

**Who should fill in this section?**

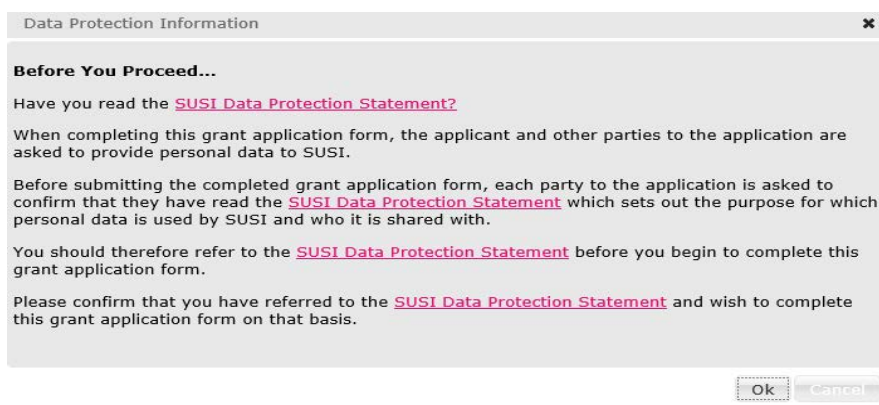
You, the Applicant, should fill in all questions in this section

**What information is being requested?**

Most of the information being requested in this section relates to your own personal details, i.e. PPSN, name, contact details, marital status, etc.

You can also click where you see the **?** symbol for further clarification of a particular question.

Before you can proceed with your application, you should read the **SUSI Data Protection Statement**. If you have read this and wish to proceed with making an application you should select the OK option as shown.



**Personal Details (Applicant)**

7%

<b>A1.</b> PPS No	<input type="text" value="2782216H"/>	?	
<b>A2.</b> Surname	<input type="text" value="Applicant"/>	*	
<b>A3.</b> First name(s)	<input type="text" value="Sample"/>	*	
<b>A4.</b> First name as it appears on your birth certificate	<input type="text" value="Sample"/>	* ?	
<b>A5.</b> Birth surname	<input type="text" value="Applicant"/>	*	
<b>A6.</b> Mother's birth surname	<input type="text" value="Applicant"/>	*	
<b>A7.</b> Date of birth	<input type="text" value="06/06/1996"/>	*	Thursday, 06 June 1996
<b>A8.</b> Address	?		
Country	<input type="text" value="Ireland"/>	*	
Eircode or Address	<input type="text" value="D04H6F6"/>	*	EIRCODE
Please check here if your address has not been assigned an Eircode	<input type="checkbox"/>		
Address 1	<input type="text" value="Shelbourne House"/>		
Address 2	<input type="text" value="Shelbourne Road"/>		
Address 3	<input type="text" value="Dublin 4"/>		
Address 4	<input type="text"/>		
County	<input type="text" value="Dublin"/>	*	
Eircode	<input type="text" value="D04H6F6"/>		
<b>A9.</b> Home Telephone	<input type="text" value="01868686"/>		
Mobile Telephone	<input type="text" value="353831234567"/>		

## Applicant's Personal Details (Part One)

**A1.** PPSN. Please check the accuracy of the PPSN entered as being correct as this may delay your application if not entered correctly.

**A2.** Surname.

**A3.** First Name(s)

**A4.** Your first name as it appears on your birth certificate - After provisional assessment of your application, you may be asked to provide a copy of your birth certificate as documentary evidence. If you are an Irish citizen, this should be a copy of the long form birth certificate.

**A5.** Birth Surname as it appears on your Birth Certificate.

**A6.** Mother's birth surname

**A7.** Date of Birth, Date, Month, Year format.

**A8. Address** - This is the address that you are ordinarily resident at and **not** where you live while attending college. You may be asked to provide evidence of your address in order to assess your application.

If you know the Eircode for your Home Address, you can enter it here. If you do not know the Eircode, you can start to type the first line of your address (including the house/apartment number if applicable) and then select your address from the available options. If no matches are found, you can locate the Eircode for your Home Address using the **Eircode Finders** by clicking on the icon.

You also have the option to select an option if your address has not been assigned an Eircode.

**A9. Contact details** - Home and mobile telephone details

**A10. Email Address** - Details of your current email address for correspondences

**A11. Do you have a CAO or UCAS number?** -

If you have applied for a higher education course through the Central Applications Office (CAO), please enter your 8-digit CAO number. This will allow us receive direct notification about your chosen course, if you have authorised CAO to share this information with us.

If you have applied for a higher education course in the UK through UCAS, the UK application system, please enter your 10-digit UCAS number.

If you have not applied through CAO or UCAS, please choose the 'No' option.

## Applicant's Personal Details (Part Two)

**Personal Details (Applicant)**

14%

**A10.** E-mail address

**A11.** Do you have a CAO or UCAS number?  ? \*

**A12.** Class of Applicant (please read notes)  ?

**A13.** What is your marital status?  ? \*

**A14.** On 1 January 2019 what category best described you?  \*

**A15.** Have you applied for or will you be getting a Back to Education Allowance (BTEA) payment for the 2019/20 academic year?  ? \*

**A16.** Have you applied for or will you be getting a Vocational Training Opportunities Scheme (VTOS) payment for the 2019/20 academic year?  ? \*

**A12. Class of Applicant**-Applicants are categorised into the following classes of student: **Dependent student** which is broken down into the following two types:

- Student dependent on parent(s) or legal guardian(s)
- Mature student dependent on parent(s) or legal guardian(s)

**Independent student**

- Mature student who does not ordinarily reside with his/her parents, or either of them.

