

The Essentials

To get established in Ireland

12 January @ 2pm

**The slides will be available later today on the NCI Website – Students / International /International Student Support
/ Welcome Programme**





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 ?



One-size does-not-fit-all.



1

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

2

Essential things **you need to action**

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

NCI Support Hub

Visit the NCI Support Hub to search for answers to frequently asked questions. If you can't find the answer to your question, submit a request to International.

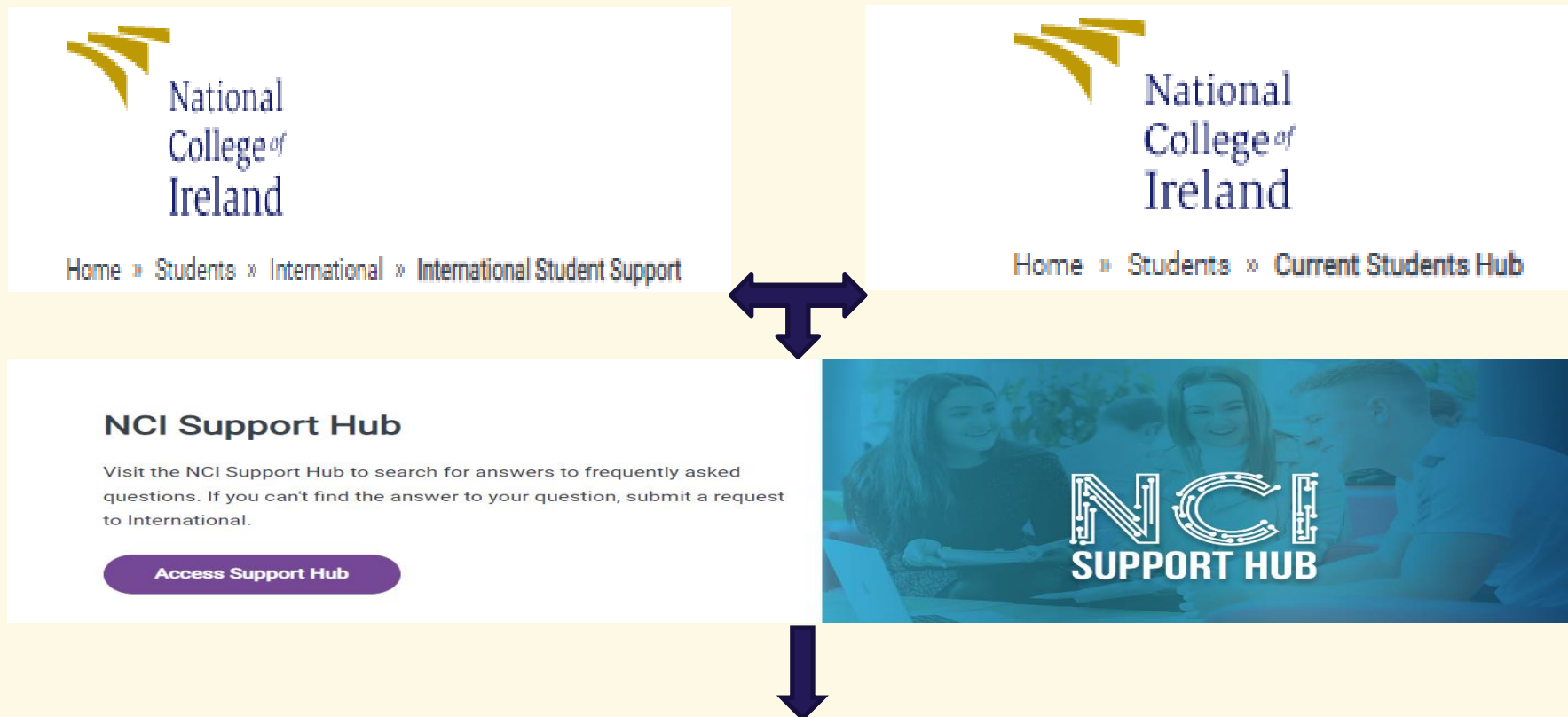
[Access Support Hub](#)



Today I will show you

- how to find it and access it.
- how to search articles.
- What to do if you can't find the answer to your question.

