

# REGISTRATION FORM for International Students September 2022

All NCI International Students must complete the Registration Form and submit it by **9th September 2022**. This applies to:

- International students travelling to Ireland for the first time
- International students already resident in Ireland

**The Registration Form is required to ensure that:**

- Students are fully registered to begin their course on time
- Students are scheduled for their Welcome Meeting
- Students letter to register with Irish Immigration is generated and ready for collection at their welcome meeting
- Arrival details are confirmed and to arrange the airport shuttle service

**Students must be in Ireland for classes starting 19th September 2022.**

## BOOK YOUR FLIGHT

Dublin has direct connections from many major international airports. If there is no direct flight to Dublin from your local airport, you will be able to connect through one of many airports.

Check all the possible connections and, if you require a transit visa for any of the countries you will be travelling through. The [CIBT visas website](#) is useful to check if you need a transit visa.

## AIRPORT SHUTTLE TO ACCOMMODATION

The NCI Airport Shuttle Service is a free service provided to all new international students to bring them from the airport to their accommodation in Dublin. However, please note, that the Airport Shuttle Service will only be available from **22nd August - 19th September**.

To book this service you must submit the completed registration form with the following.

- Correct Flight Information (Airline, Flight Number and date/time of arrival)
- Full Accommodation address including the postcode
- Submit the form at least five working days prior to your arrival

As the airport shuttle is a shared service for all incoming NCI students, there are a few simple rules you need to respect:

1. Keep in touch with the driver with 'WhatsApp', when boarding the plane and on arrival in Ireland and let them know if there are any delays.
2. The service is for NCI students only. It is not available for family members, friends or students of other institutions.
3. No strong-smelling foods or drink are allowed on the shuttle bus.
4. There is a single drop-off rule in place which means that the driver can only bring you from the airport directly to your accommodation in Dublin, with no stops along the way.
5. Due to space restrictions, there is a limit of 3 pieces of luggage per student.

## BOOK YOUR ACCOMMODATION

Students are responsible for finding their own accommodation in Dublin.

Accommodation can be either Short Term or Long Term:

- Short Term Accommodation – such as hostels, hotels or Airbnb, accommodation for a limited period.
- Long Term Accommodation – somewhere you will stay for an extended period in Dublin, like a student residence or privately rented accommodation. This will be a place where you can safely receive important documents such as your Irish Residency Permit (IRP) card.

### NCI strongly recommend booking Student Residences

To help in your search of finding the perfect Student Residence for you, we have compiled many of the options available in Dublin on our webpage [here](#). We have included approximate commute times you might expect via walking, public transportation or cycling.

## FREQUENTLY ASKED QUESTIONS

**Q I'm from a visa required country but don't have my visa yet. Can I submit the registration form without these details?**

**A** *No, you will need to wait until your visa has been approved.*

**Q I want the NCI airport shuttle service but I don't have my accommodation yet. Can I submit the registration form and send the address details later?**

**A** *No, if you wish to avail of the NCI airport shuttle service you can't submit your form without the address details.*

**Q I want to travel to Ireland before the 22 August is this okay?**

**A** *Yes, students wishing to travel earlier can do so but the NCI Airport shuttle service, Welcome Programme and letters to help you get established in Ireland won't be available until 22 August.*

**Q Are there other transportation options to get from the Dublin airport to my accommodation?**

**A** *Yes, you can check out this webpage [here](#) for more options.*

**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 Programme webpage](#)*



# REGISTRATION FORM

All international students must complete this form. Students that complete this form and who have paid their fees in full (or set up an approved payment plan as a resident in Ireland) will be registered. Email the form to [internationalsupport@ncirl.ie](mailto:internationalsupport@ncirl.ie)

Please select one of the following options.

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

I am travelling and will arrive for the start of my programme  
Complete all sections now

## 1. STUDENT INFORMATION

Name	Student ID Number
Nationality	Current Country of Residence
Email	Course

## 2. VISA DETAILS must be completed by international students who are resident outside Ireland

I am from a **non-visa required** Country e.g. USA, Malaysia, Brazil

I am from a **visa required** Country e.g. India, China, Nigeria - complete the boxes below

Visa Application Number	Date Visa was approved / /
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## 3. ACCOMMODATION DETAILS

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

Short-term (Hostel / Hotel / Airbnb)     Long-term Student Residence.     Long-term Private Accommodation

You must provide a contact name, contact number and full address incl. Eircode (postcode).

Accommodation or Landlord Name:	Contact Number of Accommodation:	Eircode:
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Address:

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## 4. FLIGHT DETAILS

Airline	Flight number <small>i.e EY 45 (Only for final flight arriving to Dublin)</small>	Date of arrival / /	Arrival time <small>i.e 13:30 (Dublin time - as shown on ticket)</small>
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## 5. NCI AIRPORT SHUTTLE SERVICE

To book this service a minimum of 5 working days' notice is required (working days are Monday to Friday). Please also attach your flight confirmation details (email or screenshot) when you are emailing us your Registration Form. NCI will confirm your driver details by email at least 48 hours prior to your arrival in Dublin. Please ensure that you have access to your email account before departing. NCI are unable to guarantee airport collections where less than 5 working days' notice has been provided.

I would like to book the NCI Airport Shuttle Service

I do not want the NCI Airport Shuttle Service