



Admissions Documents for Springboard Application:

1. Level 8 Honours Degree or highest qualification.
2. Statement of Interest
3. Current CV
4. Two written references

If you are offered a provisional place on a Portal Postgraduate Certificate course, we will reach out and request the eligibility documentation required by Springboard. This supporting documentation must be uploaded to the Springboard website prior to your place being confirmed on the course.

List of supporting documentation

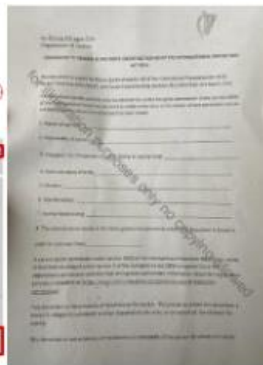
1. Evidence of a valid PPSN Number. Type of Document: Current Pay slip, Revenue documents or Public Services Card.



2. I am living fulltime in the Republic of Ireland. Type of Document: Current Utility Bill or an Employers Letter. Redacted Bank Statement, and in the case of Ukrainian Refugees/Qualified Persons, a Permission letter—see example below.



My Bill Summary for October 2015





3. I meet the nationality/visa requirements. Type of Document: Current Irish or European Passport, or Irish Birth Certificate, or Driver's License, or National Identity Card, Stamp 4, or Stamp 4 EU FAM Stamp 5, or Stamp 6 on your GNIB/Irish Residency Permit (IRP)Card, or Refugee status (must be valid for the next 6 months). Note 1. Irish Birth Certificates must be accompanied by a valid photo ID such as a Public Services Card or National Identity Card. Note 2. A Driver's License must show the holders country of birth; the cards language or origin cannot be taken as evidence of nationality.



4. I have lived in either the EU, the EEA, the UK, or Switzerland for at least 3 out of the last 5 years. Type of Document: Utility Bills, P60, P21, End of Year Statement (Revenue), Mortgage/Bank Statement, Employers Letter (showing 3 years in the same firm), Lease/Rental Agreement, Stamp 1, Stamp 3, Stamp 4/4 EU FAM, Stamp 5, or Stamp 6 on GNIB or IRP Card. If you are using documents which are not in English, your name and address should be clear.



(PLEASE NOTE YOU MUST HAVE A COPY OF EACH DOCUMENT FOR EACH OF THE THREE YEARS)





5. I am applying on the basis that I am: Type of Document Employed: Pay slip **dated no more than six weeks from course commencement.**

Formerly Self-Employed. Type of Document: Letter from Revenue/accountant no longer trading **dated no more than six weeks from course commencement.**



Recent Graduate/Student: Type of Document: Transcripts or Parchment



Returner: Type of Document [HEA Declaration for Returners](#) **dated no more than six weeks from course commencement.**





Self Employed. Type of Document: Letter from accountant or revenue confirming your status **dated no more than six weeks from course commencement.**

Unemployed (other). Type of Document: Letter from DSP or payment slip **dated no more than two weeks from course commencement.**

