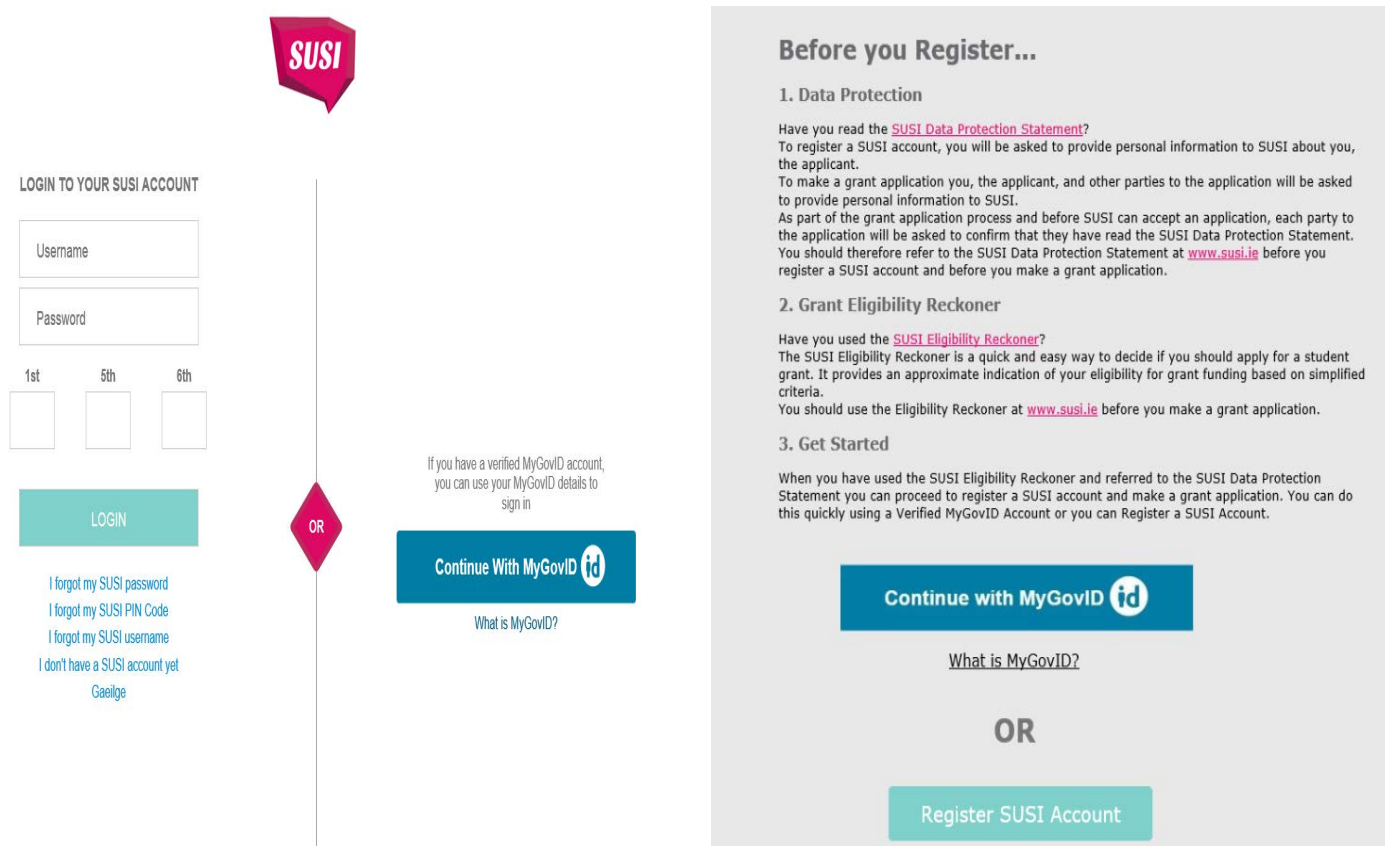


## Online Student Grant Application System

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](http://www.susi.ie) and clicking **“Login/Apply”**.

### 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.



**LOGIN TO YOUR SUSI ACCOUNT**

Username


Password

1st 5th 6th

LOGIN

[I forgot my SUSI password](#)  
[I forgot my SUSI PIN Code](#)  
[I forgot my SUSI username](#)  
[I don't have a SUSI account yet](#)  
[Gaeilge](#)

If you have a verified MyGovID account, you can use your MyGovID details to sign in

Continue With MyGovID 

[What is MyGovID?](#)

**OR**

**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](http://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](http://www.susi.ie) before you make a grant application.

**3. Get Started**

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. You can do this quickly using a Verified MyGovID Account or you can Register a SUSI Account.

Continue with MyGovID 

[What is MyGovID?](#)

**OR**

Register SUSI Account

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](http://www.mygovid.ie)

## Online Registration of your SUSI Account


**Register for a SUSI account**

**Personal Details**

Your PPS no  \* ?

Your surname  \*

Your first name(s)  \*

Your date of birth  \* 

Your e-mail address  \* ?

Confirm e-mail address  \*

Your home telephone

Your mobile telephone  \*  \*  \*

You will then be brought to the page shown in the screen-shot above.

