

# Registration Form for International Students September 2025

## All new International Students must complete this form

Completing this form applies to international students who are already living in Ireland and students who are travelling to Ireland. It is required to ensure that students are:

1. Registered for their course and issued their student card.
2. Scheduled for their welcome meeting and campus tour.
3. Issued their letter to register with immigration.
4. To book the airport shuttle, if required.

The completed form must be emailed before travelling and by the deadline of 5th September 2025 to [internationalsupport@ncirl.ie](mailto:internationalsupport@ncirl.ie).

## Free NCI Airport Shuttle

The NCI Airport Shuttle Service is available to new international students. To book it, the registration form must be submitted **5 working days** prior to arrival and the service is available from:

- **Dates:** 25th August to 7th September
- **Times:** Flights \*scheduled to arrive into Dublin between 06:00 (6am) and 20:30 hours (8.30pm). The NCI Airport Shuttle is not available to book outside of these hours.
- **Drop off:** to your accommodation in Dublin

\*We know that sometimes flights can be delayed beyond the scheduled arrival time. The drivers will know when flights are delayed and will wait.

## Emergency Contact and Insurance Details

International students must provide this information so that it is available where we consider a student's health, wellbeing or welfare to be at risk.

Usually the emergency contact will be a parent or guardian but can also be another family member or friend.

**Please ensure that your emergency contact is;**

1. aware that they have been nominated and that their contact details have been given to NCI for this purpose;
2. readily contactable - please provide a phone number so that contact can be made quickly;
3. if possible, able to speak English.
4. Medical Insurance is requested by Immigration. Please, attach your Medical Insurance Policy when submitting the Registration Form.

## Frequently Asked Questions

- Q.** I am already living in Ireland, do I need to complete the Registration Form?  
**A.** Yes it is needed so you are registered for your course.
- Q.** I am not booking the Airport Shuttle service do I still need to complete the Registration Form?  
**A.** Yes it is needed so you are registered for your course.
- Q.** Can I submit the registration form if my visa has not been approved yet?  
**A.** No, you will need to wait until your visa has been approved.
- Q.** Do I need to submit the form before travelling?  
**A.** Yes, you need to submit the form to be scheduled for your Welcome Meeting and NCI Airport Shuttle Service, if booked.
- Q.** Do I need to have booked my accommodation to submit the Registration Form?  
**A.** No, it is not required.
- Q.** Do I need to submit my accommodation details?  
**A.** Only if you book the NCI Airport Shuttle Service.
- Q.** I have booked my accommodation for an address just outside Co Dublin. Can I book the NCI Airport Shuttle service?  
**A.** No, the service is only available for accommodation booked in Co Dublin.
- Q.** Can I get student letters from NCI before the Welcome Programme starts?  
**A.** No, letters for new students starting at NCI Students will only be available after the welcome programme starts.
- Q.** My flight is scheduled to arrive in Ireland after 20.30hrs. Can I still book the Airport Shuttle?  
**A.** No, you will have to make your own way to your accommodation.
- Q.** Are there other transportation options to get from Dublin airport to my accommodation?  
**A.** Yes, you can view [travel options](#) to and from the airport on the Dublin Airport website.
- Q.** Where can I find more information about preparing to travel to Ireland, what to pack, how much money to bring, etc?  
**A.** On our [Pre-Arrival Guide](#) webpage.

The form must be typed as handwritten forms cannot be accepted. Email the completed form to [internationalsupport@ncirl.ie](mailto:internationalsupport@ncirl.ie) by the deadline of 5th September 2025

Please select one of the following options.

☐ **I am resident in Ireland with an IRP Card**  
Complete section 1 & 2 only

☐ **I am travelling to Ireland**  
Complete section 1 to 4 and section 5 if requesting NCI Airport Shuttle Service

## 1. Student Information and Visa Status Survey

Name

Student ID

Email

Course

Nationality

Current Country of Residence

### Visa Status Survey

All student MUST complete the NCI Visa Status Survey. If you have not completed it, please do so now by following this link <https://www.ncirl.ie/visa-status-survey>

☐ I have completed the Visa Status Survey

From a visa required country? You MUST have your visa approved to submit the Registration Form.

☐ I confirm my visa has been approved and I have updated the Visa Status Survey with the status approved

## 2. Emergency Contact and Insurance

Name

Relationship to You

(e.g. Parent/Sibling/Guardian/Cousin/Aunt/Uncle/Friend etc.)

Phone Number

(Give full international number: e.g. +91871234567)

☐ I confirm I have Medical Insurance. When emailing your Registration Form, you MUST attach your Medical Insurance Policy.

## 3. Arrival Details

Date of Arrival:

Airline

e.g. Etihad

Flight Number

For final flight to Dublin  
e.g. EY45

Arrival Time

e.g. 07:35 the scheduled arrival  
time in Dublin and as shown on ticket

DD/MM/YYYY

DD MM YYYY

## 4. Free NCI Airport Shuttle Service (available from 25th August to 7th September between 06:00 and 20:30)

☐ I do not need the NCI Airport Shuttle Service

☐ I would like to book the NCI Airport Shuttle Service

**A minimum of 5 working days is required to book this service**

Please also attach your flight confirmation details (email or screenshot) when you are emailing your Registration Form. NCI will confirm NCI Shuttle driver details by email, 48 hours prior to your arrival in Dublin. Please ensure that you have access to your email account before departing.

## 5. Accommodation Details (To complete ONLY if requested the NCI Airport Shuttle Service)

What type of accommodation will you first be staying in upon your arrival in Ireland?

☐ Short-term

(Hostel/Hotel/Airbnb/Family/Friends)

☐ Long-term

Student Residence

☐ Long-term Private

Accommodation

Address:

Eircode (Postcode):

Accommodation or Landlord Name:

Contact Number of Accommodation:

Data Protection Notice: Any personal data provided to the National College of Ireland ("NCI"), through or in connection with this application form will be processed by NCI as data controller for the purposes of assessing your application and, if the application is successful, for related student administration. For further information on how the NCI uses your personal data and in relation your data protection rights and how to contact the NCI data protection officer, please refer to the NCI Data Privacy Statement, which is available at [www.ncirl.ie](https://www.ncirl.ie). A direct link to the privacy statement itself, it can be found here: <https://www.ncirl.ie/Legal/Privacy>

CLICK HERE  
TO SUBMIT

OR DOWNLOAD FORM  
AND EMAIL TO:

[internationalsupport@ncirl.ie](mailto:internationalsupport@ncirl.ie)