



SPRINGBOARD+

www.springboardcourses.ie

ACCEPTABLE SUPPORTING DOCUMENTATION TO CONFIRM ELIGIBILITY FOR EU APPLICANTS

Springboard+ is co-funded by
the Government of Ireland
and the European Union.



Rialtas na hÉireann
Government of Ireland



Arna chomhchistiú ag
an Aontas Eorpach
Co-funded by the
European Union

HEA | HIGHER EDUCATION AUTHORITY
AN tUdaráis um Ard-Oideachas

notes

The following document has been prepared to assist successful Springboard+ applicants to understand the requirements for verifying their eligibility when accepting a provisional place offer on a funded course.

The following eligibility criteria must be verified in full and without exception when requested before you can enrol on a Springboard+ course:

1. That you hold a valid PPS Number.
2. That you are living full-time in the Republic of Ireland.
3. That you meet the nationality/visa requirement.
4. That you meet the residency requirement.
5. That you meet the requirements for being:
 - a) Employed (including Self-Employed); **OR**
 - b) Unemployed (including Formerly Self-Employed); **OR**
 - c) a Returner; **OR**
 - d) a Recent Graduate.

Any valid, official document that can verify the eligibility criteria above can be used, with the exception of:

1. **Qualifying DSP payment**, which is limited to an official letter or statement from the Department of Social Protection, or MyWelfare statement
2. **Returner's Declaration**, required for all applicants under this application status
3. **Transcript/ Parchment** for all Recent Graduate applicants

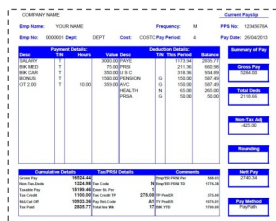
**“EU APPLICANTS” REFERS TO ANY EU, EEA, UK,
OR SWISS NATIONAL**

Acceptable Supporting Documents

Please note, there may be a “**Recommended Document**” below each category, which may be used to verify multiple eligibility criteria. There are separate instructions on how to download these documents using a MyGovID.

1. Evidence of Valid PPS Number

Recent payslip



Recent Revenue documents



Public Services Card



Upload front & back of card

RECOMMENDED DOCUMENT:

- Employment Detail Summary (for Employed applicants)
- MyWelfare Statement (for Unemployed applicants)

2. Living full-time in the Republic of Ireland

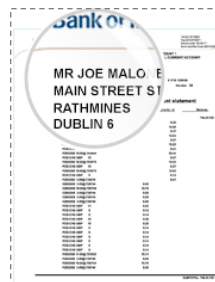
Utility Bill



Employer's Letter



Bank Statement



Account & Transaction details redacted

Revenue Document



Sensitive tax details redacted

RECOMMENDED DOCUMENT:

- Employment Detail Summary (for Employed applicants)
- MyWelfare Statement (for Unemployed applicants)
- Returner's Declaration (for Returner applicants)



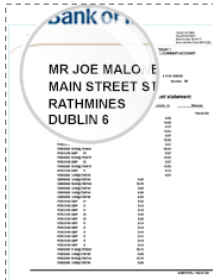
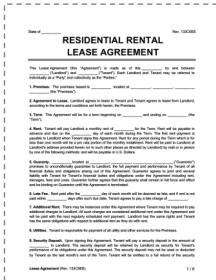
3. Nationality Requirement

Irish Passport	EU Passport	EU Driver's Licence	National Identity Card
		 	

NOTES:

- * A Driver's Licence **must** show the holder's country of birth; the card's language or origin cannot be taken as evidence of nationality
- * A copy of a birth cert (with parent's details redacted), accompanied by valid photo ID may be accepted if none of the above can be provided

4. Residency Requirement

Utility Bill	Revenue Documents	Bank Statement	Rental Lease
			

NOTE: Applicant must provide **one document for each of the three years** (i.e. 3 documents in total), unless using a Rental/Lease Agreement covering 3+ years of residency

RECOMMENDED DOCUMENT:

- Employment Detail Summary covering 3+ years (for Employed applicants)
- MyWelfare Statement (for Unemployed applicants)
- Returner's Declaration (for Returner applicants)

5. Applying on the basis of the following employment status:

Employed	Self-Employed	Unemployed
EMPLOYMENT DETAIL SUMMARY / PAYSLIP Dated no more than 6 weeks before course start date and not after course start date	REVENUE DOCUMENT / ACCOUNTANT'S LETTER Dated no more than 6 weeks before course start date and not after course start date	OFFICIAL DSP LETTER / STATEMENT Dated no more than 2 weeks before course start date and not after course start date

Formerly Self-Employed	Returner	Recent Graduate
REVENUE DOCUMENT / ACCOUNTANT'S LETTER Dated no more than 6 weeks before course start date and not after course start date	RETURNER'S DECLARATION Dated no more than 6 weeks before course start date and not after course start date	TRANSCRIPT Graduated from a full-time NFQ Level 8 degree in previous 12-mths

RECOMMENDED DOCUMENT:

- Employment Detail Summary (for Employed applicants)
- MyWelfare Statement (for Unemployed applicants)
- Returner's Declaration (for Returner applicants) [MANDATORY]
- Transcript (for Recent Graduate applicants) [MANDATORY]

DOCUMENTS CANNOT BE DATED AFTER THE COURSE START DATE

Any sensitive personal information that is not required for the purpose of confirming your eligibility should be redacted before uploading to your Springboard+ account

Qualifying DSP Payments

NOTE: Applicants who are in receipt of a qualifying DSP payment are not expected to demonstrate that they meet the nationality/visa requirement or the residency requirement

Which DSP payments are accepted?

- Jobseekers Benefit
- Jobseekers Transition Payment
- Jobseekers Allowance
- One Parent Family Payment
- Disability Allowance
- Qualified Adults of Working Age, where they can establish an entitlement to a qualifying payment in their own right
- Carer's Allowance
- Farm Assist/Fish Assist
- Widow's, Widower's or Surviving Civil Partner's Contributory or Non-Contributory Pension
- Blind Pension
- Deserted Wives Allowance
- **Working Family Payment – must be in employment to claim this**
- **DSP Work Schemes: Community Employment Scheme, Rural Social Scheme and Tús**

1. Applicants participating in the CE Scheme; the Rural Social Scheme; Tús or in receipt of the Back to Work Enterprise Allowance or the Short Term Enterprise Allowance may apply for a Springboard+ course and, with the approval of a Department of Social Protection Employment Personal Advisor, take up a course
2. Applicants signing for social insurance contribution credits can also apply
3. **All unemployed applicants should consult their DSP Employment Personal Advisor / relevant DSP section before applying for a Springboard+ (incl. ICT Skills Conversion) course, as only the DSP can confirm that taking a course will not affect a social welfare payment**