



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

POSTGRADUATE ADVISORY SERVICE, STO

PG SAF 2026–27

Making your application work

Postgraduate Student Assistance Fund information session



ABOUT THE FUND

What SAF is, and who it is for

LAST YEAR'S AWARDS

€600 to €2,150

Average: €1,440

The total for the whole year.
SAF is a contribution towards your costs, not a full refund.

Funded by the Irish Government and by gifts from Trinity alumni and friends.

It helps with

- Course costs
- Rent
- Electricity and gas
- Travel to college
- Childcare
- Medical costs

It cannot pay

Tuition fees, student contribution, loans and mortgage repayments.

Who should apply

Registered postgrads (full/ part-time) who find costs hard to meet. In general, your income should be:

€33,000

or less: your own income, if you are independent

€66,000

or less: Dependent or Married students

Guides, not hard barriers. Tell us if other circumstances apply.

What does an application involve?

Generally takes 30 minutes to apply

But a lot longer to gather your documents

WHAT STEPS TO TAKE

- 1** Gather your documents (translate as needed, and save)
 - 2** Fill online application form (statistical and personal statement questions)
 - 3** Upload each document when promoted, or “skip” if not relevant
- ✓ Keep an eye on your email for queries or further updates

THE HEART OF THIS BRIEFING

A clear, complete application is a fast decision.

The applications we cannot screen fall into a few familiar patterns. Every one of them is avoidable.

WHAT WORKS

Five things every strong application has

01 Complete

Every document for every cost you claim, and every page of each one.

02 Readable

Original PDFs downloaded from the source. Never screenshots or phone photos.

03 Current

Bank statements for the last three months; your current lease, bills and receipts.

04 Consistent

Bills match your lease, and your student number and bank details are right.

05 In your words

A personal statement of 150 to 300 words, with no names.

BEFORE YOU BEGIN

You cannot submit half an application



Watch the webinar on the PAS webpage



Update your bank details in your student portal. We pay only into that account.



Check your student number twice. Payment is linked to it.



Gather your documents for every cost you are claiming before you start the application



Make single PDFs, one per question.



Set aside uninterrupted time, and save when the form tells you to.



Opens 12 October 2026 and closes at lunchtime on Thursday 12 November 2026.

DOCUMENTS YOU WILL NEED

Two for everyone, the rest depends on your circumstances

CORE DOCUMENTS:

EVERYONE uploads

Proof of Income

Yours, AND

Your parents' or guardians' / Spouse's

Bank statements

The last three months, every account
you use

ADDITIONAL DOCUMENTS:

Upload as many as are relevant to you

Category of expense	Document required
Rent	Your current lease
Electricity or gas	A bill from your term address
Travel	Leap card statement or two weeks of receipts
Childcare	Current receipts from your provider/ school
Lone Parent top-up	Single parent family payment/ maintenance agreement
Medical costs	Receipts, with anything sensitive covered

THE CORE DOCUMENTS

Two documents decide everything

Proof of Income document

- **Independent:** your own earnings.
- **Dependent/ married:** your parents' or spouse's earnings, with their consent.
- **In Ireland:** SUSI letter, your Employment Detail Summary (EDS), Statement of Liability (P21), a Social Protection statement or a Revenue notice of assessment.
- **Under 23 and independent?** Show independent living since October 2025.

Not accepted: a tax credit certificate.

Bank statements

- **The last three months** before you apply.
- **Every account** you use for college life, not just the one you barely use.
- **Every page**, downloaded from your bank as a PDF.

Not accepted: screenshots, especially from a phone.



Missing or out of date? We cannot assess your application without both.

