

Pre-Arrival Guide

THE ESSENTIALS CHECKLIST



This guide/checklist has been created as an overview of the essential things for new students to action to Start at NCI and links to supporting guides and information on our website.

Student Visa:

- Students from visa required countries must **apply for their study visa** with plenty of time for it be approved before classes start. It is recommended that students apply at least 8 to 12 weeks in advance of the start date at NCI. **Visa approval is required for students to start at NCI.**

Travelling to Ireland:

- Read our [Preparation Guide](#)
- Book your [accommodation](#)
- Book your **flights**
- Fill in **registration form** and submit it before the deadline. If your visa is not approved in time, you must contact at your Regional Manager/Agent to defer to the next intake or withdraw
- You can book the **NCI Airport Shuttle** by selecting this service on the [Registration Form](#). You must give at least 5 working days notice to book it.

Starting at NCI:

- Pay [tuition fees](#)** in full and before the deadline. International Students that are resident in Ireland can set up an approved payment plan.
- Re-set your [password](#)** - This must be completed before you can complete the next two steps for Student ID card and Student Email.
- Upload [photo](#)** for your Student ID card (to be created by the NCI Admissions team)
- Activate and access your student mail.** This is important as the admissions team will email to your student mail to confirm your photo has been accepted for your student card. Also, all communications from NCI will be sent to your student mail. See [NCI video](#) on student email
- Check the [Getting Started and Essential Information for new students](#)** on the [NCI Website](#)
- Attend your [Welcome Meeting](#)** - It is mandatory to attend and ensures you have the basic information to get started at NCI. Within 3 working days of your meeting, we will automatically email your Welcome letters to your student email account.
- Attend the [Welcome Programme](#)**
- [Timetables](#)** - The timetable is published the week before classes start. We recommend that students use the myTimetable App to view their timetable.