

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

Contact the TUS Athlone Campus Access Service if you need support and advice on

### **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 are called for interview.

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

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/ spouse.
2. If you are dependent on your parent/guardian you must provide:
  - Income documents for your parent/guardian for 2021. The exact income document required depends on which type of income your parent/guardian gets. Check 1b below.
  - You must also provide a [Data Consent](#), signed by your parent/guardian because they are the owner/s of the income document.
3. If you are living independently from your parent/guardian (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 2021. 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 2021 AND you must provide a [Data Consent form](#) signed by your partner/spouse.
  - Proof of home ownership OR proof of renting since at least the October of the year before you entered university.
  - A recent utility bill at your own address.

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](#)

# 1. INCOME DOCUMENTS

Provide documents for 1a or 1b

## 1a. You are a recipient of a SUSI maintenance grant for 2022/23.

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 2021 was under €46,790	Your SUSI award letter for 2021/23 (all 3 pages)	A maintenance grant means that SUSI has awarded you a monthly amount in addition to payment of the student contribution charge

## 1b. You are not in receipt of a SUSI maintenance grant but your household income for 2021 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 2021	Request a DSP/Social Welfare Statement for 2021 through <a href="#">MyWelfare</a> , or from your local community welfare office/ Intreo office.
Self Employed Income	A <a href="#">Notice of Assessment / Self-Assessment Letter - Chapter 4</a> or 5 for the year 2021	Request a <a href="#">Notice of Assessment / Self-Assessment Letter - Chapter 4 or 5</a> for 2021 from the relevant person(s) revenue account on the Revenue website at <a href="#">revenue.ie</a> .
Income from Paid Employment (PAYE)	A Statement of Liability 2021 A Statement of Liability is a 2-sided document, please include a copy of both the front and back page. Note: An end of year employment summary pdf. is not a Statement of Liability	A Statement of Liability (formerly called End of year statement - P21) for 2021 can be requested from the relevant person(s) revenue account on the Revenue website <a href="#">revenue.ie</a> .
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 2021.	Letter must be on headed paper, signed and dated by an official within the <a href="#">ETB</a> or <a href="#">PLC</a> you previously attended.
If you are a not on a SUSI maintenance grant and you are <b>living Independently</b> , 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.	<b>Living independently</b> 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 the Oct before the year of entry to university.

## 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.	Request a <a href="#">Garda F20 Form</a> . This can take a few weeks to arrive.
Release letter from prison	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 the Irish Prison Service.  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.	Email: <a href="mailto:operationqueries@irishprisons.ie">operationqueries@irishprisons.ie</a> . This email address should only be used for the scholarship candidates. Any other queries should be directed to <a href="mailto:info@irishprisons.ie">info@irishprisons.ie</a> .  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.
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.	Email: <a href="mailto:informationunit@probation.ie">informationunit@probation.ie</a> with the subject line: <b>KickStart Scholarship Fund information request.</b> This will not show details of conviction type.
Self-Declaration of Criminal Justice History	In the event you were convicted outside Ireland and/or you are unable to access any of the above verifications, you can submit a self-declaration of criminal justice history form which will show the dates that you were in custody and in what country.	<a href="#">Self Declaration of Criminal Justice History Form</a>  This will not show details of conviction type.

### 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"> <li>If you entered through the <b>DARE</b> scheme or are currently <b>registered with the Disability Office</b> of your higher education institution <b>you don't have to provide any further documents about your disability</b>. On the KickStart application form you give your consent to Maynooth University to verify this information directly.</li> <li>If you did not enter through the DARE scheme AND are not registered with a Disability Office, <b>you must provide appropriate documentary evidence from a relevant medical professional as per the <a href="#">DARE guidelines on documentary evidence</a></b></li> </ul>	<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> <p>For example, <a href="https://www.ait.ie/life-at-ait/registering-with-the-disability-learning-support-service">https://www.ait.ie/life-at-ait/registering-with-the-disability-learning-support-service</a></p>
Lone Parent with a DSP Payment	<ul style="list-style-type: none"> <li>Evidence of being in receipt of DSP One-Parent Family Payment in 2021 Or</li> <li>Evidence of being in receipt of a DSP Job Seekers Transitional Payment in 2021 Or</li> <li>Letter from DSP stating that the applicant is currently <b>or was formerly</b> on a One-Parent Family payment and met the criteria of a lone parent. Or</li> <li>In receipt of Deserted Wives Payment including payment for dependent children Or</li> <li>In receipt of Widows Pension including payment for dependent children.</li> </ul>	<p>You can request a DSP statement on your <a href="http://mywelfare.ie">mywelfare.ie</a> 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"> <li>Jobseekers Transitional Payment</li> <li>Blind Pension</li> <li>Carer's Allowance</li> <li>Working Family Payment</li> <li>Back to Work Family Dividend</li> <li>Deserted Wives Allowance/Benefit</li> <li>Widows/Widowers Pension</li> <li>Back to Education Allowance</li> </ul>
Lone parent who is working	<ul style="list-style-type: none"> <li>A Revenue statement showing that you are in receipt of the <a href="#">Single Person Child Carer credit</a> (formerly called Lone Parents Tax Credit)</li> <li>Copy of Separation/Divorce Agreement or Maintenance Agreement</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of the Single Person Child Carer credit will be on your Statement of Liability or your Tax Credit Certificate for 2021. You can request these documents from your revenue account on the Revenue website <a href="http://revenue.ie">revenue.ie</a>.</li> <li>Separation/Divorce/Maintenance - first page showing your name &amp; the page relating to custody.</li> </ul>
You are or were in the Care of the State (TUSLA)	<p>Letter from TUSLA or official associated agency confirming the dates the applicant was in the care of State.</p> <p>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.</p>	<p>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: <a href="http://www.tusla.ie/get-in-touch/local-area-offices">www.tusla.ie/get-in-touch/local-area-offices</a></p>

<p>You are living in or are transitioning out of Direct Provision accommodation</p>	<ul style="list-style-type: none"> <li>• Letter from Department of Justice and Equality</li> <li style="text-align: center;">Or</li> <li>• A registered Direct Provision Centre confirming that the applicant previously lived or is transitioning out of Direct Provision.</li> <li style="text-align: center;">Or</li> <li>• Full DSP statement for 2021 showing applicant was in receipt of the Daily Expenses Allowance.</li> </ul>	<p>Letters from Direct Provision Centre must be on headed paper and be signed by a Direct Provision Official.</p> <p>You can request a 2021 DSP statement person(s) <a href="#">MyWelfare</a> account or request from local community welfare office/ Intreo office in regards to Daily Expenses Allowance.</p>
<p>You are currently/ were previously living in Supported Accommodation</p>	<p>Letter from the Health Service Executive (HSE), TUSLA or registered Charity/Agency confirming the applicant is or was previously living in supported accommodation.</p>	<p>All letters must be on official headed paper, provide dates and be signed by an organisation official.</p>
<p>You are currently/were previously Homeless</p>	<p>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.</p>	<p>All letters must be on official headed paper, provide dates and be signed by an organisation official.</p>

## 4. REFERENCE DOCUMENT

You must provide a reference from a person who has supported you or supervised you during your personal and/or professional development journey. Examples of referees include:

- 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

You can contact a member of staff in TUS Access office ([KickStart@ait.ie](mailto:KickStart@ait.ie)) for advice on the reference letter.

Use this [Reference Template document](#) to guide your referee on what information should appear on the reference letter.

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.