1 NCI Support Hub



<https://ncisupporthub.ncirl.ie/hc/en-ie/>

1 NCI Support Hub

Sign in with
student
account

x19191919@student.ncirl.ie

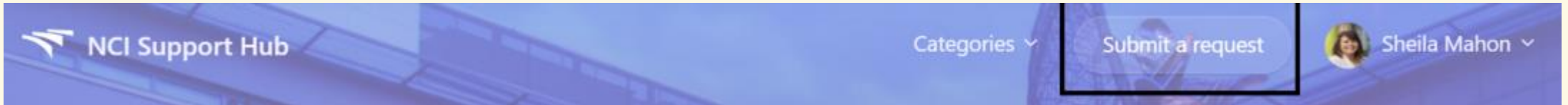
Keywords
or
Questions

Select
Team and
search
popular
articles

The screenshot shows the NCI Support Hub website. At the top, there is a navigation bar with the NCI Support Hub logo, a 'Categories' dropdown, a 'Submit a request' button (circled), and a user profile for 'Sheila Mahon'. Below the navigation bar is a large search area with the text 'Questions? We have answers.' and a search input field. Below the search field are 'Popular searches' for 'exams', 'moodle', 'student card', and 'online classes'. A horizontal menu below the search area includes 'IT', 'Exams', 'Student Services', 'International' (highlighted with a box), 'Policies & Procedures', 'Student Experience & Sport', and 'Central Timetable Office'. Below the menu is a 'Popular articles' section with three article cards: 'Getting started as a new International Student', 'How do I find accommodation in Ireland?', and 'How do I apply for a deferral?'. A fourth article card, 'What is the Welcome Programme for international students?', is partially visible below the others.

Article
linked for
What is
a
Student
Account?

1 NCI Support Hub



Submit a request

Please choose what Department your request is for?

IT Department	>
Student Services	>
Academic Operations (Programme Enquiries)	>
International	>
Student Support	>
Computing Support	>
Central Timetabling Office	>
Registration	>
Registrar	>
Student Experience & Sport	>
Graduation	>

Submit a request

Please choose what Department your request is for?

International

Subject*

Description*

Please enter the details of your request. A member of our support staff will respond as soon as possible.

Attachments (optional)

Add file or drop files here


Submit

2





Essential things you need to action

Update your
student
record with
your Irish
Address






 **Student Letter Hub**

Letter Applications

-  [Registration Letter](#)
-  [Generic Bank Letter](#)
-  [PPSN Tax Number Letter](#)
-  [Visa Invitation Letter](#)

International Letter Applications

-  [Education Bond Letter](#)
-  [Travel Visa Application Letter](#)
-  [Casual Work Letter](#)

2

Update your student record with your Irish Address

Update your
student
record with
your Irish
Address



How do you do it?

Update your Student Record **with the NCI system MyDetails**

Read the NCI Support Hub Article

['How do I update MyDetails as a new international student?'](#)

Important!

1. You must first [**set the password**](#) for myDetails to access the system.
2. This is a different (username & password) to what you use for all other NCI systems.



Update your student record with your Irish Address

The screenshot shows the National College of Ireland student portal. On the left, there are navigation links for 'FINANCE' and 'MESSAGES'. The main section is titled 'Profile'. It contains a warning about editing personal details and a note about not changing names. Below this is a form for personal details: Name (SHEILA MAHON), PPS Number, Date of Birth, and ID Number (55000888). To the right of the form is a small profile picture and an 'Edit' button. Below the personal details is the 'Address' section, which includes fields for Home Address, Phone, Mobile, and Email. The Home Address field is currently empty, and the Phone and Mobile fields contain the number +353871234567. The Email field contains address@live.com. Below this is a section for Term Address, which is also empty. At the bottom, there is a section for Work Address and a section for Mailing Address, both of which are empty. On the right side of the profile page, there is a user menu for SHEILA MAHON with a 'Sign out' button and a 'My Results Explained' button.

