


Online Student Grant Application System

Applications for Student Grant funding are made through the Online Student Grant Application System. You can access the Online Student Grant Application system by visiting www.susi.ie and clicking **“Apply Now”**.

Step 1: Creating an Online Account or Logging in with a MyGovID

This year we have two ways to login to our grants online. You can register for an online account with us or you can use a Verified MyGovID. To create an account with us you can select the **“click here”** option as shown in the screen-shot below.

Don't have an online account yet? [click here](#)
 Don't have a PIN code yet? [click here](#)
 To make an application in Irish [click here](#)



Córas Iarratais ar Dheontas Mac Léinn Ar Líne
 On-line Student Grant Application System


Username

Password

1st 2nd 5th

LOGIN

OR

Continue with MyGovID 

[What is MyGovID?](#)

Before you Register...

1. Data Protection

Have you read the [SUSI Data Protection Statement](#)?
 To register a SUSI account, you will be asked to provide personal information to SUSI about you, the applicant.
 To make a grant application you, the applicant, and other parties to the application will be asked to provide personal information to SUSI.
 As part of the grant application process and before SUSI can accept an application, each party to the application will be asked to confirm that they have read the SUSI Data Protection Statement. You should therefore refer to the SUSI Data Protection Statement at www.susi.ie before you register a SUSI account and before you make a grant application.

2. Grant Eligibility Reckoner

Have you used the [SUSI Eligibility Reckoner](#)?
 The SUSI Eligibility Reckoner is a quick and easy way to decide if you should apply for a student grant. It provides an approximate indication of your eligibility for grant funding based on simplified criteria.
 You should use the Eligibility Reckoner at www.susi.ie before you make a grant application.

3. Register a SUSI Account

When you have used the SUSI Eligibility Reckoner and referred to the SUSI Data Protection Statement you can proceed to register a SUSI account and make a grant application.

