

The Essentials to get established in Ireland

January 2024

The Essentials:



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?

One-size does-not-fit-all.



The Essentials:

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**



Use the Support Hub to find
answers for your questions



NCI Support Hub

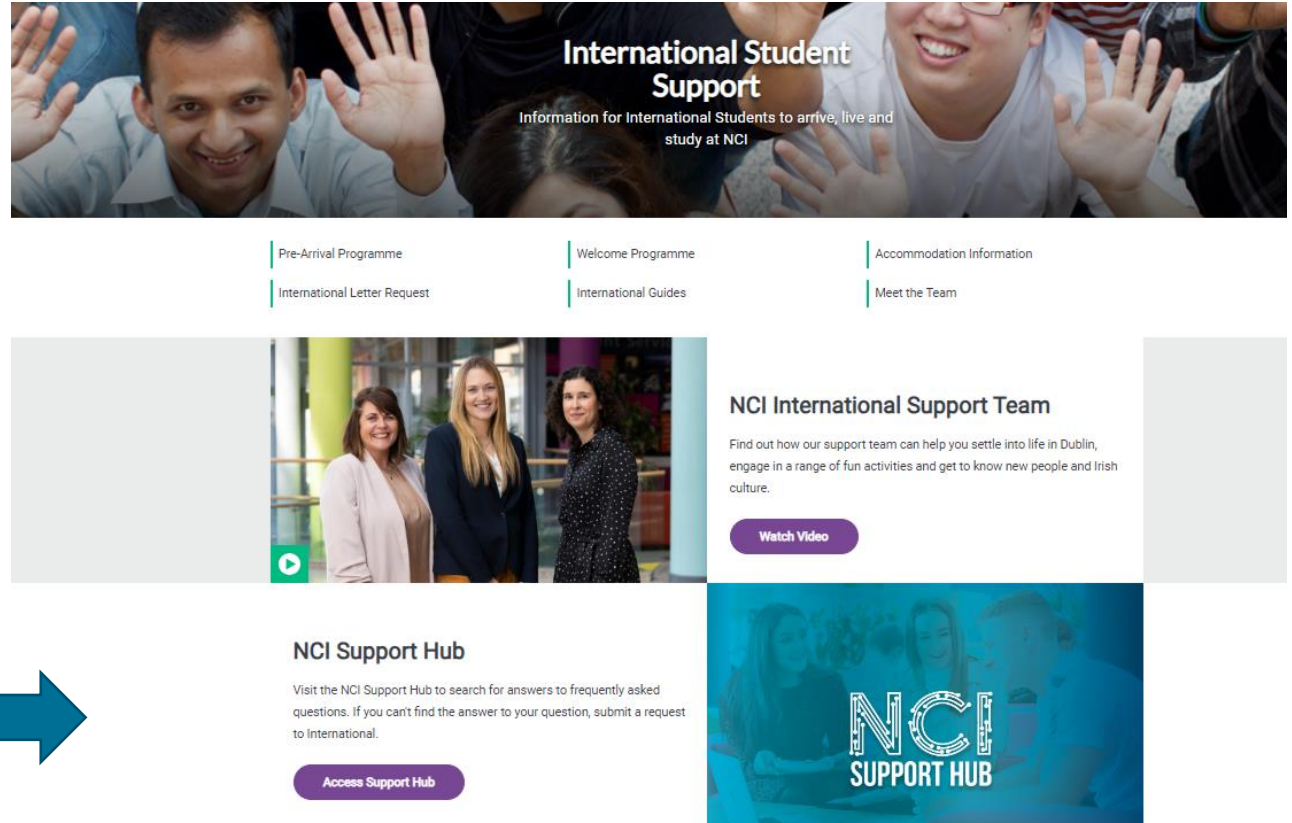


Lots of ways to access the
NCI Support Hub.