Proof of income documents we see often

Country	Document to upload	Where to get it
Ireland	SUSI letter (all three pages), Employment Detail Summary (formerly the P60), Statement of Liability (P21) , Social Welfare letter , Notice of assessment	Revenue myAccount, under PAYE Services, Social welfare offices
Australia	Income statement (formerly the PAYG payment summary)	Australian Taxation Office (ATO), through myGov. Also accepted: ATO Notice of Assessment
Austria	Lohnzettel (L16) (annual payslip)	Your employer, or view it in FinanzOnline. Also accepted: Einkommensteuerbescheid (tax assessment)
Bulgaria	Служебна бележка по чл. 45 ЗДДФЛ (annual income certificate)	Your employer. Also accepted: income certificate from NAP or NSSI
Canada	T4 slip	Your employer, or CRA My Account. Also accepted: CRA Notice of Assessment
China	Individual income tax payment record (个人所得税纳税记录)	The Individual Income Tax (IIT) app. Also accepted: employer income certificate (收入证明)
Denmark	Årsoppgørelse (annual tax statement)	Danish Tax Agency (Skattestyrelsen), through TastSelv
France	Avis d'impôt sur le revenu (tax assessment notice)	Your personal account on impots.gouv.fr
Germany	Lohnsteuerbescheinigung (annual wage tax certificate)	Your employer. Also accepted: Einkommensteuerbescheid (tax assessment)

Country	Document to upload	Where to get it
India	Form 16	Your employer. Also accepted: Form 26AS or Annual Information Statement (AIS) from the income tax portal
Italy	Certificazione Unica (CU)	Your employer, or the INPS or Agenzia delle Entrate online portal. Also accepted: Modello 730 or Redditi PF tax return
Malaysia	EA Form (Borang EA)	Your employer. Also accepted: EPF (KWSP) statement
Nigeria	Tax Clearance Certificate (TCC)	Your State Internal Revenue Service. Also accepted: recent payslips with an employer letter confirming annual pay
Romania	Adeverință de venit (income certificate)	ANAF, through your Spațiul Privat Virtual (SPV) account. Also accepted: fișa fiscală from your employer
Singapore	Form IR8A	Your employer, or IRAS myTax Portal. Also accepted: IRAS Notice of Assessment
Sweden	Slutskattebesked (final tax assessment) or inkomstuppgifter (income details)	Swedish Tax Agency (Skatteverket), through Mina sidor
Ukraine	Record of income from the State Register of Taxpayers (Відомості з Державного реєстру про суми доходів)	State Tax Service, through the Diia app or the tax service online account. Also accepted: Pension Fund form OK-5 or OK-7
United Kingdom	P60	Your employer, or your HMRC personal tax account. Also accepted: HMRC Tax year overview
United States	Form W-2 (or Form 1099 if self-employed)	Your employer. Also accepted: IRS tax return transcript



Documents must be in English or accompanied by a translation which we will verify!

Documents we cannot read

Screenshots do not work.

Phone screenshots, cropped pages, blurry photos and low resolution scans cannot be checked.

WHAT HAPPENS NEXT

- 1 We email you a query asking for a readable copy, if we have time
- 2 You have **7 days** to send it.
- 3 After that, the application may be rejected.

✓ **The fix:** download the original PDF from your bank, Revenue or provider.

Documents that are missing or incomplete

What we see	Do this instead
No income statement or no bank statements	Upload both. Without them we cannot assess you
Page 3 of your SUSI document left out	All three pages, including Assessed Reckonable Income
Fewer than three months of statements	All three months, from every account you use
Only the account you rarely use	Upload the one you really use too
A tax credit certificate	An income statement, such as your EDS
Pages missing	Every page of every document
Documents not in English	Add a translation

Details that do not line up, and small slips

What we see	Do this instead
A bill that does not match your lease	Same address, and your name or a housemate's
Parents' rent, mortgage or bills	Only costs you pay yourself
Independence claimed without evidence	Show independent living since October 2025
Bank details not updated	Check your student portal first
Wrong student number	Check it twice
Our email left unanswered	Reply within 7 days
Save never pressed	Save on the last screen

UPLOADING

A clear document is a fast decision

1

Download the PDF

From the source:
your bank, Revenue,
your provider.



2

Every page

Nothing cropped,
nothing left out.



3

Readable

Blurry phone photos
will be sent back.