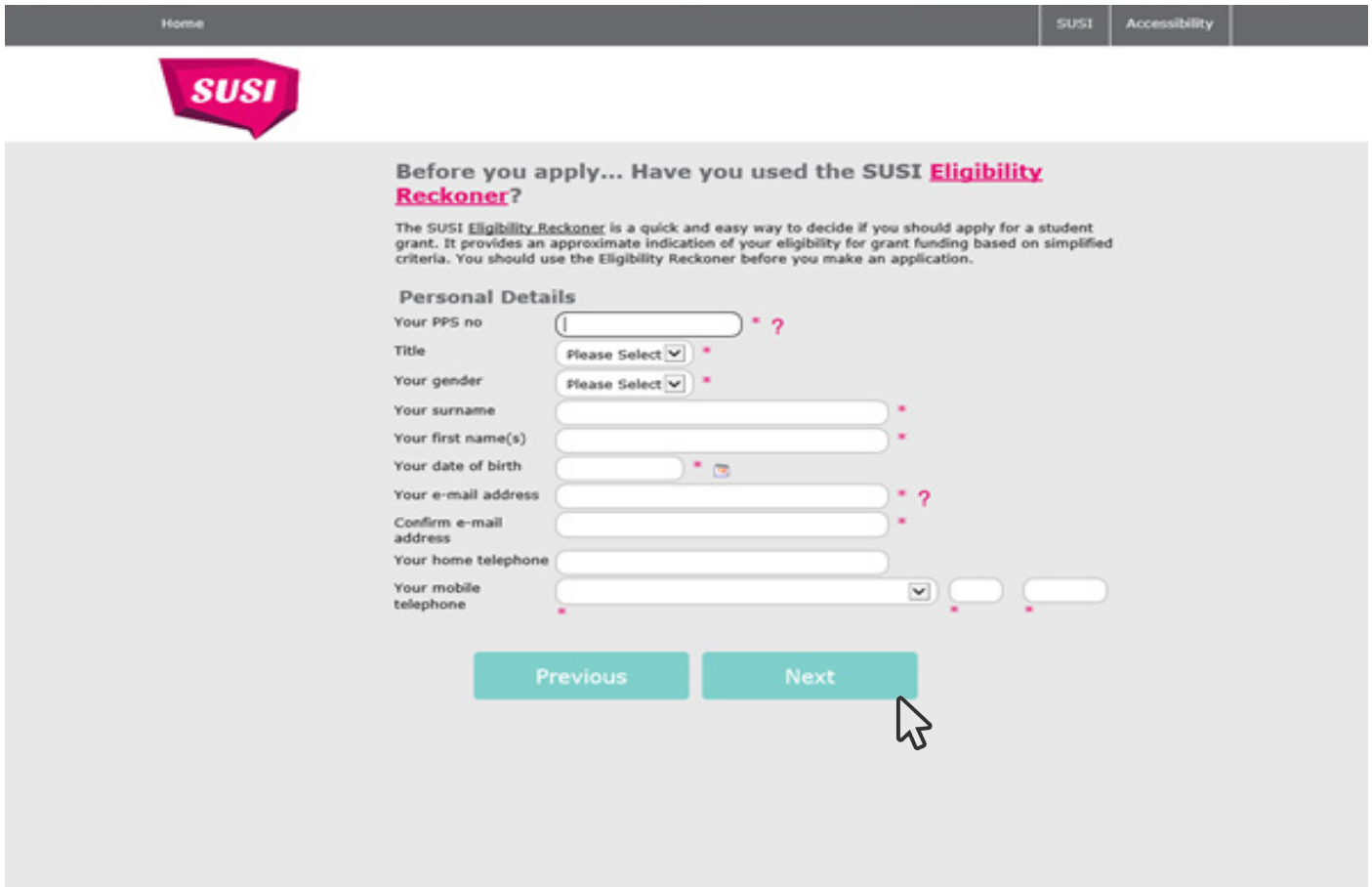
Next

You should read the **SUSI Data Protection Statement** before proceeding. On this page you are also given an option to complete the **Grant Eligibility Reckoner** by clicking on the relevant link. This will give you an indication if you may be eligible for Student Grant funding. After you have read the SUSI Data Protection Statement and completed the Grant Eligibility Reckoner, you should select the next button as shown in the screen-shot above.

MyGOVID

If you have a MyGovID Verified account, you can also use your MyGovID to automatically create and log in to your SUSI account **without having to register**. You can go straight to **Step 2 Making an Application**. The advantage of using MyGovID Verified is that you will not need to remember/store a separate SUSI Username, Password and PIN Code. If you do not have a MyGovID Verified account and would like to know more, please see www.mygovid.ie

Online Registration of your SUSI Account



You will then be brought to the page shown in the screen-shot above. This page will prompt you again to complete the **Eligibility Reckoner** before continuing.

You will be required to enter your Personal Public Service Number (PPSN). If you do not have a PPSN, please apply for one by contacting Client Identity Services in the Department of Social Protection. Your application cannot be progressed without this information.

You should fill in your personal information then select **"Next"**.

- On the following page you will be asked to create a 'Username', 'Password' and 'Pin Code'. **Please ensure that both your username and password are easy for you to remember as these will be needed on an ongoing basis to allow you access your account and information about your application.**
- You will also be asked to select a security question and provide an answer. This information will assist in the event that you forget your password and need to reset it.
- You must choose a 6 digit Pin Code. This must contain 6 numeric digits and should not be something which can be easily associated with you such as your date of birth or your phone number. Some obvious PIN Codes (such as 123456) also cannot be selected.
- You will be asked to retype a security code displayed in an image box at the bottom of the screen.
- When these fields are completed, you should select **"Next"**.

Student Registration - Login Details

Please carefully choose a username, password and a PIN code which you will remember. You will need these details to make your student grant application and to access your account throughout the academic year.

Your username *

Your password ? *

Re-enter your password *

Create Your PIN Code ? *


Verify Your PIN Code *

Security question *

Your security answer *

Re-enter your answer *

Please enter the text displayed in the image
(To get a new image click on the image or on the New Image icon)




*

Student Registration - Registration Summary and Submit

Your PPS no
Title
Your gender
Your surname
Your first name(s)
Your date of birth
Your email
Your mobile telephone
Your home telephone

Your username
Your security question



Once you click **SUBMIT**, an email will be sent to the email address which you have provided. Please ensure that you have chosen a username, password and a PIN code which you will remember. You will need these details to make your student grant application and to access your account throughout the academic year.