ncirl.ie/International

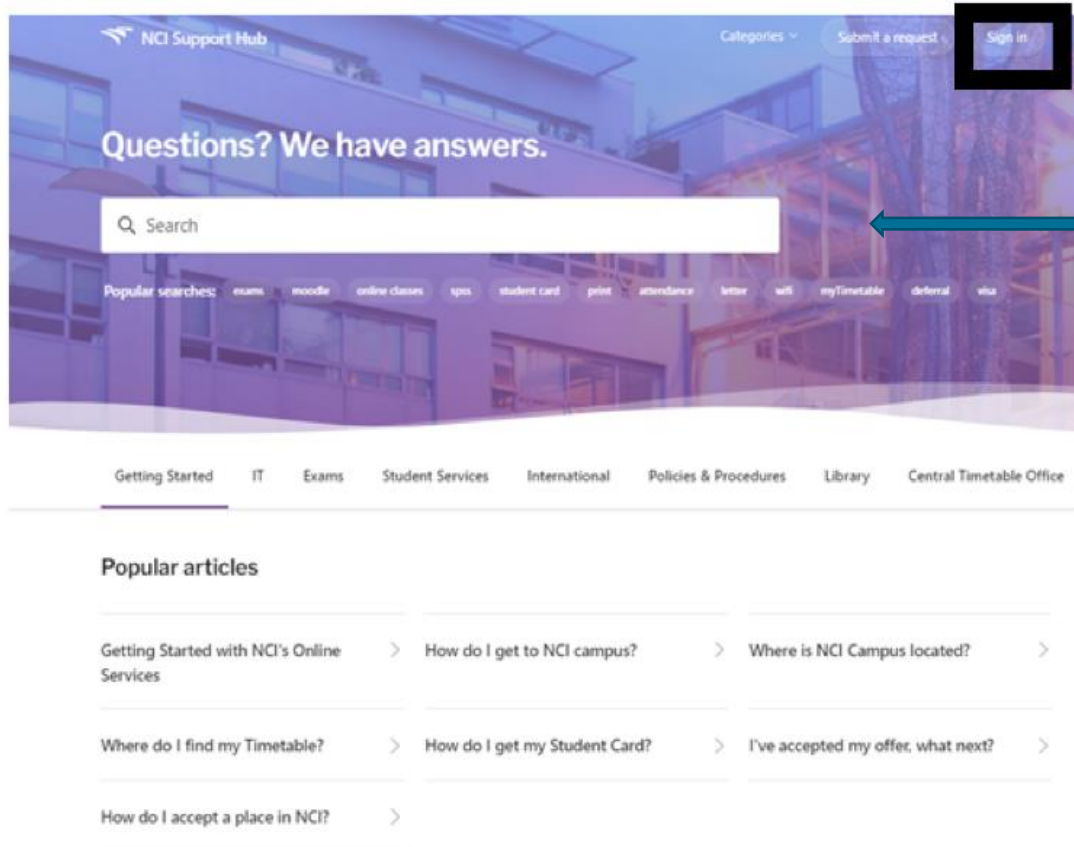
> [International Student Support](#)

> [NCI Support Hub](#)



The screenshot shows the 'International Student Support' page. At the top, there's a header with the title 'International Student Support' and a subtitle 'Information for International Students to arrive, live and study at NCI'. Below this is a grid of six links: 'Pre-Arrival Programme', 'Welcome Programme', 'Accommodation Information', 'International Letter Request', 'International Guides', and 'Meet the Team'. The main content area features a video thumbnail of three women, with the title 'NCI International Support Team' and a description: 'Find out how our support team can help you settle into life in Dublin, engage in a range of fun activities and get to know new people and Irish culture.' A 'Watch Video' button is next to the video. Below this is the 'NCI Support Hub' section, which includes a description: '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.' and an 'Access Support Hub' button. To the right of the 'Access Support Hub' button is a large blue graphic with the text 'NCI SUPPORT HUB' and an image of students.

