

Supporting Documents Checklist

This checklist provides information on the documents you will need to provide with your KickStart Scholarship application.

Contact the Access Office in your HEI if you need support and advice on gathering your documents. Remember that staff will not be available during the Christmas vacation period.

Before you gather your supporting documents

You should allow 3-4 weeks to gather your supporting documents. Start gathering your supporting documents even before you know if you have been selected for interview, to ensure you have everything ready to upload if you're called for interview.

Check all sections (1. INCOME DOCUMENTS, 2. CRIMINAL JUSTICE HISTORY DOCUMENTS, 3. PRIORITY GROUP DOCUMENTS and 4. REFERENCE DOCUMENT) and provide documents as required.

Some notes:

1. If you fall into income category 1b below (i.e. you are not on a SUSI maintenance grant), you must provide proof of household income. This may mean that you should provide your own income documents or that you should provide income documents belonging to another person who is the income earner for your household, such as a parent, guardian, partner or spouse.
2. If you are dependent on your parent/guardian, you must provide:
 - Income documents for your parent/guardian for 2022. The exact income document required depends on which type of income your parent/guardian gets. Check 1b below.
 - You will be asked to tick a box to confirm that you have obtained the permission/consent from your parent/guardian as the owner of the supporting documents.
3. If you are living independently from your parent/guardian (i.e. you get no financial assistance from your parent/guardian and do not live at the same address) you must provide:
 - income documents for yourself for 2022. The exact income document required depends on which type of income you get. Check 1b below.
 - If you live with a partner/spouse who contributes to your household income, you must also provide income documents for your partner/spouse for 2022 AND tick a box to confirm that you have obtained permission/consent from your partner/spouse.
 - Proof of home ownership OR proof of renting since at least October 2022.
 - A recent utility bill at your own address (not a mobile phone bill).

You can review these sample income documents to check that you are providing the correct documentation. [Sample Social Welfare Balancing Statement](#), [Sample Statement of Liability](#) (previously known as a P21), [Sample Notice of Self-Assessment](#). Please note: you must provide all pages of the relevant income document; the sample documents show the first pages only.

1. INCOME DOCUMENTS

Provide documents for 1a or 1b

1a. You are a recipient of a SUSI maintenance grant for 2023-2024

Your Household Income	Supporting Document Required	Further information
If you are a confirmed recipient of a SUSI maintenance grant, SUSI has verified that your household income in 2022 was under €46,790	Your SUSI award letter for 2023/24 (all 3 pages)	A maintenance grant means that SUSI has awarded you a monthly amount in addition to payment of the Applicant contribution charge

1b. You are not in receipt of a SUSI maintenance grant but your household income for 2022 was under €46,790.

You must provide one of the following income documents

Your Household Income Category	Supporting Documents Required	Further information
Department of Social Protection (DSP) Payments	Social Welfare Statement i.e. a full DSP statement of payments For the full year 1 January to 31 December 2022	Request a DSP/Social Welfare Statement for 2022 through MyWelfare , or from your local community welfare office/ Intreo office
Self Employed Income	A Notice of Assessment / Self-Assessment Letter - Chapter 4 or 5 for the year 2022. (Please include all pages)	Request a Notice of Assessment / Self-Assessment Letter - Chapter 4 or 5 for 2022 from the relevant person(s) revenue account on the Revenue website at www.revenue.ie
Income from Paid Employment (PAYE)	A Statement of Liability 2022 A Statement of Liability is a 2-sided document, please include a copy of both the front and back page. Note: An Employment Detail Summary/end of year employment summary pdf. is not a Statement of Liability	A Statement of Liability (formerly called End of Year Statement - P21) for 2022 can be requested from the relevant person(s) revenue account on the Revenue website www.revenue.ie .
Income from Vocational Training Opportunities Scheme (VTOS)	A letter from the Educational Training Board (ETB) or Post-Leaving Certificate (PLC) College that you attended confirming the total amount earned in 2022.	Letter must be on headed paper, signed and dated by an official within the ETB or PLC you previously attended.
If you are a not on a SUSI maintenance grant and you are living independently , you must provide documents to prove you are living independently in addition to one of the proof of income documents above	Documents which show proof of living independently: lease/rent book/signed letter from landlord + a current utility bill at that address which isn't a mobile phone bill. The lease/rent book/letter should state the date renting commenced, your name, the landlord's name and the rental address.	Living independently means that you receive no financial support from parent/guardian AND you have been living at an address other than the parental home address from at least October 2022.

2. CRIMINAL JUSTICE HISTORY DOCUMENTS

Provide one of the following documents in this category.

Request for previous charges from a Garda station or a Garda F20 form	Everyone has the right to request a copy of their previous charges from a Garda station. This is a simple sheet with a list of current and past charges. The Garda F20 form is filled out online and is considered a Subject Access Request so the individual gets all information held on them on the Garda system. This can take a few weeks to arrive.	Request a Garda F20 Form
Release letter from prison	<p>A letter that shows the dates that you were in custody and not the conviction. If you no longer have this letter, you can request it from Irish Prison Service.</p> <p>The request for a Certificate of Imprisonment should state that they are sought for the KickStart scholarship scheme and provide your full name, date of birth, address and PIMS number if known.</p>	<p>Email: operationqueries@irishprisons.ie. This email address should only be used for the scholarship candidates. Any other queries should be directed to info@irishprisons.ie.</p> <p>Requests that come via email to Operations Directorate will only issue by post to the address recorded on PIMS, having clarified that this is still the address of the requester. If the address has changed, the requester will need to verify this by submitting some acceptable recognised identification.</p>
Letter from your current/past Probation Officer	A letter from the Probation Service will only state that you were engaged with the Probation Service for a particular period of time and if there is an existing criminal record as a result.	<p>Email: informationunit@probation.ie with the subject line:</p> <p>KickStart Scholarship Fund information request.</p> <p>This will not show details of the conviction type.</p>
Self-Declaration of Criminal Justice History	In the event you were convicted outside Ireland and/or are you are unable to access any of the above verifications you can submit this self-declaration which will show the dates that you were in custody and in what country.	<p>Link to Self-Declaration Document</p> <p>This will NOT show convictions</p> <p>NB: Irish citizens who have been extradited to a prison in the Republic must have spent at least 2 years in the country in order to meet the criteria.</p>