4

One PDF per box

Combine pages into
one file, in the right
box.



5

Press Save

At the end of the
form.



Use English, or **add a translation**.



Do not email documents unless we ask you to.

OTHER PEOPLE'S INFORMATION

Sharing someone else's details? Ask first

FOR EXAMPLE



A flatmate's name on a bill or lease



A childcare letter



Your parents' income statement

The rules

- You need their consent to share it with us for financial assistance purposes.
- You do not need to tell us their name.
- Under 18: consent comes from their parent or guardian. If you are the parent, you can give it.

YOUR PERSONAL STATEMENT QUESTIONS

It is taken into account in every decision

“Please tell us, in your own words (150-300 words), why you are applying for financial assistance and how it would help you. **Please keep this section anonymous; do not include your name or any identifiers.** This allows us to do anonymous review.”

150 to 300

words

Typed into the form, in your own words. Keep it general.

Leave out

- Names, yours and anyone else's
- Addresses and phone numbers
- Employers, landlords and placement sites
- Health details
- Other people's circumstances
- Anyone's contact details to prove a cost

Before you submit

- Have I left out every name, including mine?
- Have I left out addresses, phone numbers, workplaces and placement sites?
- Have I given amounts where I can?
- Have I said what help would change?

PERSONAL STATEMENT EXAMPLE

Same story, without the giveaways

AVOID THIS

*My name is **Sebastian**. I am in the third year. My placement this term is at **Big City Stockbrokers**, full time and unpaid, and it has meant giving up my part time job in **Dones Stores**, where I worked **each day from 4 till 6**. ... My family cannot help: my father, **Mark**, has financial pressures of his own.*

What gave it away: your name, the placement name, your workplace and hours, your father's name.

SUBMIT IT THIS WAY

I am in the third year. My placement this term is full time and unpaid, and it has meant giving up the part time job that was my main income. ... My rent is €900 a month, and I have already fallen one month behind. ... Help towards rent and the costs of my placement would let me complete the year and stay on my course.

DATA PROTECTION

We ask only for what we need, and treat it with care



One purpose

To assess your application, pay any award, and for audit and anonymous reporting.



Reviewed by number

The review meeting sees an application number, not your name or student number.



Anonymous totals

Funders receive anonymous totals only.



Secure payment

Payment details go to Trinity's finance systems so we can pay you.



Kept 3 to 10 years

Depending on the fund used.



Your rights

Access, correct and, in some cases, object.
Contact dataprotection@tcd.ie

Full privacy notice: [SAF Privacy Notice 2026–27 \(tcd.ie\)](#)

COPILOT

Copilot helps us read. People make every decision.

- 1** Staff redact and sanitise the document first.
- 2** Copilot helps read the **figures**, such as the income on a bank statement or statement of earnings.
- 3** A member of staff checks every suggestion.
- 4** The PAS team decides, seeing only an application number.

Never analysed with Copilot

- Childcare receipts
- Medical receipts
- Leases
- Electricity and gas bills
- Travel documents

Why Copilot is safe



Copilot never sees your name.

Nor your address, your bank, your account numbers, or what each payment was for.



Trinity's enterprise version

Microsoft 365 Copilot, as provided by Trinity.



Under a data processing agreement

Microsoft processes it on Trinity's behalf, and does not use it for its own purposes.



Redacted first, every time

Only documents stripped of all your personal details reach Copilot.



Still concerned?

Contact us and we will offer an alternative.

REDACTION WITH ADOBE ACROBAT

Removed for good, not just blacked out



Professional Adobe Acrobat, on a local disk in the Senior Tutor's Office.



Redaction irrevocably removes the text and images underneath. Nothing can be uncovered.



Sanitisation strips hidden data from the file, so none of it can be recovered.



What is left: transaction dates and amounts. Nothing else.

How it works: [Adobe's guide to redaction and sanitisation](#)

SPECIMEN FOR DEMONSTRATION ONLY — fictional bank, fictional person. Not a real document.