NCI Support Hub



1. Sign In with Student Account

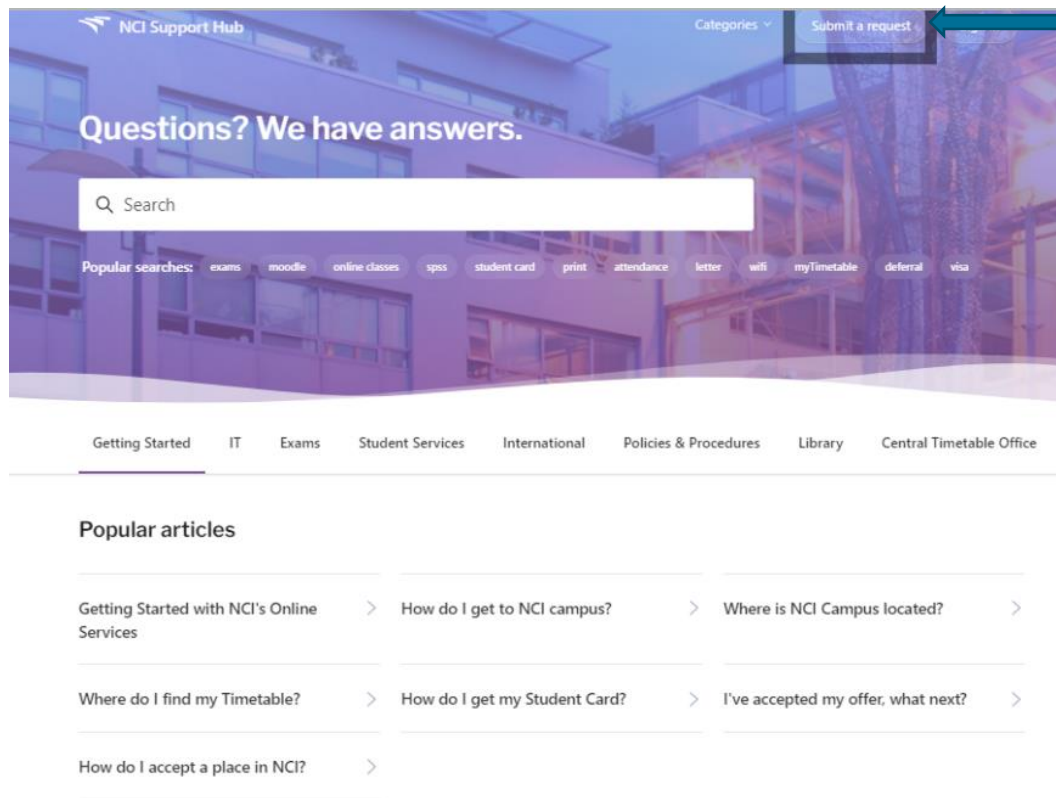
Username = Student Email ID
x1234567@student.ncirl.ie

2. Ask a question in the search box

or

Search by Department and view all articles

NCI Support Hub



If you can't find the answer to your question.

- Choose Department &
- Submit a request

Submit a request

Please choose what Department your request is for?

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

The Essentials:

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Essential thing **you need to do** to help yourself
- Use the NCI Support Hub

2

Essential things **you need to action**

2

Essential things you need to action

1



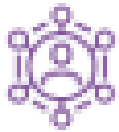
MyDetails Login

Update 'My Details' with your
Irish Address

2

Self-generate your letters with the
Student Letter Hub

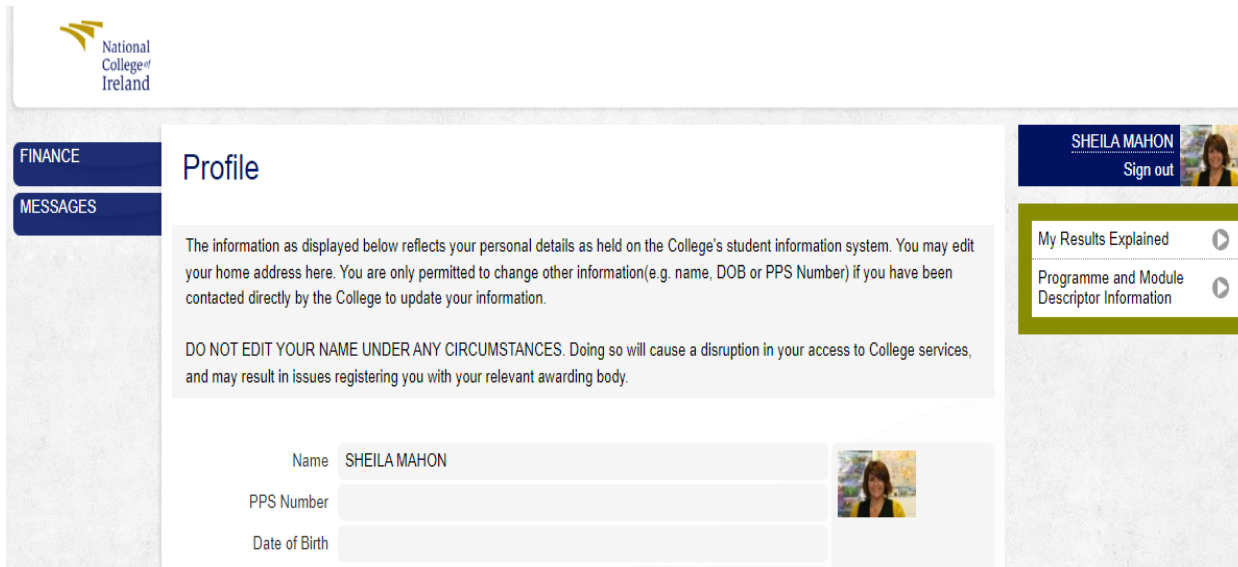
Update My Details with your Irish Address



