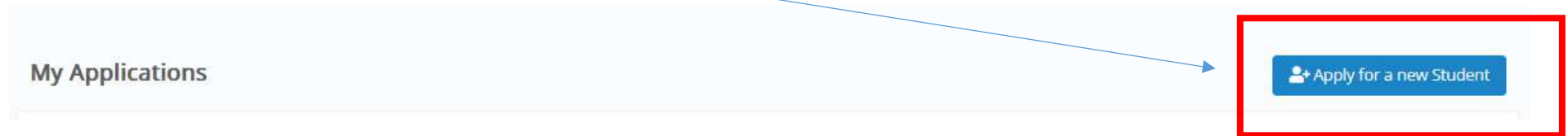
You will then be able to check the application you saved as draft and save and submit to complete the application payment and submit the application

Start an application for another student

To apply for a second student go back to your dashboard as shown below.



Click “apply for new student”



This will bring you back to the start of the process

Apply for New Student

Student first name *

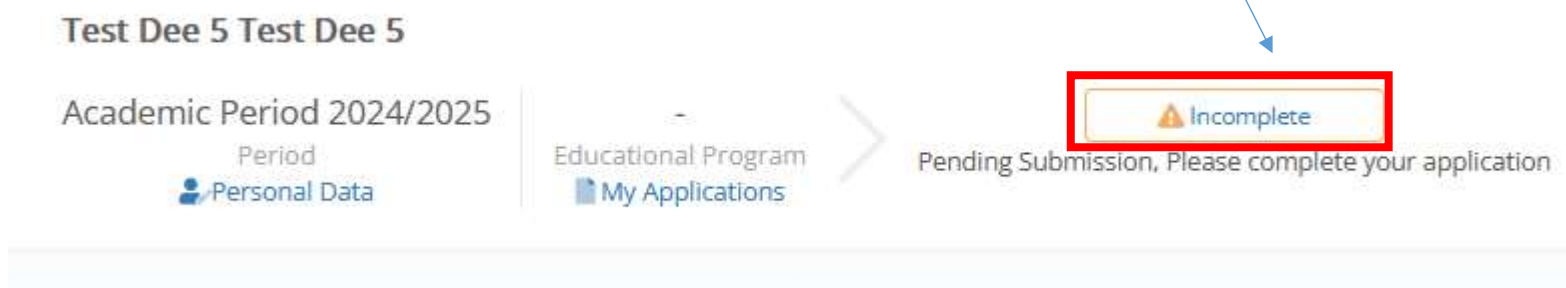
Student last name *

Relationship to the Student

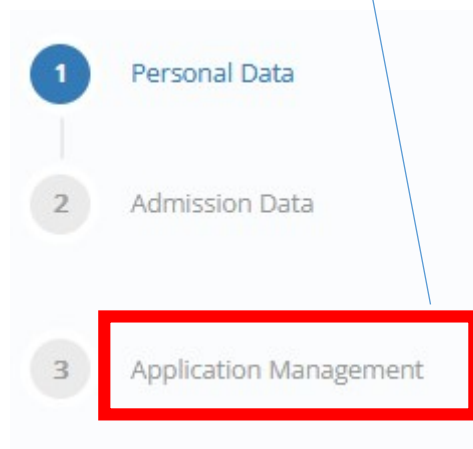
Cancel

Submit an application for a student that has been set up but no application has been saved

To complete an application for a student you have set up, go to your dashboard and click on “incomplete”. **Do not click on apply for new student to submit an application for a student you have set up. Follow the instructions below.**



Click on “application management” on the sidebar and this will bring you to the application section where you can choose the programme and submit your application as previously detailed



If you have any queries in relation to applications,
please contact the Junior RIAM office on riamjunior@riam.ie