

# N.U.in Ireland: UCD Visa Guide 2018

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*Please check with the Irish consulate in your region for the most updated Ireland visa requirements and processes. The information listed below is only a guide and does not constitute legal advice.*

## General Visa Information for Non-EU/EEA Citizens

If you are not a citizen of the EU/EEA, Switzerland, the U.S., or Canada, please use the "Check if you need an Irish visa" tool (<http://www.inis.gov.ie/en/INIS/Pages/check-irish-visa>) to determine if you need to apply for a Study Visa before traveling to Ireland.

Students who require a Study Visa may also use the visa tool (<http://www.inis.gov.ie/en/INIS/Pages/check-irish-visa>) to find additional information regarding the requirements and application process for the Study Visa. The Irish Naturalization and Immigration Services recommends that students start the Study Visa application process *at least two to three months prior to the planned arrival in Ireland*.

Depending on nationality, some students are required to apply for a visa before they travel to Ireland, namely an Irish student visa from the Irish immigration authorities. Students who wish to travel outside of Ireland and then re-enter Ireland during their studies in Ireland will require a re-entry visa. Please see further details on page 4.

**Important Reminder:** The application process is different country to country. Students can check the Irish Naturalization and Immigration Service website ([www.inis.gov.ie](http://www.inis.gov.ie)) for a list of countries that are not visa-required, and for additional information regarding the requirements for a student visa.

Students can apply for a study visa up to 3 months before his/her date of travel to Ireland. Processing times can vary. However, students can generally expect a decision within 8 weeks from the date your application is lodged at the Visa Office/Embassy/Consulate. Students must apply for the visa online on the Irish Naturalization and Immigration Service website ([www.inis.gov.ie](http://www.inis.gov.ie)). Once students have completed the online application, they must follow the instructions on the summary application form that is created by the online system which will contain information on where students should submit their supporting documentation. Original documents must be submitted, which include non-English documents with full translations, and if a visa has ever been refused in the past, the student must provide the original refusal letter.

## Visa Requirements

1. Passport: valid for at least 12 months after your proposed date of arrival in Ireland. Please check [N.U.in website](#) for arrival date.

2. Host institution offer letter: The N.U.*in* Ireland: UCD Program will email this document on a rolling basis starting in June.
3. Letter of application
4. Proof of health insurance
5. Evidence of finances required
6. Visa fee paid

**Students need the following supporting documentation to be able to lodge their student visa application (in addition to the application form and application fee)<sup>1</sup>**

1. Current Passport (must be valid for at least 12 months after the student's proposed date of arrival in Ireland) and a full copy of any previous passports.
2. Welcome letter from university partner (University College Dublin) stating the student's full name, start date, end date, and confirmation of enrollment in full time education with an Irish institution, providing details of the course the student will be studying and confirmation of UCD's fees and that they have been paid in full. The N.U.*in* Ireland: UCD Program will email this document on a rolling basis starting in June.
3. N.U.*in* Introduction Letter
4. A signed letter of application including your full contact details:
  - a. outlining your reason for wanting to come to Ireland,
  - b. giving details of any members of your family who are currently in Ireland, or any other EU Member State,
  - c. undertaking that you will observe the conditions of your visa, that you will not become a burden on the State, and that you will leave the State on the expiry of your permission to remain, and
  - d. where the course you now wish to study does not naturally follow on or relate to your educational/employment history, giving valid reasons, supported by documentary evidence (where available), for this change.
5. Proof of Health Insurance: MediCover Statement/Confirmation/Policy Summary (to be acquired after arrival in Dublin). Coverage is provided by MediCover Student Private Medical Expenses

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<sup>1</sup> The application process is different country to country. Some countries request additional information from students, like birth certificates, contact from host universities to confirm enrollment of student, or host country sponsorship.

Insurance. The student can also provide evidence of their own private health insurance policy if they choose to have additional coverage.

6. Evidence in the required form that the student has sufficient funds to support them for the duration of their stay. Students who are coming to Ireland for less than six months will be required to demonstrate in the required form that they have access during the course of their studies to a minimum of €500 per month of stay or €3,000, whichever is the lesser. Please see the link below for further information regarding the evidence required.

<http://www.inis.gov.ie/en/INIS/Student%20Finances.pdf/Files/Student%20Finances.pdf>

7. Fee of €60 for a single-entry visa.
8. Evidence fees have been paid to college:
  - a. You must provide a copy of an Electronic Transfer of Funds (ETF) to the Irish Bank of the college, showing details of the beneficiary's name, address, bank details and the same details for sender, **OR**
  - b. a valid receipt showing that the course fees have been lodged to an approved student fees payment service e.g. the electronic fee payment service offered by Pay to Study (formerly International Student Payments Service, (ISPS))
9. For students where English is not their first language, evidence as to their capability to meet the English language requirement for their course may be required.
10. Two colour passport sized photographs not more than 6 months old with the student's name and visa application reference number printed clearly on the back.
11. Evidence accounting for any gaps in the student's educational history. Students must provide information to account for any gaps between their last period of full time education and their application to study in Ireland. If any such gap in education has been filled by periods of employment, the student must give full details of your employment history.
12. Evidence that the student has the academic ability to follow their chosen course, e.g. exam results or qualifications.
13. If the student has been refused a visa in the past for any country, they must provide the details. The original letter issued to the student by the authorities of that country must be provided with the application.

## Who needs an Irish Residence Permit (IRP)

If you are a non-EU/EEA and non-Swiss citizen and you wish to stay in Ireland for any reason for longer than 90 days, you must apply for immigration permission and (if successful) register with the INIS.

If your registration is successful, you will then be issued with an Irish Residence Permit (IRP).

