



1916 Bursary Fund South Cluster SOAR Project Supporting Documentation List Guide

Document upload

You are required to upload complete, legible and relevant copies of requested documentation in order to fully complete and support your application. The online Application (Part II) allows you to upload one document per upload prompt/question. You are advised to scan copies of the documents and if necessary use a PDF merger such as <https://www.pdfmerge.com/> to collate all necessary documents into one. Please scan each document and merge them using the PDF merger so that all pages of all documents are collated into one PDF document. Please do the same if uploading multiple pages/documents in response to other questions.

Note: Photos of documents will not be accepted as they are not legible. If photos are attached to your application, they will not be considered for assessment.

Supporting documentation can only be submitted through the online application (Part II) upload facility.

Income	Supporting documentation	Further information
Student Universal Support Ireland (SUSI)	Complete SUSI award letter	The 3-page letter you received from SUSI, please submit all 3 pages.
Department of Employment Affairs and Social Protection (DEASP) payments	Full DEASP statement of payments breakdown dated 1 January to 31 December 2018	<p>You can request a DEASP statement for 2018 through 'mywelfare' on www.Welfare.ie or from your local community welfare office/ Intreo office</p> <p>The following are some examples of DEASP payments:</p> <ul style="list-style-type: none"> • Jobseekers Allowance • One Parent Family • Disability Allowance • Pension (Contributory) • Jobseekers Transitional • Carers Allowance • Back to Education Allowance • Invalidity Pension • Farm Assist • Illness Benefit • Any payment received from the DEASP other than child benefit

Self-employed income	Notice of Assessment / Self-Assessment Letter - Chapter 4 or 5 for the year 2018	You can request a Notice of Assessment / Self-Assessment Letter - Chapter 4 or 5 for 2018 from the relevant person(s) revenue account on the Revenue website at www.revenue.ie
Income from Employment (PAYE)	P21 for the year 2018	A P21 for 2018 can be requested from the relevant person(s) revenue account on the Revenue website www.revenue.ie Note: A P21 is a 2-sided document, please include a scan of both the front and back page.
Vocational Training Opportunities Scheme (VTOS) Payment	Letter from Educational Training Board (ETB) or Post-Leaving Certificate (PLC) College where person attended confirming the total amount earned in 2018.	Letter must be on headed paper, signed and dated by an official within the ETB or PLC you previously attended.

First Time Mature Student applicants and QQI Entry applicants	Supporting documentation
	<ul style="list-style-type: none"> You are <u>not</u> required to provide supporting documentation as your entry route will be verified directly with your higher education institution.

Disability:	Supporting documentation	Further information
Applicants with medical evidence of having a disability that significantly impacts negatively on your studies	<ul style="list-style-type: none"> If you were deemed eligible for the 2019 Disability Access Route To Education (DARE) your disability information will be verified directly with your institution, you are <u>not</u> required to submit supporting documentation. If you have ‘carried forward’ your Disability Access Route To Education (DARE) eligibility upload a copy of your DARE eligibility ‘carry forward’ email/letter. If you were <u>not</u> deemed eligible for DARE or did not enter college through the DARE route; <u>you are required</u> to provide appropriate documentary evidence from a relevant medical professional as per DARE guidelines – see further information. If you, the applicant is repeating you may also provide letter confirming your registration with the college’s Disability Support Service. 	<ul style="list-style-type: none"> Documentary evidence from a relevant medical professional confirming your disability/condition/diagnosis, as per the DARE guidelines on documentary evidence see: http://accesscollege.ie/dare/providing-evidence-of-your-disability/

Member of the Irish Traveller Community	Supporting documentation	Further information
	<ul style="list-style-type: none"> Letter from a Traveller advocacy organisation indicating that the applicant is a member of the Traveller community. <p>Or</p> <ul style="list-style-type: none"> Letter from a school indicating that the applicant is a member of the Traveller community. <p>Or</p> <ul style="list-style-type: none"> Letter from a state body indicating that the applicant is a member of the Traveller community. 	<ul style="list-style-type: none"> All letters must on headed paper, be signed and reference that the applicant is a member of the Traveller community.

Member of Ethnic Minority	Supporting documentation	Further information
	<ul style="list-style-type: none"> Official letter from the Department of Justice and Equality confirming the specific 'right to remain' or naturalisation of applicant and/or parent. Photocopy of passport(s); <ul style="list-style-type: none"> This is to include the applicants passport and if necessary a copy of the applicants parents/guardians country of origin passport and Irish/EU/EEA or Swiss confederation passport if possible. Copy of the applicant's GNIB card that details your Visa stamp details. 	<p>An Ethnic Minority as determined by the Higher Education Authority for the purpose of this fund is:</p> <ul style="list-style-type: none"> a national of a Member State, a state which is a contracting state to the EEA agreement or the Swiss Confederation, or person whose current immigration status or leave to remain under the Department of Justice and Equality, is one of the following: <ul style="list-style-type: none"> Refugee (including programme refugees); Subsidiary Protection; Permission to remain as the family member of an EU/EEA/Swiss citizen under the European Communities (Free Movement of Persons) Regulations 2006 and 2008 and EU Directive 2004/38/EC (EU Treaty Rights provisions); Permission to remain because of marriage/civil partnership with an Irish national or as dependent child of such person; Humanitarian leave to remain granted before the Immigration Act 1999 came into effect; Permission to remain following a decision not to deport under Sections 3 of the Immigration Act 1999; or Permission to remain as a dependent child of a person who has acquired Irish Citizenship by naturalisation, residing in the State. <p>Only documentation from official state departments i.e. Department of Justice and Equality will be accepted to prove the applicants right to remain.</p>

