



Rialtas na hÉireann
Government of Ireland



HIGHER EDUCATION AUTHORITY
AN tÚDARÁS um ARD-OIDEACHAS



Maynooth
University
National University
of Ireland Maynooth

The Student Assistance Fund (SAF) is managed by the Higher Education Authority (HEA) on behalf of the Department of Further and Higher Education, Research, Innovation and Science

Maynooth University Student Assistance Fund (SAF) 2024/25 Household Income Documents Checklist

When you apply to SAF, you will be provided with a secure link to upload your supporting documents. Do not email documents.

A. Required income documents - students in receipt of the SUSI grant in 2024/25 or 2023/24

Note: only the student can access the SUSI award letter online or request a hard copy from SUSI

Student type	Required Income Document	How to get this document
Non-repeating student	Your SUSI award letter for the 2024/25 academic year (all 3 pages).	Find the full 3-page digital version of your SUSI award letter in the Correspondence section of your online SUSI account. Alternatively, email support@susi.ie to request a hard copy, which will be posted to your home address. Tip: To ensure your SUSI letter is available to you, download and save it onto your device, ensuring that it is not password protected . The digital copy of your SUSI award letter is removed from your online SUSI account in Semester 2.
Not in receipt of SUSI 2024/25 due to repeating a year (but did receive SUSI in 2023/24)	If you not in receipt of SUSI this year because you are repeating but you were in receipt of SUSI in 2023/24, you can provide your <ul style="list-style-type: none"> - SUSI award letter for 2023/24 (all 3 pages, not password protected) <p>AND</p> <ul style="list-style-type: none"> - Proof of household income for 2024 (in the case of this category of repeating student only, 3 recent payslips belonging to the income earners* in your household will be accepted as proof of income *your parents/guardians/spouse/partner) 	SUSI letter - Provide a digital copy of your 2023/24 SUSI letter that you have previously saved or email support@susi.ie and request a hard copy, which will be posted to your home address. Alternatively, if you provided your SUSI letter for SAF in 2023/24, you can contact saf@mu.ie and inform us that we already have your SUSI letter on file. 3 recent payslips – ask the income earner/s in your household to provide these.

B. Required income documents - students not in receipt of SUSI

In general, students are dependents and are therefore assessed on their parents'/guardians' income. Please submit your parents'/guardians' household income documents, not your own income documents.

(To find out when students can be assessed on their own income only, check under section C. 'Living Independently' below, to see if you satisfy the definition of 'Living Independently' and what documents to provide.)

Note: only the income earner can request income documents from the relevant authority. To access Revenue documents online, the income earner must have an [online revenue account](#)

<i>Household income Source</i>	<i>Required Income Document</i>	<i>How to get this document</i>
Self-employed income	Notice of Assessment / Self-Assessment Letter for the full year ended 31 December 2023 (all pages)	The income earner can request a Notice of Assessment / Self-Assessment from Revenue via their online account at www.revenue.ie
Income from Employment (PAYE income)	Statement of Liability (formerly called End of year statement or P21) for the full year ended 31 December 2023 (all pages).	The income earner can request a Statement of Liability (formerly called an End of year Statement or P21) from Revenue via their online PAYE account at www.revenue.ie
Income from Social Welfare only	A Social Welfare Statement for the full year ending 31 December 2023 (all pages).	A Department of Social Protection (DSP) statement can be requested through www.mywelfare.ie or from your local community welfare office or Intreo Office
Vocational Training Opportunities Scheme (VTOS)	Letter from an Educational Training Board (ETB) or Post Leaving Certificate (PLC) College where you attended confirming the total amount earned in 2023.	The letter must be on headed paper, signed and dated by an official in the ETB or PLC you attended in 2023.
TUS/CE/RSS Schemes	Statement of Liability (formerly called an End of year statement or P21) for the full year ended 31 December 2023 (all pages).	The income earner can request a Statement of Liability (formerly called an End of year Statement or P21) from Revenue via their online PAYE account at www.revenue.ie
Self-employed income/ Farmers	A copy of the Notice of Assessment/Self-Assessment Letter Chapter 4 or 5 for the full year ended 31 December 2023 (all pages)	The income earner can request a Notice of Assessment / Self-Assessment from Revenue via their online account at www.revenue.ie
Non-Irish Income/Welfare Payments	Official documentation from the country to show the total income received for full year ending 31 December 2023	The income earner can contact the relevant national revenue service to request the required documentation.

C. Students over 23 & Living Independently

Living independently has a strict definition: it means you are not residing at the family home since at least the October of the **year before** the year you first entered university and that you receive no financial support from your parents/guardians whatsoever. If you qualify under the definition of living independently and you are in receipt of SUSI, refer to table A. If you qualify under the definition of living independently and you are not in receipt of SUSI, you should provide the following income documents for all income earners in your own household (i.e. you the student and, if relevant, your partner/spouse):

1. **Income documents** for the full year ending 2023. Refer to table B to find out which document is correct for your household income source/s. You must provide income documents for you and, if relevant, your partner/spouse.
2. **Proof of mortgage/ rental** (copy of your mortgage statement/ signed lease or rent book or other proof of rent dated from at least October of the year prior to your first year of entry to university or earlier if possible).
3. **Recent utility bill** at your current address (a mobile phone bill is not acceptable).

Over 23 and living with parents/guardians?

If you are in receipt of SUSI, provide your SUSI award letter – refer to table A above. If you are not in receipt of SUSI, you should provide your parents'/guardians' household income documents – refer to table B above.

Sample Income Documents:

[Sample P21 Statement of Liability](#)

[Sample Notice of Self-Assessment](#)

[Sample Social Welfare Statement](#)

More information:

[How to register for an online Revenue account](#)

[See the SAF FAQs on Supporting Documentation](#)

Contact: saf@mu.ie