

# N.U.in Ireland: FIE@DBS Visa Guide 2017

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## *Non-U.S. Citizens*

***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 International Students

While Ireland has visa agreements with various countries besides the U.S. (which mean that students of certain nationalities will not need an entry visa before traveling to Ireland), we recommend that all international students contact their local Irish consulate/embassy regarding their visa requirements.

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.

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 their 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 letter.

## Visa Requirements

1. Passport: valid for at least 12 months after the student's proposed date of arrival in Ireland. Please check N.U.in website for arrival date.
2. Welcome letter from university partner

3. N.U.*in* introduction letter
4. Letter of application
5. Proof of health insurance
6. Evidence of finances required
7. Visa fee paid

**Please refer to pages 2 & 3 for more information required.**

### **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 (Dublin Business School) stating the student's full name, start date, end date, and confirmation of enrollment in full time education with an Irish institution (including a minimum of 15 hours daytime tuition per week), providing details of the course the student will be studying and confirmation of DBS's fees and that they have been paid in full. This letter will be distributed to students at Pre-departure Orientation. For those students unable to attend Pre-departure Orientation, the letter will be mailed to the home address on file.
3. N.U.*in* introduction letter, which describes the N.U.*in* Program, what is included in the program fee, and the dates of the student's study period and confirmation that the fees have been paid in full.
4. Letter of application, which explains why the student requires the visa. In particular, this letter should include the following information (where applicable):
  - Details of any family members who are currently in Ireland, or any other EU Member State,
  - an undertaking that the student will observe the conditions of their visa;
  - that they will not become a burden on the State;
  - that they will leave the State on the expiry of their permission to remain in Ireland; and
  - in the event that the course the student wishes to pursue does not naturally follow on or relate to their educational/employment history, the letter will need to provide valid reasons, supported by documentary evidence (where available), for this change.

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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.

5. Proof of health insurance: The letter of enrollment from DBS will be regarded as sufficient proof of private medical insurance cover where it indicates that the student is part of the college group insurance scheme, that the student has paid the fees associated with such a scheme where it provides a brief outline of the name of the insurance provider, level of coverage, etc. Coverage through Endsleigh is provided by the Foundation for International Education (FIE). 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 (€7,000) 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. The student must provide a copy of an electronic transfer of funds to the Irish bank of the college, showing details of the beneficiary's name, address, bank details and the same details for sender, or 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.
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.

Students must obtain a single entry Irish student visa before entering Ireland. Thereafter, all students, regardless of nationality, who intend to stay in Ireland for a period longer than three months must register their presence in Ireland with An Garda Síochána. By registering with the Gardai, students can legally live, study, and participate in Service-Learning in Ireland until the end of the N.U.*in* Program.

Students must register with the Gardai as soon as possible after their arrival to Ireland. In order to register students must attend the Garda National Immigration Bureau (GNIB) Office, located in the city center near O'Connell Bridge (13-14 Burgh Quay, Dublin 2). A new appointment system has been set up to facilitate

the registration process. In order to make an appointment students must go online to the following link <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 and make the appointment. We recommend that students go online and make this appointment in advance of travelling to Ireland.

**If possible, please choose an appointment time in the following blocks so as to not conflict with class times:**

- Monday, September 4 or 11, 2:15pm and later
- Tuesday, September 5 or 12, 12:15pm - 1:15pm or 5:15pm and later
- Wednesday, September 6 or 13, 1:15pm and later
- Thursday, September 7 or 14, 5:15pm and later

**Students unable to find appointment in the times allocated above can choose from the following. This may mean missing a class and professors must be informed beforehand.**

- September 4 to 7– Any time
- September 11 to 14 – Any time
- September 18 to 21 – Any time
- September 25 to 28 – Any time

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 to his/her appointment and will include the following:

- (i) Passport;
- (ii) Welcome letter from the university partner (as outlined above);
- (iii) Proof of health insurance (as above);
- (iv) Evidence of sufficient funds to support them for the duration of their stay (see above);
- (v) Payment fee of €300. Payment can be made by a specific bank giro form (which can be obtained at all registration offices) or by credit/debit card; and
- (vi) Proof of address in Ireland.

Students should arrive to the appointment 10 minutes early; if the student is late they may not be seen. Once students have successfully registered they will receive a GNIB registration card 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.

Students should be prepared to present items one to four above at immigration control at the airport in Ireland and should be able to also show evidence of a return ticket to their home country.

## **Multi-Entry Student Visa**

**After registration with the GNIB, students should apply for a multi-entry student visa. Upon receiving their multi-entry visa, students can leave and re-enter Ireland as many times as they like.**

## **Travel to Northern Ireland & United Kingdom**

N.U.*in* students travel to Northern Ireland as part of a weekend excursion.

You cannot travel to Northern Ireland using an Irish visa. You need a visa issued by the United Kingdom (<https://www.gov.uk/apply-uk-visa>) as Northern Ireland is part of the United Kingdom.

If you travel from the Republic of Ireland to Northern Ireland and then wish to return to the Republic, you must have a Re-entry Visa (<http://www.inis.gov.ie/en/INIS/Pages/Re-Entry%20Visas> - explained below) or have already been issued with a multi-entry 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 a 'GNIB card') to apply for a Re-entry Visa.

If you leave without a Re-entry Visa, you will not be allowed back into the country. You will have to apply again for a full visa.

Students may apply for a multi re-entry visa once they have registered with the GNIB 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.

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>

Applications cost €100 and the following supporting documents are required:

- (i) A valid passport (stamped by immigration officials/GNIB)
- (ii) Application fee – paid by way of postal order or bank draft only made payable to the Department of Justice and Equality.
- (iii) GNIB registration card
- (iv) 2 color passport sized photographs not more than 6 months old with the student's name printed clearly on the back.

***Please note:*** Students are responsible for obtaining a valid visa or entry documents if applicable prior to the program start date. If they cannot obtain a valid visa or entry documents if applicable in time, then please refer to the N.U.*in* Withdrawal Policy and contact the N.U.*in* office to discuss next steps.

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