Applicant is a Lone-Parent	Supporting documentation	Further information
	<ul style="list-style-type: none"> • Evidence of being in receipt of a DEASP One-Parent Family Payment in 2018 <p>Or</p> <ul style="list-style-type: none"> • Evidence of being in receipt of a DEASP One Parent Transitional Payment in 2018 <p>Or</p> <ul style="list-style-type: none"> • Letter from DEASP stating that the applicant is or was formally on a One-Parent Family payment and met the criteria of a lone parent. 	<ul style="list-style-type: none"> • You can request a 2018 DEASP statement on your 'mywelfare' account on www.Welfare.ie or request from your local community welfare office/ Intreo office • If you are on a follow-on DEASP payment (see below) please request a full statement when you were on a OFP payment • Letter confirming you are a lone parent must be from the Department of Employment Affairs and Social Protection, be on headed paper, stamped and signed by a DEASP official <p>Note: These are some examples of follo- on One Parent Family payments:</p> <ul style="list-style-type: none"> • Jobseekers Transitional Payment • Blind Pension • Carers Allowance / Half Rate Carers • Domiciliary Care • Working Family Payment • Back to Work Family Dividend • Deserted Wife Benefit • Widowers Pension • Back to Education Allowance

DEIS second level school attendance	Supporting documentation	Further information
	<ul style="list-style-type: none"> Letter from second level school(s) confirming the dates and timeline that the applicant attended the DEIS school. 	List of DEIS schools can be found on the following: https://www.education.ie/en/Schools-Colleges/Services/DEIS-Delivering-Equality-of-Opportunity-in-Schools/

Applicant is or was in the care of the State / TUSLA	Supporting documentation	Further Information
	<ul style="list-style-type: none"> Letter from TUSLA or official associated agency confirming the dates the applicant was in the care of State. 	<ul style="list-style-type: none"> All letters must be on headed paper, signed and confirm that the applicant is or was in the care of the State/ TUSLA / an official associated care agency. To request documentation contact your HSE social worker, your local TUSLA area officer and/or TUSLA after care worker. For more info on your local area office please check: https://www.tusla.ie/get-in-touch/local-area-offices/

Applicant who resides in a Direct Provision Centre	Supporting documentation	Further information
	<p>Letter from Department from Justice and Equality stating the applicant resides in Direct Provision.</p> <p>Or</p> <p>Letter from a registered Direct Provision Centre confirming that the applicant resides in the centre.</p> <p>Or</p> <p>Full DEASP statement for 2018 showing applicant is in receipt of the Daily Expenses Allowance.</p>	<ul style="list-style-type: none"> Letters from Direct Provision Centres must on headed paper and be signed by a Direct Provision Official. Can request a 2018 statement person(s) 'mywelfare' account on www.Welfare.ie or request from local community welfare office/ Intreo office in regards to Daily Expenses Allowance.

Applicant who resides in Supported Accommodation	Supporting documentation	Further information
	<p>Letter from the Health Service Executive (HSE), TUSLA or registered Charity/Agency confirming the applicant resides in Supported Accommodation.</p>	<ul style="list-style-type: none"> All letters must be on official headed paper, provide dates residing within Supportive Accommodation and be signed by an Organisation Official

Personal Statement	Supporting Documentation	Further information
	<p>All applicants are invited to provide a personal statement to support their application. Please use the following questions to assist you.</p> <ol style="list-style-type: none"> 1. Why are you applying for the 1916 Bursary Fund? In answering the question please refer to your individual circumstances and your decision to pursue higher education. 2. What challenges have you experienced/will experience in accessing and participating in education? (e.g personal, family, community, social, cultural, financial, disability etc.) Note: Please refer and reflect on the target group(s) you are applying under. 3. What difference do you think the 1916 Bursary Fund would make to your higher education? Please refer to your individual / household financial circumstances and your overall college experience. 	<ul style="list-style-type: none"> • Personal Statements must be signed and dated from the applicant • Word limit = 1,200 words.

Letter of Support	Supporting Documentation	Further information
	<p>All applicants are invited to provide a letter of support from a community organisation, community leader/mentor, school /state service or from an individual that the applicant sees fit to write on their behalf.</p> <p>Letters of support should cover the following:</p> <ol style="list-style-type: none"> 1. Description of the organisation, what capacity they know the applicant, why they support the application. 2. Additional information regarding the individual's personal/ family /community circumstances that align with the aims of the 1916 Bursary Fund. 3. The letter should highlight the applicant's attributes and why they should be considered for a 1916 Bursary while reflecting on the target group(s) the applicant is applying under. 	<ul style="list-style-type: none"> • Letter of support must be signed, dated and include job title / role of the author. • Limit = 2 pages