Create a SUSI Account

Applications for student grant funding can be made by visiting www.susi.ie by clicking “Login/Apply” on www.susi.ie

Create a SUSI Account or Log in with your MyGovID

You can register for a SUSI account or use your verified MyGovID. To create a SUSI account select “I don’t have a SUSI account yet”.

You should read SUSI’s Data Protection Statement before proceeding. On this page you also have the option to complete the Grant Eligibility Reckoner by clicking on the relevant link. This will give you an indication of your eligibility for 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.
Online Registration of your SUSI Account

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.

Once you’ve completed this page, 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)
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.
- 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.
- 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 (e.g.123456) also cannot be selected.
- Retype the security code displayed in an image box at the bottom of the screen.
- When these fields are completed, select “Next”.

A summary of your registration will appear and if all is in order, click ‘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.
Make an Application

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 can access your account by visiting www.susi.ie and clicking on "Login/Apply" on the homepage.

You will reach a page, as shown above, where you will need to enter your Username, Password and PIN Code you used when registering your account or you may log in using your “MyGovID” credentials.

If you are unable to remember your Password or PIN Code, you should follow the instructions in the "I forgot my SUSI Password/Pin Code" links on the login page.

Once you have entered the requested information, click the login button.
Your SUSI Account Portal

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 the percentage of your application that’s completed,
- update your personal details,
- enter bank account details (when requested),
- submit a Course Change Notification if requested.

To begin your application, click the “Start Application” button shown above.

At the top of each page of the online application form you will see the above bar. This bar indicates 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 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:

- Your 8 digit CAO number. If you have ticked the SUSI box on your CAO Form, this will allow SUSI to retrieve direct notification about your chosen course.
- Your 10 digit UCAS number, if you applied through the UK application system.
- PPS numbers for yourself, your parent(s)/legal guardian(s), spouse, civil partner or cohabitant, as applicable.
- Income details for 2019 for yourself (if any), your parent(s)/legal guardian(s), spouse, civil partner or cohabitant, as applicable.

The application form comprises the following sections:

- Applicant’s Personal details.
- Applicant’s Nationality & Residency.
- Applicant's course details, previous education and other sources of financial support.
- 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, provide 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.