

## Guidance Notes: IRC Education and Training Grants Scheme

These notes are to help you complete the application form. This form can be completed on a computer. If completing by hand, please write clearly in black ink.

The following notes refer to specific questions on the form.

Q 5      **Phone Number:** if you do not have a phone, it is advisable to put the phone number of someone close to you who can take a message and pass it on to you.

Q 6      **Email address:** if you do not have an email address, it is advisable to put the email address of someone close to you who can take a message and pass it on to you.

Q 8      **Immigration Status:** write down your status in Ireland, for example, asylum seeker, refugee, humanitarian leave to remain etc.

Q 10     Please note that this question applies to secondary and higher/ further education. Do not provide details of your primary education.

**School/college/training institution attended and its location:** please name the institution and then the city and country, for example, Dublin, Ireland or Tehran, Iran etc.

**Name of course:** please write the name of the course in English, for example, if you attended the equivalent of the Leaving Certificate in your country of origin, write *Leaving Certificate – Iran*, and so on.

**Course level:** for example, secondary school, post-leaving certificate, certificate, diploma, bachelors/ first degree etc.

**Qualification achieved:** for example, leaving certificate, diploma etc.

Q 14-20 **Training programme information:** If you are interested in applying for 2 different options, please provide the details of the 2<sup>nd</sup> course on an extra page.

Q 21     **Why are you applying to the IRC's education and training fund?** Explain in your own words why you want to get funding to study or train.

Q 22     **What skills or previous experience do you have that would make you a good candidate?** Explain in your own words any experience, professional or voluntary, or any specific skills you have acquired that would indicate that you can benefit from this programme.

**Extra pages:**

If you need to add extra pages with your application, please write or type your name on the page, and make sure you include the question number.

**Documentation:**

You are asked to submit a number of supporting documents in order to complete your application. These are required in order to assist in allocating grants.

If you have difficulties getting all of this documentation, please contact the Student Advisor at the Irish Refugee Council:

Phone: 01-7645854

Email: [educationgrants@irishrefugeecouncil.ie](mailto:educationgrants@irishrefugeecouncil.ie)