



**PROTOCOL FOR THE
IGEIQ STUDENT
PASSPORT
(PURPLE)**

- 1.** Any IGEQ member federation may apply to the Secretary to purchase passports to issue to its students. An official email from the Federation is required stating how many passports are required. For a large order a deposit or payment in advance may be required.
- 2.** It is up to each Federation how it chooses to issue the student passports. It can issue the passports itself direct or it may wish to nominate a national school to issue the passport to students on its behalf.
- 3.** If a national school is nominated to issue these passports, then the Federation stamp must be included on the back page of the passport before it is sealed on being issued.
- 4.** It is important that Training Providers, which may be a national school, riding school, or other training establishment, that trains students for IGEQ recognised qualifications, understand that they **MUST** complete their details and stamp+sign the passport to verify each individual achievement recorded.
- 5.** A template of the back page of the passport is available for those federations who wish to computerise the completion of the student details and photograph. This can be done by computer, printed and then stuck under the clear seal.
- 6.** Although the passport is valid for 10 years, if the pages in a passport are filled, a second passport can be issued, if required.
- 7.** Passports are available for Riding, Driving, Vaulting, Western, Therapeutic, Tourism and Coaching students training for any qualification on the IGEQ Eligible List.
- 8.** It is recommended that students are encouraged to apply for an IGEQ Equestrian Passport (Green) on attainment of a full, recognised qualification on the IGEQ List.

If it is not clear how to complete the passport, or there are any questions, please contact Carole Payne (Secretary) on sec.igeq@gmail.com for assistance.