



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



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

HEA | HIGHER EDUCATION AUTHORITY
AN tÚDARÁS um ARD-OIDEACHAS

Notes

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

The following eligibility criteria must be confirmed 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 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 confirm the eligibility criteria above can be used, except for:

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 to full-time ICT Skills Conversion courses.

“EU APPLICANTS” refers to any Irish, EU, EEA, UK, Ukrainian, or Swiss national

Acceptable Supporting Documentation

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

Evidence of Valid PPSN

Recent Payslip	Recent Revenue Documents	Public Services Card
		 <div data-bbox="1173 728 1455 835" style="background-color: yellow; padding: 5px; text-align: center;"> <p>Upload front & back of card</p> </div>

Recommended Documents:

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

Living full-time in the Republic of Ireland

Utility Bill	Employer’s Letter	Bank Statement	Revenue Document
	 <p data-bbox="424 1675 727 1742" style="text-align: center;"><i>Place of employment in Rep. of Ireland ONLY</i></p>	 <p data-bbox="815 1675 1110 1742" style="text-align: center;"><i>Account & Transaction details redacted</i></p>	 <p data-bbox="1206 1675 1469 1742" style="text-align: center;"><i>Sensitive tax details redacted</i></p>

Recommended Documents:

- Employment Detail Summary (for **Employed** applicants)
- Returner’s Declaration (for **Returner** applicants)

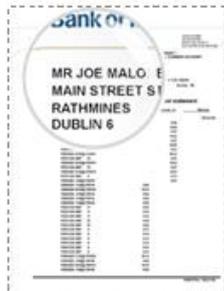
Nationality Requirement

Irish Passport	EU Passport	EU Driver's Licence	National Identity Card
		 Upload front & back of card	

Notes:

- A Driver's Licence must show the holder's **birthplace** (i.e. in the EU / EEA / UK / Ukraine / Switzerland); 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.

3 Years' Residency (EU Applicants)

Utility Bill	Revenue Documents	Bank Statement	Rental Lease
			

Recommended Documents:

- Employment Detail Summary (for **Employed** applicants)
- Returner's Declaration (for **Returner** applicants)

Notes:

- You must provide **one document for three separate years between 2022 and 2025** (i.e. three documents in total), unless using a Rental/Lease Agreement covering 3+ full years in this period.
- Documents dated in 2026 are **not acceptable**.

Employment Category

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 / Receipt 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 Signed, stamped & dated no more than 6 weeks before course start date and not after course start date	Transcript / Parchment Completed & graduated from a full-time NFQ Level 8 degree within previous 12-months before course start date

Recommended Documents:

- Employment Detail Summary (for **Employed** applicants)
- MyWelfare Statement (for **Unemployed** applicants)
- Returner's Declaration (for **Returner** applicants) **[MANDATORY]**
- Transcript and/or Parchment (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

Unemployed applicants in receipt of a qualifying DSP payment / work scheme / allowance are **exempt** from demonstrating that they meet the visa / nationality requirement **or** the 3 full years out of previous 5 years residency requirement.

Which DSP payments are accepted?

- Jobseekers Pay-Related Benefit
- Jobseekers Allowance
- Jobseekers Transition 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
- Bereaved Partner's Contributory or Non-Contributory Pension
- Blind Pension
- Deserted Wife's Allowance
- Signing on for social insurance credits
- One-Parent Family Payment **[applicant may be Employed or Unemployed]**

Which DSP work schemes / allowances are accepted?

- Tús
- Rural Social Scheme
- Back to Work Enterprise Allowance
- Short-Term Enterprise Allowance

Working Family Payment, One Parent Family Payment, and participation on a **CE Scheme** are also qualifying DSP payments / schemes to have the **10% fee waived** for **employed** applicants. These employed applicants **are required** to demonstrate that they meet the visa / nationality **and** residency requirements.

All unemployed applicants should consult their DSP Employment Personal Advisor / relevant DSP section before applying for a Springboard+ funded course, as only the DSP can confirm that taking a course will not affect a social welfare payment