

## **Former Resident Check List**

September 2009-August 2010

1. Fully completed and signed/dated Application form for each new course/year
2. Original birth certificate forwarded to our office or a photocopy **verified** by the Gardai/ Police
3. Copy of One of the following forms of identification (I.D)
  - Passport
  - Driving Licence
  - Social Welfare Card – Ireland only
  - National Health Service Card – UK only
4. Original deed poll or marriage certificate if you have changed your name or a photocopy **verified** by the Gardai/ Police
5. Proof of Residency  
Original covering letter from the relevant Government/Institution/Organisation with a copy of the admission and discharge papers from the Institution(s) attended **OR** the enclosed form stamped by your Solicitor and the original returned to our office
6. Original acceptance letter from the Course provider confirming your registration stating your name on it
7. A copy of the College Prospectus showing a brief outline of the course
8. An original invoice or receipt on letter head paper stating your name on it for course fees.
9. Original driving licence if applying for funding for driving lessons
10. Driving school's company VAT number or instructor's registered number and PPS/NI number

**Please kindly ensure all of the above documents are forwarded to us with your application form. This will enable us to process your application without delay.**

**If you have previously supplied us with numbers 2, 3, 4, 5 and 9 they will not be required again.**

**All originals will be returned by registered post**