Profile

The information as displayed below reflects your personal details as held on the College's student information system. You may edit your home address here. You are only permitted to change other information(e.g. name, DOB or PPS Number) if you have been contacted directly by the College to update your information.

DO NOT EDIT YOUR NAME UNDER ANY CIRCUMSTANCES. Doing so will cause a disruption in your access to College services, and may result in issues registering you with your relevant awarding body.

Name: SHEILA MAHON
PPS Number:
Date of Birth:
ID Number: 55000888

Address

Home Address	Phone	Mobile	Email	Edit
Apt / House Number & Street , Area, County, Post Code, Ireland	+353871234567	+353871234567	address@live.com	

Term Address	Phone	Mobile	Email
			sheila.mahon@nciri.ie

Work Address	Phone	Mobile	Email

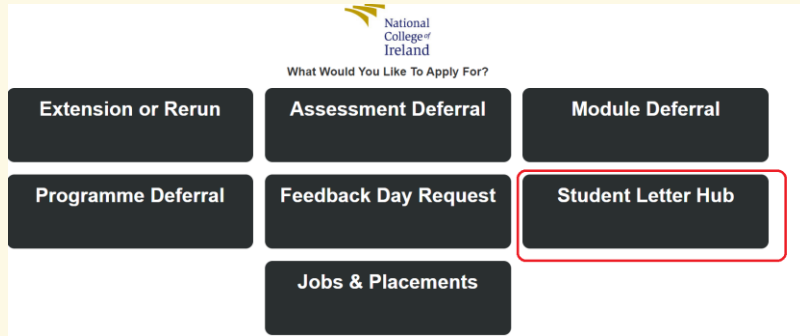
Mailing Address	Edit
Apt/House Number & Street, Area, County, PostCode, Ireland	

My Results Explained
Programme and Module Descriptor Information

- Update the Home AND Mailing address with your address in Ireland. See the article for the correct address format to use in Ireland.
- Allow 24 hours for all systems to be updated with you new address

2

Student Letter Hub and self-generate your letters.



How do you access the Student Letter Hub?

From 18 January access the NCI System [NCI360](#) and select **Student Letter Hub**.

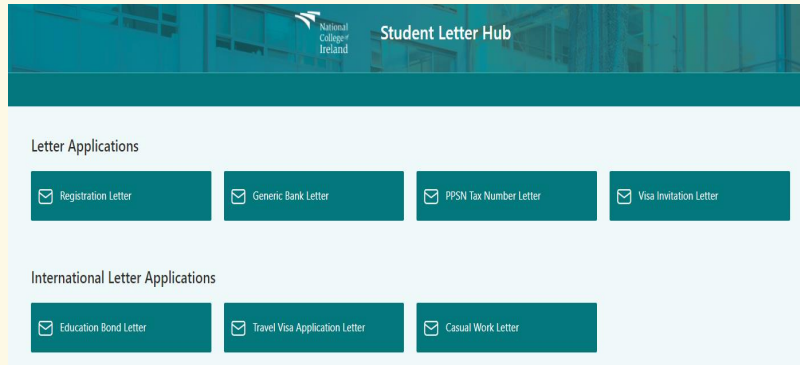
When can we access the Student Letter Hub?

Registered students will have access from 18 January 2023.

Self generated letters will be sent automatically to your student email address

Read the NCI Support Hub Article '[How do I request a letter](#)'?

