



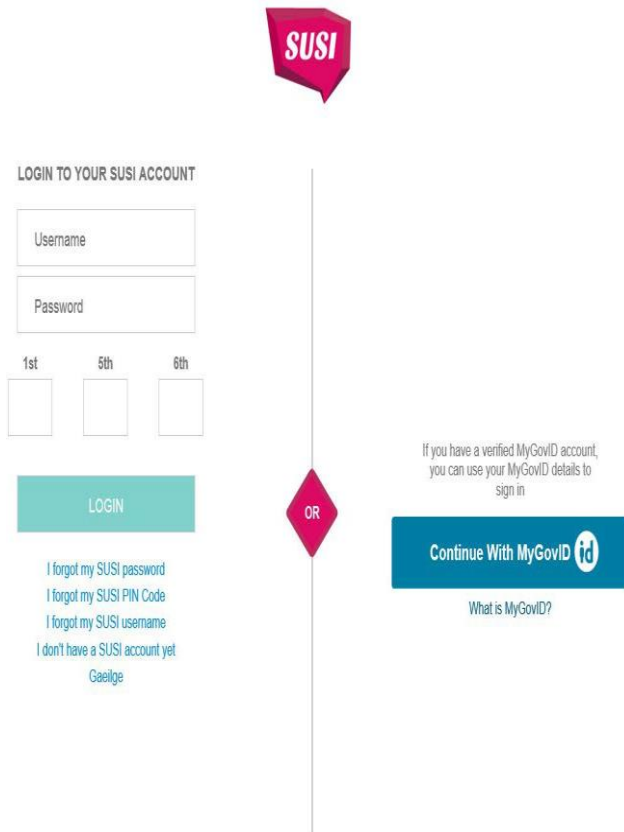
SUSI Application Form Guide New Applicants 2021/22 AcademicYear

Your guide to completing your SUSI Application Form

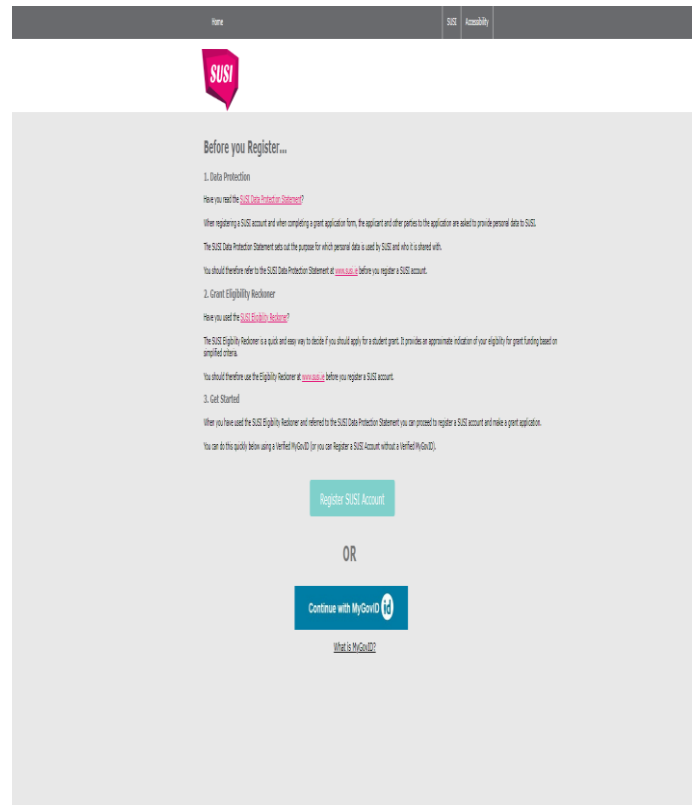


Create a SUSI Account

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



The screenshot shows the SUSI login interface. At the top left is the SUSI logo. Below it, the heading "LOGIN TO YOUR SUSI ACCOUNT" is followed by input fields for "Username" and "Password". There are three checkboxes labeled "1st", "5th", and "6th". A teal "LOGIN" button is positioned below the password field. To the right of the login fields is a vertical line with a diamond-shaped "OR" separator. To the right of the separator, there is a blue button labeled "Continue With MyGovID" with the MyGovID logo. Below this button is a link that says "What is MyGovID?".



