

# The Essentials





How do I register with immigration?

How do I open a bank account?

When can I start working?

How many hours can I work?

What is a PPSN and why do I need it ?

How is attendance taken at NCI?

If classes are online can I work full time?

How do I get a visa to travel to .....any country in the world?

**One-size does-not-fit-all.**



1

Essential thing **you need to do** to help yourself

2

Essential things **you need to action** from today

3

Essential things **you need to know**

4

Essential things **you need to do** to establish yourself in Ireland

# 1

## Essential thing you need to do to help yourself

### Letters and Guides

Our support services are world-class, including our International Office which is dedicated to the needs of our international students, ensuring you have all the information you need to arrive, live and study at NCI.



The International Office has compiled a list of guides on topics which are asked about most frequently. The team is also available to assist you with letter requests.

Pre-Arrival Guides



Visa Guides



The Essentials Guides



Student Life Guides



Academic Guides



Useful Websites



Student Newsletters



# 2

Essential things you need to action from today

UPDATE  
YOUR HOME  
& MAILING  
ADDRESS



Please allow 2 working days for your letter to be processed.

LETTER  
REQUEST  
FORM

Please return, fully completed by email to [internationalsupport@ncirl.ie](mailto:internationalsupport@ncirl.ie)

For the month of January, please allow up to 5 working days to receive your letters.

# 3

Essential things you need to know



## Attendance Matters





# 4

## Essential things you need to do to establish yourself in Ireland







## Secure your long-term accommodation

### Long Term Accommodation is:

1. Student Residences such as Hazelwood Student Village, Mayor Square, Host, Buckley Hall etc..
2. Private Rented Accommodation
3. Staying with Family & Friends

Short Term Accommodation is hostel, AirBnB or Host Family

Accommodation Workshops – check the Welcome Programme Schedule for the week of 25 January



## Register with immigration (INIS) to get your Irish Residency Permit (IRP)

- 90 Days to register
- Living in Dublin – book appointment online for INIS Burgh Quay & print verification - **no appointments as currently closed due to enhanced Level 5 restrictions**
- Living outside Dublin – visit local GNIB Office at local Garda Station (Police)
- At your appointment you need the bring these documents
  1. INIS Appointment Verification
  2. NCI Letter & your fees receipt
  3. Medical Insurance
  4. Passport
  5. Credit/Debit Card
  6. Proof of funds (if applicable)

### SECTION 1: LETTER REQUEST

IRP (GNIB)   
New & progressing students

- Request IRP (GNIB) letter & we email it to you within two working days.
- Print the letter for your appointment





## Open a Bank Account



1. Long Term Accommodation
2. Passport
3. NCI Bank Letter

NCI Letter must be posted to your address EXCEPT for KBC Grand Canal Branch who will accept a printed letter.

**SECTION 1: LETTER REQUEST**

IRP (GNIB) New & progressing students

IRP (GNIB) Repeat Students - programme not completed as planned, see section 6.

IRP (GNIB) Graduate visa If applying with PG Award see section 4

Other For more detail see section 5

**SECTION 5: OTHER LETTERS**

Travel visa letter  Casual work letter  PPS letter  Reference letter  Bank letter  Invitation letter  Other

Please provide any additional information or requirements for any letter requested (e.g. bank or the country you are travelling)

Confirm the name of the bank and branch that you want to open a bank account with  
e.g. AIB in the IFSC or Bank of Ireland in Palmerston

## Get a PPSN Number – Personal Public Services Number

1. **Proof of ID** = Passport
2. **Evidence of why you need a PPSN** = NCI PPSN Letter addressed to the Tax Office
3. **Proof of Address** = NCI PPSN Letter is also accepted as proof of address.



The image shows a screenshot of a web form for applying for a PPSN. It is divided into two main sections: 'SECTION 1: LETTER REQUEST' and 'SECTION 5: OTHER LETTERS'. In 'SECTION 1', there are four boxes with checkboxes for different types of letters: 'IRP (GNIB) New & progressing students', 'IRP (GNIB) Repeat Students - programme not completed as planned, see section 6', 'IRP (GNIB) Graduate visa If exiting with PG Award see section 4', and 'Other For more detail see section 5'. The 'Other' box is highlighted with a black border. In 'SECTION 5: OTHER LETTERS', there are checkboxes for 'Travel visa letter', 'Casual work letter', 'PPS letter', 'Reference letter', 'Bank letter', 'Invitation letter', and 'Other'. The 'PPS letter' checkbox is also highlighted with a black border. Below these checkboxes is a text area for providing additional information.

1. Set up a basic account at MyGovID at [mygovid.ie](https://mygovid.ie)
2. Apply for the PPSN online and upload the supporting documents at [MyWelfare.ie](https://mywelfare.ie)

1

NCI International Guides

2

Update your address, letter request form

3

Northern Ireland, Attendance, Work

4

Accommodation, Immigration, Bank, PPSN,

Settling into a new country is like getting used to a new pair of shoes. At first they pinch a little, but you like the way they look, so you carry on. The longer you have them, the more comfortable they become. Until one day without realizing it you reach a glorious plateau. Wearing those shoes is like wearing no shoes at all. The more scuffed they get, the more you love them and the more you can't imagine life without them.

— *Tahir Shah* —

**AZ QUOTES**