MyDetails Login

My Details reflects your details on the NCI Student Information System and you must update it with:

- your Irish Address
- your Irish Mobile Number
- your PPSN (when you get it)

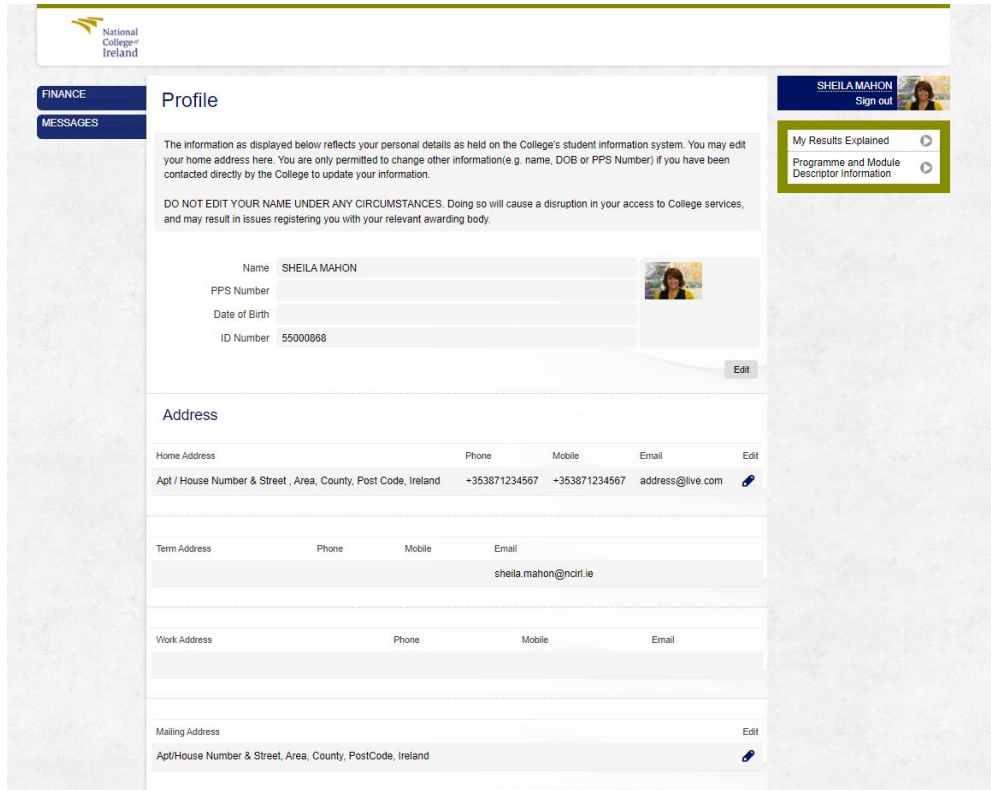


The screenshot shows the 'Profile' page of the NCI MyDetails system. On the left, there is a sidebar with 'FINANCE' and 'MESSAGES' buttons. The main content area is titled 'Profile' and contains a disclaimer: 'The information as displayed below reflects your personal details as held on the College's 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.' Below this, a warning states: '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.' At the bottom, there are input fields for 'Name' (pre-filled with 'SHEILA MAHON'), 'PPS Number', and 'Date of Birth', along with a profile picture. On the right, there is a user header for 'SHEILA MAHON' with a 'Sign out' button, and a list of links: 'My Results Explained' and 'Programme and Module Descriptor Information'.

My details is also where you will:

- access your exam results

Update My Details with your Irish Address



Must set your password first
(this is different to your student account password!)

Login with your Student ID
e.g. x1234567



Update both the Home and Mailing
address with your Irish Address

Allow 24 hours for your address to be
updated on all systems.

DO NOT EDIT YOUR NAME OR DATE OF BIRTH!