The screenshot shows the SUSI registration page. At the top right, there are links for "Home", "SUSI", and "Accessibility". Below the SUSI logo, the heading "Before you Register..." is followed by three numbered sections: "1. Data Protection", "2. Grant Eligibility Reckoner", and "3. Get Started". Each section contains a link to a document. Below the text, there is a teal "Register SUSI Account" button. Below this button is an "OR" separator, followed by a blue "Continue with MyGovID" button and a link "What is MyGovID?".

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

Home SUSI Accessibility

SUSI

Register for a SUSI account

Personal Details

Your PPS no.

Your surname

Your first name(s)

Your date of birth Tuesday, 01 January 1990

Your e-mail address

Confirm e-mail address

Telephone number

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 will also enter your name, date of birth, email address and phone number. Once you've completed this page, select **“Next”**.

You will be advised that an email has been sent to the email address you have entered containing a 7 digit verification code and to please enter the verification code in the box provided. You have 20 minutes to enter the code before it expires.

Home SUSI Accessibility

SUSI

Register for a SUSI account

Personal Details

Your PPS no.

Your surname

Your first name(s)

Your date of birth Tuesday, 01 January 1990

Your e-mail address

Confirm e-mail address

Telephone number

Email Verification

An email has been sent to **susitestymctesterson+79@gmail.com** containing a 7 digit long verification code. Please enter this verification code below.

This verification code will expire after 20 minutes.

Enter Verification Code



Create a 'Username', 'Password' and 'Pin Code'.

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)



* 

- 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"**.

Student Registration - Registration Summary and Submit

Your PPS no 68481020
 Your surname Sample2020
 Your firstname(s) Sample
 Your date of birth 20/07/1994
 Your email
 Your telephone number

Your username
 Your security question What is your mothers maiden name?


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.



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.

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](#)

Make an Application

The image shows a login interface for a SUSI account. On the left, under the heading "LOGIN TO YOUR SUSI ACCOUNT", there are input fields for a username (containing "SAMPLE2021"), a password (represented by dots), and a PIN code. The PIN code is split into three boxes labeled "2nd", "3rd", and "4th", with the "4th" box containing "01". Below these fields is a teal "LOGIN" button with a mouse cursor pointing to it. Underneath the button are several links: "I forgot my SUSI password", "I forgot my SUSI PIN Code", "I forgot my SUSI username", "I don't have a SUSI account yet", and "Gaeilge".

In the center, a vertical line is flanked by a pink diamond containing the word "OR".

On the right, there is a section for MyGovID login. It includes the text "If you have a verified MyGovID account, you can use your MyGovID details to sign in" above a teal button that says "Continue With MyGovID" next to the MyGovID logo. Below the button is a link that says "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 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 log in you must first confirm that you have read the data protection statement.

Data Protection Information ✕

Before You Proceed...

Have you read the [SUSI Data Protection Statement?](#)

When completing this grant application form, the applicant and other parties to the application are asked to provide personal data to SUSI.

Before submitting the completed grant application form, each party to the application is asked to confirm that they have read the [SUSI Data Protection Statement](#) which sets out the purpose for which personal data is used by SUSI and who it is shared with.

You should therefore refer to the [SUSI Data Protection Statement](#) before you begin to complete this grant application form.

Please confirm that you have referred to the [SUSI Data Protection Statement](#) and wish to complete this grant application form on that basis.

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.

My APPLICATION My DETAILS My BANKING My PAYMENTS My COURSE My REQUESTS My LETTERS

Name Firstname Surname	Application Reference TBD	 Start Application
Email susitestymctesterson+2@gmail.com	Application Year 21/22	

Application Tracker

Current Status Application not submitted for academic year 2021/22

Application Submission History

Year	Application Ref	Application Type	Date Commenced	Date Submitted	Submission Progress	Submission Status
20/21	W202110609366	New	26/11/2020	26/11/2020	100%	Submitted

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

Home | Logout
SUSI
Application Guide
Accessibility

My APPLICATION My DETAILS My BANKING My PAYMENTS My COURSE My REQUESTS My LETTERS

Personal Details (Applicant)

5%

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 2020 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