

The Four Documents Required for Application

1. Evidence/Proof of PPS (Personal Public Service) Number:

- Acceptable documents include:
 - Copy of the public services card (front and back)
 - Certificate of tax credits
 - Letter from Revenue
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2. Copy of Your Birth Certificate:

- Submit a photocopy of your birth certificate

3. **Certified** Copy of Your Qualification:

Submit a certified copy of your award parchment.

- Copy your qualification parchment and have the copy certified as a true copy of the original in any Teagasc office or Garda Station. You need to bring the original and copy with you when getting them certified.

Alternatively, a full transcript of results for each year of the course is acceptable, accompanied by a covering letter from the awarding body. The letter must include:

- Candidate's name and address
- The years in which the candidate was a registered student
- Name of the award
- Date the award was conferred

Note: Applications with qualifications that are not certified cannot be processed

4. Copy of Your Driver's Licence:

Submit copies of both the front and back of your driver's licence