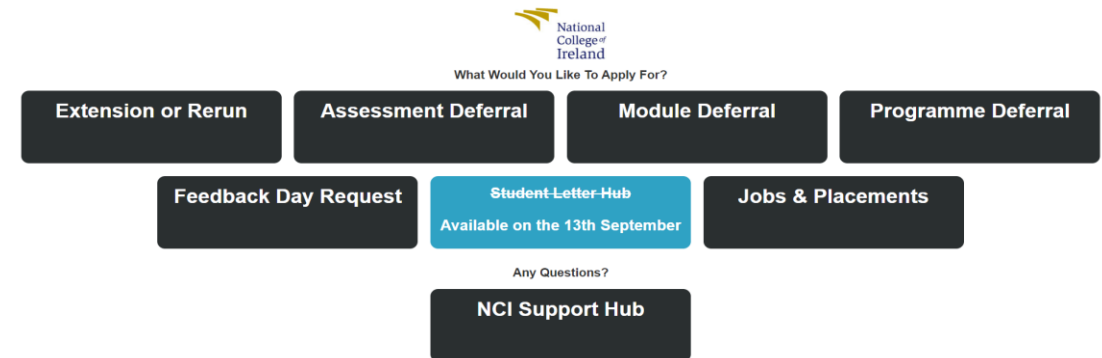
Read this article '[how do I update MyDetails
as a new international student](#)'

It covers all the important points and
includes the links you need

Self-generate your letters on Student Letter Hub

How do you access the Student Letter Hub

- Access with [NCI360](#)
- The link for it is on the NCI website / My apps and in support hub articles
- Or use your search engine and search for NCI360.ie



Who has access to the Student Letter Hub?

- The Letter Support Hub is only available to **Registered Students**.
- International Students are automatically registered by **17 January** once they have:
 - Submitted their Registration Form
 - Hold a full offer
 - Paid fees in full or set up an approved payment plan

When can registered students access the Student Letter Hub?

From **17 January**

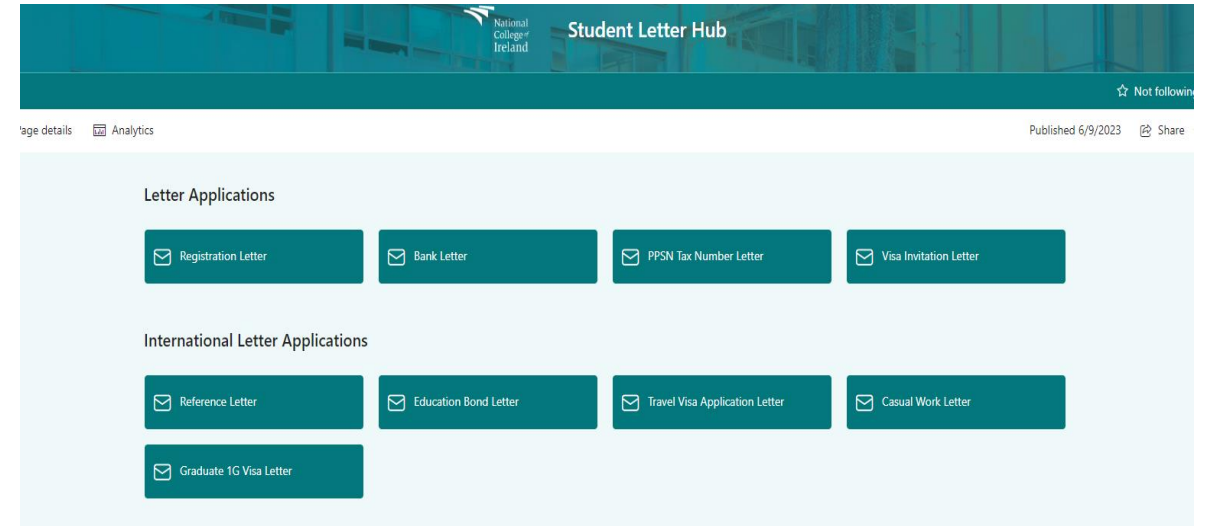
Self-generate your letters on Student Letter Hub

How do you self-generate letters?

- Select the letter you want and follow the instructions
- There is no limit on the number of letters you can request or how often

When do we get the letters?

- Self-generated letters are **emailed automatically & in real time to your student email**



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

- This article includes information on all the letters you need

Important!

