

N.U.in Ireland: UCD Visa Guide 2021



Please note that, due to the ongoing COVID-19 pandemic and evolving travel restrictions, the following information is subject to change at any time and accordingly, must be checked and verified in advance of travelling to Ireland. Please check with the Irish Embassy/Consulate in your region and the Immigration Service Delivery (ISD and previously known as "INIS") for Ireland's most up-to-date visa requirements and processes.

As of 8 June 2021, visa processing is on hold for all visa applications other than "Emergency/Priority" applications which includes "...Third-country nationals travelling for the purpose of 3rd level study" but only where attendance in person for such studies is absolutely required – please check the up-to-date position on this with your relevant Irish Embassy/Consulate before applying to ensure you qualify.

Hotel quarantining is also mandatory for certain countries as per the following link, however based on full-vaccination status, anyone travelling from the U.S. no longer needs to enter mandatory hotel quarantine: <https://www.gov.ie/en/publication/b4020-travelling-to-ireland-during-the-covid-19-pandemic/#designated-states-mandatory-hotel-quarantine>.

Please also check the following Department of Foreign Affairs website in order to prepare to travel to Ireland during the COVID-19 pandemic: <https://www.gov.ie/en/publication/b4020-travelling-to-ireland-during-the-covid-19-pandemic/>

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. Despite BREXIT, UK nationals remain entitled to travel to and reside in Ireland without any immigration requirements.

Students who require a Study Visa may also use the above visa tool to find additional information regarding the requirements and application process for an Irish Study Visa. ISD recommends that students start the Study Visa application process *at least two to three months prior to the planned arrival in Ireland*. Please note that this timeline is subject to change at any time and is at the sole discretion of ISD.

Depending on nationality, some students are required to apply for a visa before they travel to Ireland, namely an Irish Study Visa from the Irish immigration authorities (ISD). Visa-required students who wish to travel outside Ireland and then re-enter Ireland during their studies will either need to hold a valid multi-entry Irish Study Visa or a valid Irish Residence Permit (IRP) card in order to be entitled to re-enter Ireland.

Students can apply for a Study Visa up to 3 months before their date of travel to Ireland. Processing times can vary, and are at the sole discretion of the ISD. However, students can generally expect a decision within 8 weeks from the date an application is lodged at the VFS/Embassy/Consulate. Students must apply for the Visa online on the ISD's website (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 official translations of any non-English documents, and if a Visa has ever been refused in the past in any country, students must provide the original refusal letter.

Visa Requirements - Documents

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 2021.
3. **Letter of application.**
4. **Proof of private health insurance for Ireland.**
5. **Evidence of finances.**
6. **Confirmation of visa fee payment.**
7. **Letter or email from UCD confirming that your physical attendance is necessary despite the COVID-19 pandemic.**

In addition to the above, students will need to provide the following documentation for their application. Please note that this list is non-exhaustive and represents the documents typically required. Students should confirm any documentation requirements with the appropriate VFS/Embassy/Consulate.

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 (minimum 15 hours daytime tuition) with an Irish institution, providing details of the course the student will be studying, confirmation of UCD's fees and that they have been paid in full, stating the fee amount and if medical insurance has been taken out by UCD on your behalf. The N.U.in Ireland: UCD Program will email this document on a rolling basis starting in June 2021.
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 Insurance. The student can also provide evidence of their own private health insurance policy if they choose to have additional coverage and they will need to provide proof of cover on arrival to Irish Immigration Control.
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 and for finance information for studies in excess of six months.
<http://www.inis.gov.ie/en/INIS/Student%20Finances.pdf/Files/Student%20Finances.pdf>
7. **Fee of €60 for a single-entry Visa, although if the student will be travelling in and out of Ireland, they will need a multi-entry Visa the fee for which is €100 – we recommend a multi-entry Visa at present due to delays with registration due to Covid-19.**
8. **Evidence of 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. **English Language Requirements:** 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. See the following link: <http://www.inis.gov.ie/en/INIS/Pages/English-language-requirements-for-study-visas>
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 their employment history.

12. **Evidence that the student has the academic ability to follow their chosen course**, e.g. exam results and qualifications, etc.
13. **Previous Visa refusals, if applicable.** 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) Card

If you are a non-EU/EEA and non-Swiss citizen who wishes to stay in Ireland for longer than 90 days, you must register with ISD or GNIB in the local district in which you reside.

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

To register, you must:

- Be a non-EU/EEA and non-Swiss national;
- Be aged 16 or older; and
- By appointment only, go to a registration office in-person (unless you have previously registered in Dublin in which case, you may be able to use the Dublin online system:
<https://inisonline.jahs.ie/home>

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

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

To facilitate this registration process, where students will be residing in Dublin, they 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>.

<https://burghquayregistrationoffice.inis.gov.ie/>. For students residing outside Dublin, they may be able to register at their local immigration registration office, by appointment only:

<http://www.inis.gov.ie/en/INIS/Pages/registration-offices#offices>

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 October 4, 2021, in order to not conflict with Orientation or the first week of classes. We recommend that students go online and make this appointment in advance of travelling to Ireland; appointments are available for booking up to 10 weeks in advance. Please note that it is sometimes difficult to obtain an appointment, but students are urged to continue to try registering, and take screenshots as proof of unsuccessful registration attempts.

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, along with any documentation requested in the email confirmation. These documents typically include, but are not limited to, the following:

1. **Valid Original 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. **Proof of Payment of University Fees:** Receipt confirmation from Northeastern showing full payment has been received.
4. **Evidence of sufficient funds for the duration of the stay:** at least €500 per month or €3,000 (in total) if staying for 6 months or less; proof may include documents such as 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>
5. **Payment Fee of €300:** Payment can only be made by credit/debit card – Visa or MasterCard only (cash and checks not accepted).
6. **Proof of Health Insurance:** MediCover Statement/Confirmation/Policy Summary (to be acquired after arrival in Dublin, from UCD representatives). 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.
7. **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 card appointment.

Please note that immigration officers are entitled to ask for further documentation at any time, and the above list may not include all required documentation. Please refer to the confirmation email for further information related to the required documentation for your appointment.

Students should arrive to the appointment 10 minutes early; if the student is late, the student's appointment may be forfeited. Once students have successfully registered, they will receive an IRP card in the post, which they should carry with them at all times and also 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 includes the students name, address, a photograph, and residence details. Students are discouraged from booking travel outside of Ireland until they have received their IRP. Re-entry into the country is at the sole discretion of immigration authorities until which time an IRP (Irish Residence Permit) has been issued.

Important Reminders

This document has been prepared based on the information and links provided by the ISD website (<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 ISD to inquire about an individual visa application or 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 visa requirements and/or application processes.

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