To register, you must:

- Be a non-EU/EEA and non-Swiss national
- Be aged 16 or older
- Go to a registration office in-person

If you wish to stay in Ireland past the expiry date on your IRP, you must apply to extend your immigration permission and renew your registration. If successful, you will be given a new IRP.

An IRP costs €300 per person every time you register and renew.

**To facilitate this registration process, students must schedule an appointment online using the following link before arriving in Ireland:** <http://www.inis.gov.ie/en/INIS/Pages/new-immigration-appointment-system>.

Appointments are offered in a series of 1-hour slots each day. Students must select the date and time that suits their schedule and make the appointment. If possible, appointments should only be booked after September 17<sup>th</sup> in order to not conflict with Orientation and the first week of classes. We recommend that students go online and make this appointment in advance of travelling to Ireland. Appointments are available to book beginning 10 weeks in advance.

Once the appointment has been made, students will receive a confirmation email. The student must bring a copy of this email with them on the day of their appointment. The email will also include a link to the list of documents the student must bring their appointment and will include the following:

1. **Valid Passport:** valid for at least 12 months after your proposed date of arrival in Ireland. Please check [N.U.in website](#) for arrival date.
2. **UCD Welcome Letter:** letter from UCD stating the student's full name, start date, end date, what the semester entails and how it fits into the overall programme, a statement that explains that accommodations are provided, the degree of which the semester is a part of and the awarding University and confirming the student's enrollment. This will be provided after a student arrives in Dublin.
3. **Evidence of sufficient funds for the duration of the stay:** at least 500 € per month is recommended; proof may include documents such letter of financial support from your parent(s) or guardian(s), a statement of parental/family earnings, bank statements, credit cards, ATM cards, traveler's checks, etc.; please see the following link for further information regarding the evidence required: <http://www.inis.gov.ie/en/INIS/Student%20Finances.pdf/Files/Student%20Finances.pdf>
4. **Payment Fee of €300:** Payment can only be made by credit/debit card – Visa or MasterCard only (cash and checks not accepted)
5. **Proof of Health Insurance:** MediCover Statement/Confirmation/Policy Summary (to be acquired after arrival in Dublin). Coverage is provided by MediCover Student Private Medical Expenses Insurance. The student can also provide evidence of their own private health insurance policy if they choose to have additional coverage.

6. ***Cert of Attendance Letter and UCD Student Card***: After arriving in Dublin, students will be able to print out a “Cert of Attendance” letter from their SIS Student Web Account. They will also receive a UCD student card. Students should bring both of these documents to their IRP appointment.

Students should arrive to the appointment 10 minutes early; if the student is late, he/she may not be seen. Once students have successfully registered they will receive an Irish Residence Permit (IRP) in the post, which they should bring with them if travelling outside Ireland during the duration of their studies as this will be required by airport immigration officials upon re-entry. The IRP card will include the students name, address, a photograph, and residence details. Students will also receive a stamp in their passport that specifies the duration and conditions of their permission to remain in Ireland.

Students are discouraged from booking travel outside of Ireland until they know the date of their INIS appointment. Re-entry into the country is at the sole discretion of immigration authorities until which time an IRP (Irish Residence Permit) has been issued.

## Multi-Entry Student Visa

### Leaving & Returning to Ireland

If you plan to leave Ireland for a short period and then come back again, you must apply for a Re-entry Visa.

You must hold a valid Certificate of Registration (<http://www.inis.gov.ie/en/INIS/Pages/about-registration-system>) - also called an IRP - to apply for a Re-entry Visa.

**If you leave Ireland without a Re-entry Visa, you will not be allowed back into the country. You will have to apply again for a full visa, and remain outside of the country while your application is in process.**

Students may apply for a multi re-entry visa once they have registered for an IRP by registered post or via the online re-entry visa appoints service. However, it is recommended that students apply via registered post. Postal applications are normally processed within 10 working days. Students should not leave Ireland without a re-entry visa for the duration of their studies. If they do so, they will need to apply for another entry visa to return to Ireland and this will take up to 8 weeks.

Applications made by registered post can be sent to the following address:

Re-Entry Visa Processing Office  
Irish Naturalisation and Immigration Service (INIS)  
Department of Justice & Equality  
13-14 Burgh Quay  
Dublin 2  
D02 XK70

The application forms can be downloaded from the INIS website at the link below.  
<http://www.inis.gov.ie/en/INIS/reentry-visa-form.pdf/Files/reentry-visa-form.pdf>

Re-entry visa fees are [outlined here](#) and the following supporting documents are required:

- (i) A valid passport (including your current immigration permission stamp)

- (ii) Application fee – paid by way of postal order or bank draft only made payable to the Department of Justice and Equality.
- (iii) Irish Residence Permit
- (iv) 2 colour passport sized photographs not more than 6 months old with the student's name printed clearly on the back.

## Important Reminders

The document has been prepared based on the information and links provided by the Irish Naturalization and Immigration Service website ([www.inis.gov.ie](http://www.inis.gov.ie)).

Northeastern University and University College Dublin (UCD) have no influence on the outcome of immigration applications and no ability to contact the Irish Naturalization and Immigration Service to inquire about a visa or a residence permit application or expedite the process for an individual student. In addition, N.U.*in* employees are unable to provide advice to students or families concerning the immigration application. They are solely available to advise on the process and logistics.

Students are responsible for completing their immigration application correctly and in an effective manner and for obtaining a valid visa prior to the program start date and a residence permit in a timely manner. If they cannot obtain a valid visa and residence permit, then please refer to the N.U.*in* Withdrawal Policy and contact the N.U.*in* office to discuss next steps.