It is important for you to establish which class of applicant you are as this will determine whose income we take into consideration and who should fill in each section of the application. Please read the description of each class of applicant below carefully.

**Student dependent on parent(s) or legal guardian(s):**

If you were **under 23 years of age on 1st of January 2019**, your application will be assessed based on your parents' or legal guardians' income and your income. In the case of guardianship, you may be asked to provide legal court documents as evidence of legal guardianship.

**Mature student dependent on parent(s) or legal guardian(s):**

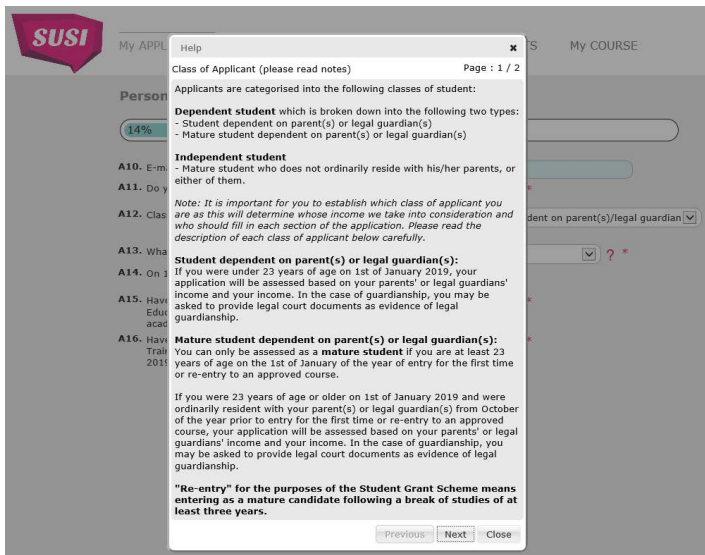
You can only be assessed as a mature student if you are at least 23 years of age on the 1st of January of the year of entry for the first time or re-entry to an approved course. If you were **23 years of age or older** on 1st of January 2019 and were ordinarily resident with your parent(s) or legal guardian(s) from October of the year prior to entry for the first time or re-entry to an approved course, your application will be assessed based on your parents' or legal guardians' income and your income. In the case of guardianship, you may be asked to provide legal court documents as evidence of legal guardianship.

Please note that where a mature student is returning to higher education as a **"re-entry"** student following a break of studies of at least three years, they may be re-classified as a mature student under the regulations of the Student Grant Scheme.

**Independent Student:**

Please note if you select the **'Independent Mature Student'** option, an explanation will appear as set out below which explains the criteria that needs to be met and what documentation may be required as evidence before you can be classed as 'Independent'.

If you were 23 years of age or older on the 1st of January of the year of entry for the first time or re-entry



### A12. Class of Applicant- continued....Independent student:

to an approved course of study but were not ordinarily resident with your parent(s) or legal guardian(s) from the October of the year prior to entry for the first time or re-entry to an approved course, your application will be assessed based on your own income. Your parents' or legal guardian's income is not taken into consideration.

After provisional assessment of your application you may be asked to send documentary evidence as proof of living independently from your parent(s) or legal guardian(s) during the relevant period. If you are an independent mature student and are married, in a civil partnership or cohabiting, your application will be assessed based your spouse's, civil partner's or cohabitant's income and your own income.

#### Documentary evidence for an independent student:

For example, if you are entering an approved course for the first time or re-entering in the academic year 2019/20, you will need to provide evidence of where you were living from October 2018. A full list of acceptable documents is available on the SUSI website. Generally this would include:

- utility bills, such as telephone, gas or electricity (not mobile phone bills)
- if all the utility bills in the household are in your spouse's name, you must provide your marriage certificate together with the bill
- a letter confirming the period of, and receipt of rent or mortgage supplement
- a letter of registration with the Residential Tenancies Board (RTB)
- a copy of Local Authority lease agreement, e.g. Rental Accommodation Scheme (RAS)

**A13 & A14.** Please select from the drop down menu

**A15.** Have you applied for or will you be getting a Back to Education (BTEA) payments for the 2019/20 year-

You should select 'Yes' if you have applied for, or expect to be in receipt of BTEA for the 2019/20 academic year. Please note that if you are in receipt of such payment, you *may not* be eligible to receive a Maintenance Grant from SUSI.

**A16.** Have you applied for or will you be getting a Vocational Training Opportunities Scheme (VTOS) payments for the 2019/20 year-

You should select 'Yes' if you have applied for, or expect to be in receipt of VTOS for the 2019/20 academic year. Please note that if you are in receipt of such payment, you *may not* be eligible to receive a Maintenance Grant from SUSI.

**Having completed all of your Personal Details, you will be presented with a summary of the information you have provided, which you can amend if necessary. If the information is correct, tick the box and click 'OK'**