BIA Banc Iontaobhais Aontaithe Statement of Account
Personal Current Account

Account name [REDACTED]
IBAN [REDACTED]
BIC [REDACTED]
Branch [REDACTED]
Statement date **31 August 2026**
Page **1 of 1**

Date	Details	Debit €	edit €	B	ance €
01 Aug				1,	84.62
01 Aug		650.00			534.62
02 Aug		23.46			511.16
03 Aug		20.00			491.16
05 Aug		20.00			471.16
06 Aug			318.40		789.56
07 Aug		31.82			757.74
08 Aug		14.95			742.79
09 Aug		40.00			702.79
11 Aug			150.00		852.79
12 Aug		5.99			846.80
13 Aug		18.20			828.60
13 Aug			296.80		1,125.40
15 Aug		20.00			1,105.40
18 Aug		42.50			1,062.90
19 Aug		38.00			1,024.90
20 Aug			305.60		1,330.50
21 Aug		27.13			1,303.37
22 Aug		50.00			1,253.37
25 Aug		20.00			1,233.37
26 Aug		9.75			1,223.62
27 Aug			288.00		1,511.62
28 Aug		36.44			1,475.18
29 Aug		20.00			1,455.18

Key: POS Point-of-sale card purchase · ATM Cash withdrawal · DD Direct debit · SO Standing order · TRF Transfer

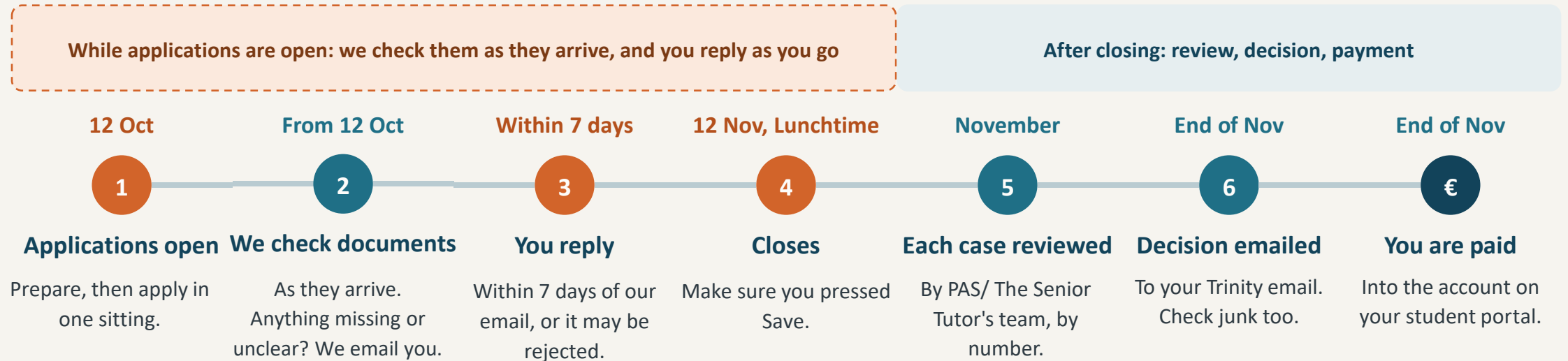
Banc Iontaobhais Aontaithe (BIA) is a fictional institution created for training and demonstration by the Senior Tutor's Office, Trinity College Dublin. Any resemblance to a real bank, person or account is coincidental.

A redacted specimen. Fictional bank and person; the real process.

FROM APPLICATION TO PAYMENT

What happens, and when

● You ● Us



Timing

We hope to pay towards the end of November, depending on application numbers and the budget from the government and our donors.

A second round?

If funds remain, a second round may open. Watch your email.

WHERE TO GET HELP

Ask early. Before the deadline is best.

For general queries on documents:

Contact Sarah at st.office@tcd.ie

To discuss your financial needs in detail:

Contact Martin or Chloe at
POSTGRAD.SUPPORT@tcd.ie



Not successful? It is about the funds and the criteria, not about you. Think we got it wrong? Contact postgrad.support@tcd.ie.