SPRINGBOARD+

www.springboardcourses.ie

ACCEPTABLE SUPPORTING DOCUMENTATION TO CONFIRM ELIGIBILITY FOR NON-EU APPLICANTS

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 visa / 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 verify the eligibility criteria above can be used, except for:

1. **Visa / Nationality Requirement** is limited to qualifying visa stamps.

2. **Residency Requirement** is limited to qualifying visa stamps.

3. **International Protection Applicants** and those with **Refugee Status**, where residency is assessed on a case-by-case basis, official documentation must show the first date that international protection was applied from.

4. **Returner's Declaration** required for all applicants under this application status.

5. **Transcript/ Parchment** for all Recent Graduate applicants to full-time ICT Skills Conversion courses.

"NON-EU APPLICANTS" refers to any national other than Irish, EU, EEA, UK, Ukrainian, or Swiss

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.
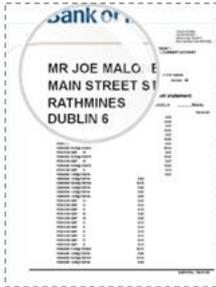
Evidence of Valid PPSN			
Recent Payslip	**Recent Revenue Documents**		**Public Services Card**
			Upload front & back of card

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**
	Place of Employment in Rep. of Ireland ONLY	Account & Transaction details redacted	In the case of Refugees or Qualified Persons

Recommended Documents:

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

Note: You can also use a copy of your current visa stamp on your Irish Residency Permit or GNIB card **[upload front & back of card]**

Visa / Nationality Requirement		
Stamp 4 (all)	**Stamp 5 (all)**	**Stamp 6 (all)**

YOU MUST UPLOAD A COPY OF THE FRONT & BACK OF YOUR CARD

Notes:

- **Stamp 4** also includes **Stamp 4 EU FAM / Stamp 4D / Article TEU 50**.
- If you do not hold a valid Stamp 4 or Stamp 5 or Stamp 6 visa, you are **not eligible**.

3 Years' Residency (EU Applicants)	
Any of Visa Stamp 1 / Stamp 3 / Stamp 4 / Stamp 5 / Stamp 6	**Back of IRP Card**

YOU MUST UPLOAD A COPY OF THE FRONT & BACK OF YOUR CARD

Notes:

- Your qualifying visa stamps must cover a minimum of **3 full years** (36 months) in the previous 5 years before the course start date to be eligible.
- **Stamp 2 and Stamp 2A** are not reckonable towards residency and are therefore **not acceptable** in determining residency for 3 out of previous 5 years.
- Residency for **International Protection Applicants** and those with **Refugee Status** is assessed on a case-by-case basis, but official documentation from the Department of Justice must show the date when international protection was first applied from.
- **No other documents are acceptable** to confirm eligibility in meeting the residency requirement.

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**