The article also includes a link to NCI360



3

Essential things you need to know



- For the best chance to succeed
- Visa requirement
- **Track your attendance with Moodle for 6 February** - read NCI Articles on [how to log attendance](#) and [Frequently Asked Questions](#)
- Your student visa gives you a concession to work in Ireland without a work permit.
- The rules are set by the Irish Government and not NCI, they are 20 hours a week and full time at Christmas and Summer.
- NCI Support Hub Article [‘What are the rules for working if I’m on a stamp 2 student visa?’](#)
- Northern Ireland is part of the UK– so you may need a visa to travel there.
- NCI Support Hub Article [‘How do I travel outside the Republic of Ireland as an international student?’](#)

4

Essential things you need to do to establish yourself in Ireland





Secure your accommodation

<https://www.ncirl.ie/Students/International/Accommodation>



Student Residence Accommodation



Privately Rented Accommodation



Accommodation Support

Info + resources
to help you find
a student
residence
(purpose built for
students)

Info + resources
to help you find
options
for private
accommodation

- Further reading
- Info on scams
- Know your rights as a tenant

Pre-Arrival Programme

All slides and recordings from the Pre-Arrival Programme, including accommodation are linked in the article '[Getting Started as a new International Student](#)'

Welcome Programme

Accommodation Workshops during the [Welcome Programme](#). Register for Spotahome online event 12 Jan at 12noon here [Welcome Programme](#)

Accommodation needed as you cannot use a Hostel or Airbnb address to:

- Open a traditional bank account
- Apply for your PPSN



Banking

Traditional High Street Bank

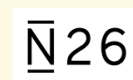


Online or visit branch & get an appointment

1. **Proof of ID** = Passport
2. **Evidence you are full time student** = NCI student card and/or NCI Bank Letter
3. **Proof of Address** = NCI Bank Letter with your Irish Address that you request on NCI360 with the Student Letter Hub

NCI Support Hub article ` [How do I open a bank account in Ireland?](#) `

Digital Current Accounts



Money Jar are an Irish Digital Current Account, so you get an Irish IBAN (International Bank Account Number).

Proof of ID = Passport
Verification = Selfie

Set up **BEFORE you travel** to Ireland and use temporary address in Ireland

Money Jar have an offer for NCI students to get FREE Monthly Fee for 9 Months – you just pay the transaction fee – [linked to money jar guide with unique code for NCI students](#)

Get a PPSN Number – Personal Public Services Number

Must be in Ireland to apply for the PPSN and you must have secured your accommodation.

To get a PPSN you apply online, and you must:

1. Set up a basic account at MyGovID at mygovid.ie
2. Apply for the PPSN online and upload the supporting documents at MyWelfare.ie



1. **Proof of ID** = Passport
2. **Proof of Address** = NCI PPSN Letter with your Irish Address – you request this letter on NCI360
3. **Evidence of why you need a PPSN** = NCI PPSN Letter confirms you need it for your studies

NCI Support Hub article ` [How do I apply for a PPSN?](#) `

Register with Immigration

- 90 Days to register
- Living in Dublin – phone 1800741741 to [book appointment with immigration in Burgh Quay](#)
- Living outside Dublin – make an [appointment with the local GNIB](#) Office at local Garda Station (Police)

At your appointment you need to bring these documents:

1. Immigration Appointment Verification (printed)
2. NCI Immigration Letter (printed). The letter is emailed to your student email, within 3 days of your scheduled welcome meeting.
3. NCI fees receipt (printed)
4. Medical Insurance
5. Passport
6. Credit/Debit Card to pay €300 fee (Forex accepted)
7. Proof of funds (if applicable)

Your Irish Residency Permit (IRP) card is posted your address with 10 to 15 working days.



NCI Support Hub article '[How do I register with immigration for the first time](#)'.

1

Q. What is the essential 1 thing you need to do to help yourself?

A. NCI Support Hub

2

Q. What are the 2 essential things you need to action?

A. Update Student Record with your Irish Address on MyDetails

A. Generate your letters on NCI360 with the Student Letter Hub

3

Q. What are the 3 essential things you need to know

A. Attendance Matters Working in Ireland Travel Visa and Northern Ireland

4

Q. What are the 4 essential things you need to do to establish yourself in Ireland?

A. Accommodation Open Bank Account Apply PPSN Register with immigration



Q&A – Any questions?

Please share your questions in the chat.