Summary of your registration will appear and, if all is in order, click the 'Submit' button to activate your online account. These account details can be used by you for subsequent grant applications in the future or to renew your grant from year to year.

Registration Complete ✕

Registration is now complete. You have been sent an email with the confirmation.

Please note that this is not a submission of a grant application. Please go to the homepage to complete your application.

Please remember your username and password. You will need them to make your application and to access your online application throughout the academic year.



Step 2: Making an Application.

Don't have a PIN code yet? [click here](#)
To make an application in Irish [click here](#)



Córas Iarratais ar Dheontas Mac Léinn Ar Líne On-line Student Grant Application System

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2nd 4th 5th

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Please enter the requested digits from your PIN Code. If you have not configured your PIN Code yet please [click here](#)

LOGIN

Continue with MyGovID 

[What is MyGovID?](#)

[I forgot my password](#)
[I forgot my PIN Code](#)
[I forgot my username](#)

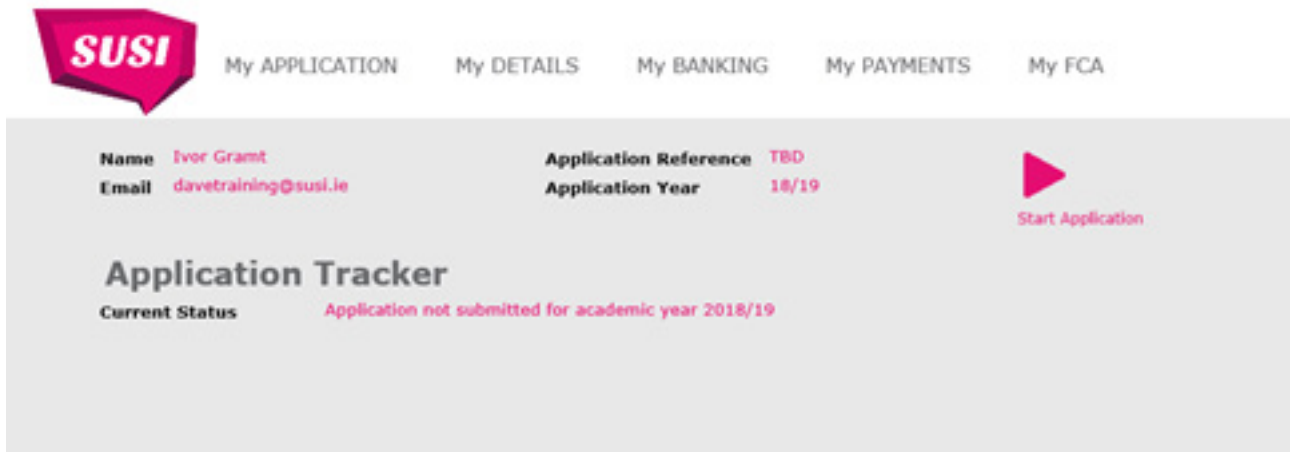
- To make an application you must have either created an online account as outlined in Step 1 **OR** have logged in with your Verified MyGovID.
- You should access the Online Student Grant Application by visiting the www.susi.ie and clicking on the **"Apply Here"** option on the homepage.
- You will reach a page, as shown above, where you will need to enter the username, password and PIN code you used when registering your account or you may log in using your "MyGovID" credentials if you have same.
- If you are unable to remember your password or PIN code, you should follow the instructions in the forgotten password/PIN code links on the SUSI account login page.
- You should enter the requested information and click on the login button.

Online Application System Navigation Page

After login you will navigate to the below page.

This page is where you can

- make a new application,
- view what percentage of your application you have completed,
- update your personal details,
- enter bank account details (when requested),
- submit an FCA (Final Course Acceptance form if requested).



