HOW TO OBTAIN A PPS NUMBER

Students who do not already have one must obtain a PPS number. This PPS number is to be entered on the SE (tax exemption) form.

Students must apply for their PPS number in person at the Department of Social Protection, King’s Inn House, 20 King’s Inn Street (off Parnell Street), Dublin 1 (tel: 01 8899 500). Opening hours are 9.30am – 4pm (through lunch) Monday to Friday except Thursdays where it is open from 10.30 am – 4pm.

Students must bring the following with them:
- Passport
- 2nd form of photo ID (e.g. driving licence)
- Proof of Irish address – the only documents which will be accepted are: ESB bill; NTL bill; Bord Gáis bill; Eircom bill; or accommodation lease agreement or rental agreement if organised through an estate agent
- Non-EEA nationals need a Cárda National Immigration Bureau (GNIB) stamp 2A on passport (or GNIB card if student is staying in Ireland for longer than 3 months)
- Non-EEA nationals need a letter from host School/Unit stating their name, what they are doing in Ireland, how long they will be here and stating that they are staying in student accommodation (provide the address) which is funded by the host School/Unit

PPS numbers typically take 7-10 days to process & will be issued by post to the address provided by the student. They can however be processed more quickly on request so students should request this if they are trying to meet an urgent scholarship deadline.