Registration Form for International Students January 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 by the deadline of 10th January 2025 to 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: 3rd January to 13th January 2025
· 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

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 mobile phone number and email address so that contact can be made quickly;
3. if possible, able to speak English.

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 have booked my accommodation to submit the Registration Form?
A. Yes it is required.

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. In our preparation guide and on our Pre-Arrival Guide webpage.

The form must be typed as handwritten forms cannot be accepted. Email the completed completed form to **internationalsupport@ncirl.ie** by the deadline of 10th January 2025

Please select one of the following options.

☐ **I am resident in Ireland with a valid visa**
Complete section 1 & 2 only

☐ **I am travelling to Ireland**
Complete all sections

1. Student Information and Visa Status Survey

Name [   ]   Student ID [   ]

Email [   ]   Course [   ]

Nationality [   ]   Current Country of Residence [   ]

Visa Status Survey. We ask all international students (including those currently resident in Ireland) to 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

International Students travelling from visa required Countries e.g. India, Nigeria, Pakistan, Turkey or China etc., must have their visa approved when submitting their Registration Form. If travelling from a visa required country please confirm your visa has been approved.

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

2. Emergency Contact Details

Name [   ]   Relationship to You [   ]
(e.g. Parent/Sibling/Guardian/Cousin/Aunt/Uncle/Friend etc.)

Mobile Number [   ]   Email [   ]
(Give full international number: e.g. +353871234567)

3. Arrival Details

Date of Arrival: DD/MM/YYYY

Airline *e.g. Etihad*

Flight Number *For final flight to Dublin e.g. EY45*

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

[DD] [MM] [YYYY]   [   ]   [   ]   [   ]

4. Accommodation Details

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: [   ]

5. Free NCI Airport Shuttle Service *(available from 3rd to 13th January 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.

CLICK HERE TO SUBMIT

OR DOWNLOAD FORM AND EMAIL TO: **internationalsupport@ncirl.ie**