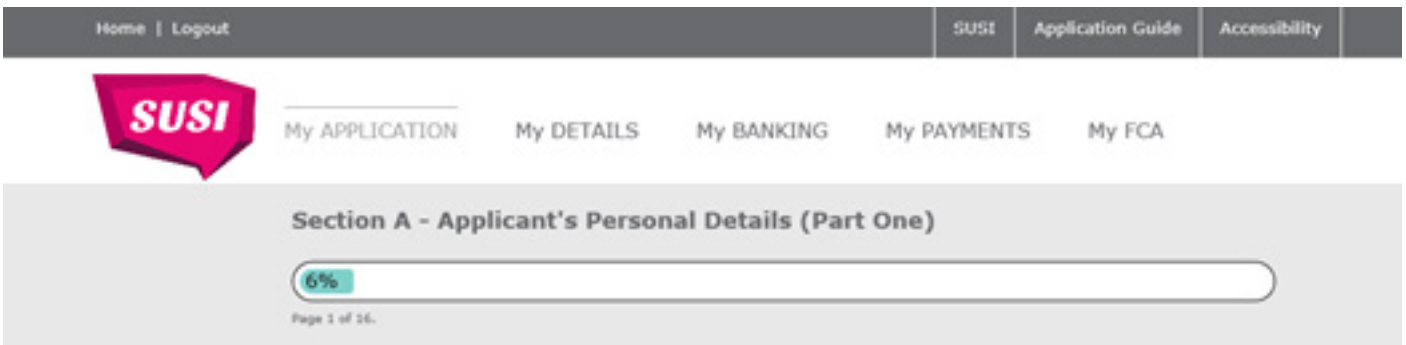
SUSI My APPLICATION My DETAILS My BANKING My PAYMENTS My FCA

Name Ivor Grant **Application Reference** TBD
Email dave@training@susi.ie **Application Year** 18/19

Start Application

Application Tracker
Current Status Application not submitted for academic year 2018/19

To begin your application, click on the **“Start Application”** button as shown above



Home | Logout SUSI Application Guide Accessibility

SUSI My APPLICATION My DETAILS My BANKING My PAYMENTS My FCA

Section A - Applicant's Personal Details (Part One)

6%

Page 1 of 16.

At the top of every page of the online application process you will see the above bar. This bar will indicate the percentage of your application that has been completed and the section of the application you are currently completing.

You do not have to complete your application in one sitting. If you need to take a break, or gather relevant information that is being requested, you can end the session and not lose any information already supplied. You can resume completing your application by logging into your account and selecting the **“Edit Application”** button.

Filling in the Application Form

It is recommended that you read the SUSI website (www.susi.ie) to review the information on Eligibility Criteria before filling in the application form.

When you are ready to start filling in the application form, you should have the following information to hand:

- CAO number if you applied through the Central Applications Office. You will have an 8 Digit CAO number. This will allow SUSI to retrieve direct notification about your chosen course, if you have authorised CAO to share this information with us by ticking the SUSI box.
- UCAS number, the UK application system, please provide your 10 Digit application number.
- PPSN numbers for yourself, your parent(s)/legal guardian(s), spouse, civil partner or cohabitant, as applicable
- income details for 2017 for yourself (if any), your parent(s)/legal guardian(s), spouse, civil partner or cohabitant, as applicable.

The application form comprises the following six sections:

- **Section A** – Personal details (of Applicant)
- **Section B** – Nationality & Residency (of Applicant)
- **Section C** – Course details, previous education and other sources of financial support (of Applicant)
- **Section D** – Personal details (of parent(s)/legal guardian(s), spouse, civil partner or cohabitant, as applicable)
- **Section E** – Dependent children and relevant persons (of the household)
- **Section F** – Income (of Applicant, parent(s)/legal guardian(s), spouse, civil partner or cohabitant, as applicable).

Please ensure that you, your parent(s)/legal guardian(s), spouse, civil partner or cohabitant, as applicable, complete all the relevant sections of the application form.

If you, your parent(s)/legal guardian(s), spouse, civil partner or cohabitant, as applicable, provides information that is false or misleading, you or they may be guilty of an offence and liable to prosecution leading to a fine, a prison term or both, under section 23 of the Student Support Act 2011.

When you have completed the application form, it is important to read and confirm the Data Protection Statement before submitting your application.

If you become aware that any of the information you have submitted is incorrect or has changed, you must inform SUSI immediately by emailing support@susi.ie. You must also inform SUSI if there is a change in your circumstances that may affect your eligibility for a grant or your rate of grant, if awarded.

These guidance notes are not a legal interpretation. You should refer to the provisions of the Student Support Act 2011, Student Support Regulations (Current Year) and Student Grant Scheme (Current Year) for complete and detailed information on student grants.