3. PRIORITY GROUP DOCUMENTS

Provide supporting documents for each priority group to which you belong

Priority Group	Supporting Documents Required	Further information
Disability	<ul style="list-style-type: none"> If you entered through the DARE scheme or are currently registered with the Disability Support Office of your higher education institution, you don't have to provide any further documents about your disability. In the KickStart application form, you provide your consent to your college to verify this information directly. If you did not enter college through the DARE scheme AND are not registered with the Disability Support Office of your higher education institution, you must provide appropriate documentary evidence from a relevant medical professional as per the DARE guidelines on documentary evidence 	<p>More information on documentary evidence from a relevant medical professional confirming your disability/condition/diagnosis, as per your HEI's process for registering with the Disability Support Service.</p>
Lone Parent with a DSP Payment	<ul style="list-style-type: none"> Evidence of being in receipt of DSP One-Parent Family Payment in 2022 Or Evidence of being in receipt of a DSP Job Seekers Transitional Payment in 2022 Or Letter from DSP stating that the applicant is currently or was formerly on a One-Parent Family payment and met the criteria of a lone parent. Or In receipt of Deserted Wives Payment including payment for dependent children Or In receipt of Widows Pension including payment for dependent children. 	<p>You can request a DSP statement on your mywelfare.ie or from your local community welfare office/ Intreo office.</p> <p>If you are on a follow-on DSP 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 Social Protection, be on headed paper, stamped and signed by a DSP official</p> <p>Note: These are some examples of follow-on One Parent Family payments:</p> <ul style="list-style-type: none"> • Jobseekers Transitional Payment • Blind Pension • Carer's Allowance • Working Family Payment • Back to Work Family Dividend • Deserted Wives Allowance/Benefit • Widows/Widowers Pension • Back to Education Allowance
Lone parent who is working	<ul style="list-style-type: none"> A Revenue statement showing that you are in receipt of the Single Person Child Carer Credit (formerly called Lone Parents Tax Credit) Copy of Separation/Divorce Agreement or Maintenance Agreement 	<ul style="list-style-type: none"> Evidence of the Single Person Child Carer credit will be on your Statement of Liability or your Tax Credit Certificate for 2022. You can request these documents from your revenue account on the Revenue website revenue.ie. Separation/Divorce/Maintenance - first page showing your name & the page relating to custody.

Priority Group	Supporting Documents Required	Further information
You are or were in the Care of the State (TUSLA)	Letter from TUSLA or official associated agency confirming the dates the applicant was in the care of State. All letters must be on headed paper, signed and must confirm that you are or were 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: tusla.ie/get-in-touch/local-area-offices .
You are living in or are transitioning out of Direct Provision accommodation	<ul style="list-style-type: none"> • Letter from Department of Justice and Equality confirming that the applicant is transitioning out of or previously lived in Direct Provision within the previous 3 years. -OR- • A registered letter from Direct Provision Centre confirming that the applicant is transitioning out of or previously lived in Direct Provision within the previous 3 years. -OR- • Full DSP statement for 2022 showing applicant was in receipt of the Daily Expenses Allowance. 	Letters from Direct Provision Centre must be on headed paper and be signed by a Direct Provision Official. You can request a full DSP Payment Statement for 2022 from MyWelfare using your MyGovID account or request a statement from your local community welfare office/ Intreo office outlining your Daily Expenses Allowance.
You are currently/ were previously living in Supported Accommodation	Letter from the Health Service Executive (HSE), TUSLA or registered Charity/Agency confirming the applicant is or was previously living in supported accommodation within the previous 3 years	All letters must be on official headed paper, provide dates and be signed by an organisation official.
You are currently/were previously Homeless	Letter from the Health Service Executive (HSE), TUSLA or registered Charity/Agency such as Simon Community/Threshold confirming that you are now or were previously homeless within the previous 3 years.	All letters must be on official headed paper, provide dates and be signed by an organisation official.

4. REFERENCE DOCUMENT

<p>You must provide a reference from a person who has had a supporting or supervisory role in your life. This can be any person who has supported you or supervised you during your personal and/or professional development journey. Examples of referees include:</p> <ul style="list-style-type: none"> • A current or past Probation Officer, • A Training or Employment Officer, • Your case worker or project manager if you worked on a probation funded community-based organisation project, • Your IASIO Training & Employment officer, • Your liaison/external support officer • A current or past employer, • A manager from a volunteer organisation to which you contributed time, • A current or past teacher/lecturer/ training supervisor/ETB staff/ university staff member other than Access Office staff. 	<p>You can contact a member of staff in your HEI for advice on the reference letter.</p> <p>Use this Reference Template document to guide your referee on what information should appear on the reference letter.</p> <p>Note: If your referee is the same person who is confirming your criminal justice history (see Section 3), you can ask them to provide both pieces of information on the one document.</p>
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