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	2782216H
Your surname	Applicant
Your firstname(s)	Sample
Your date of birth	06/06/1996
Your email	sample@samplemail.com
Your mobile telephone	353831234567
Your home telephone	01868686

Your username	SAMPLE2019
Your security question	What is your favorite animal?

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** ✕

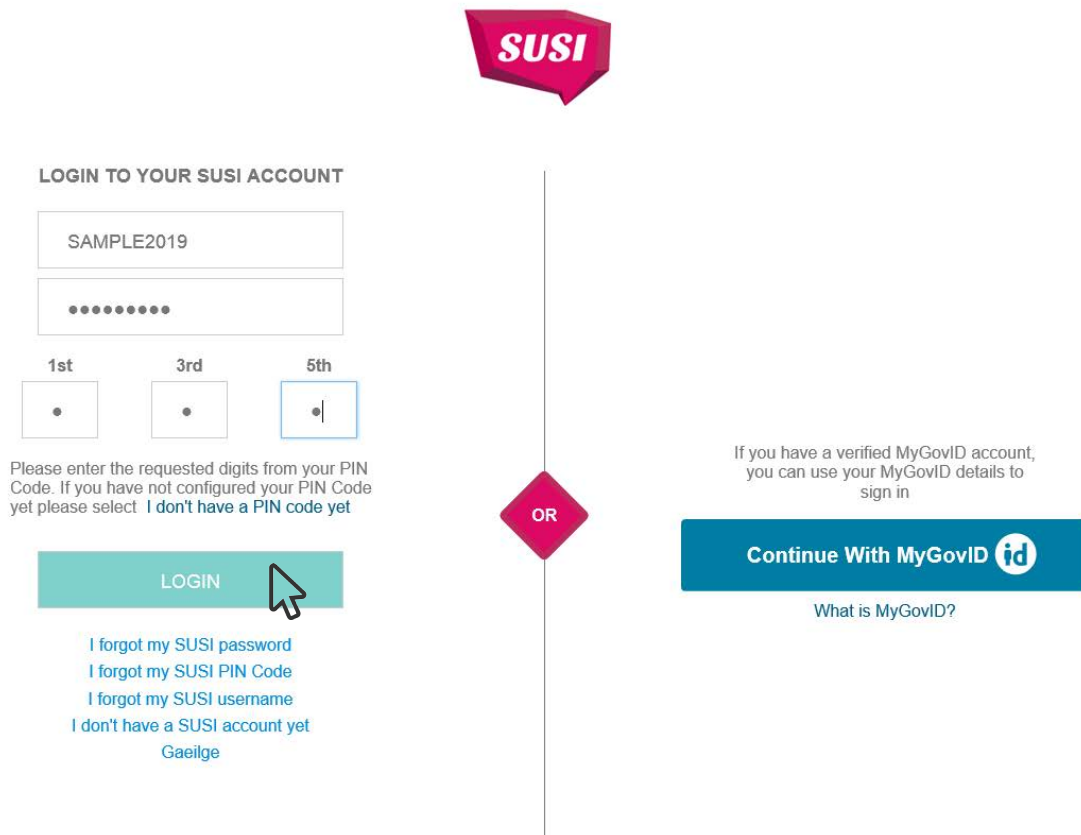
Registration is now complete. You have been sent an email with the confirmation.

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.

 Home

## Step 2: Making an Application



**LOGIN TO YOUR SUSI ACCOUNT**

SAMPLE2019

.....

1st 3rd 5th


Please enter the requested digits from your PIN Code. If you have not configured your PIN Code yet please select [I don't have a PIN code yet](#)

**LOGIN**

[I forgot my SUSI password](#)  
[I forgot my SUSI PIN Code](#)  
[I forgot my SUSI username](#)  
[I don't have a SUSI account yet Gaeilge](#)

**OR**

If you have a verified MyGovID account, you can use your MyGovID details to sign in

**Continue With MyGovID** 

[What is MyGovID?](#)

- 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](http://www.susi.ie) and clicking on the **“Login/Apply”** 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 must first confirm that you have read the data protection statement



You will then navigate to the below page where you can

- 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).


[My APPLICATION](#)
[My DETAILS](#)
[My BANKING](#)
[My PAYMENTS](#)
[My COURSE](#)

**Name** Sample Applicant  
**Email** sample@samplemail.com

**Application Reference** TBD  
**Application Year** 19/20

  
Start Application

### Application Tracker

**Current Status** Application not submitted for academic year 2019/20

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

[Home](#) | [Logout](#)
[SUSI](#)
[Application Guide](#)
[Accessibility](#)

[My APPLICATION](#)
[My DETAILS](#)
[My BANKING](#)
[My PAYMENTS](#)
[My COURSE](#)

#### Personal Details (Applicant)

7%



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](http://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 2018 for yourself (if any), your parent(s)/legal guardian(s), spouse, civil partner or cohabitant, as applicable.

### The application form comprises the following sections:

- Personal details (of Applicant)
- Nationality & Residency (of Applicant)
- Course details, previous education and other sources of financial support (of Applicant)
- Dependent Children and Relevant Persons
- Income details (of 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](mailto: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.*