- The PPSN, Bank and Registration Letter include your Irish Address. **For these letters, you must update MyDetails and wait 24 hours before self-generating them**

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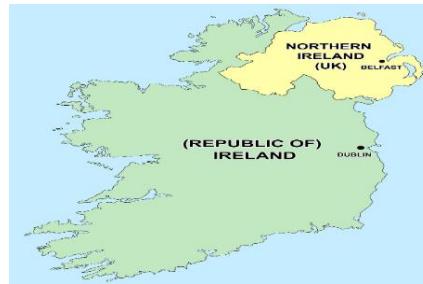
Essential things **you need to action**
- Update MyDetails with your Irish Address
- Self-generate your letters with the Student Letter Hub

3

Essential things **you need to know**

3

Essential things you need to know



Essential things you need to know



1. Work in Ireland

- The rules for working are set by the Irish Government and not NCI
- Your student visa **gives you a concession to work** without a work permit.
- You can work 20 hours a week and full time (40 hours) at Christmas and Summer.
- Read the NCI Support Hub Article:
['What are the rules for working if I'm on a stamp 2 student visa?'](#)
- Import Note: You also need a PPSN (Tax Number) to work and we cover this later



2. Travel outside the Republic of Ireland

- Northern Ireland is part of the UK- so you **may** need a visa to travel there.
- Read the NCI Support Hub Article:
['How do I travel outside the Republic of Ireland as an international student?'](#)



NCI Graduate advice:

- **Immigration expect:-** students to attend classes and they measure it with **progression** in their studies and/or **completing** within the original timeline.
- **NCI expect:-** students to **engage** with and **attend ALL** learning activities and events associated with their course of study at the National College of Ireland.
 - NCI can **measure student engagement with various activities** such as students access to moodle, visiting library (in person or online), assessment submission and exam completion and random attendance checks.
- Read the NCI Support Hub Articles: '[What is the attendance requirement](#)'? and [Attendance and Engagement FAQ](#)

Essential things you need to know

Attendance Frequently Asked Questions

Q: What if I am sick and miss classes?

A: See the [Attendance and Engagement FAQ](#) and complete the Absence Form.

Q: What if I need to travel home (in emergency or planned)?

A: NCI cannot provide permission for students to miss classes or travel during their programme so if you must do so it is at your own risk.

If you decide to travel, please be advised that NCI cannot intervene with any decisions made by immigration regarding your visa status.

Q: Can I get a letter to show proof of attendance for immigration ?

A: There is no letter that NCI provide for attendance. International Support provide letters to students to register with immigration for the first time and for immigration renewals.

See NCI Support Hub Article - [How do I request a Letter?](#)

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Essential things **you need to know**

Work in Ireland Travel outside the Republic of Ireland Attendance Matters

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

4

Essential things you need to do to establish yourself in Ireland

Secure your Accommodation



Must secure accommodation first as:-



You can't use a Hostel, Hotel or AirBnB for a traditional bank account, to get your PPSN or for immigration

Essential things you need to do to establish yourself in Ireland



1. Secure your Accommodation

NCI do not own accommodation and don't have a placement service – you must find and secure your own accommodation

NCI offer information and guidance to help you with your search:

- Website <https://www.ncirl.ie/Students/International/Accommodation>
- **Pre-Arrival Programme**
 - Accommodation Webinar Recording is on the [NCI You Tube Playlist](#)
- **Welcome Programme**
 - 12 January @ 11 noon – Online Workshop with Spotahome

Important !

You need to secure your accommodation as you cannot use a Hostel or Airbnb address to:

- Open a traditional bank account
- Apply for your PPSN



Student Residence Accommodation

Information on student residence accommodation which is purpose built student accommodation.



Privately Rented Accommodation

Information and websites to help you find private accommodation options such as an apartment or house shares



Temporary Accommodation

Information about temporary short stay lets such as hotels and hostels



Accommodation Resources

Information and useful resources about renting in Ireland, your rights and possible scams

Essential things you need to do to establish yourself in Ireland

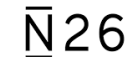


2. Open a Bank Account

Traditional High Street Bank Account



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](#)

Online OR by visiting branch & get an appointment

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

Read the NCI Support Hub article ‘[How do I open a bank account in Ireland?](#)’

Essential things you need to do to establish yourself in Ireland



3. Apply for a PPSN (Personal Public Services Number)

- A PPSN is required for your studies (you also need it if you plan to work)
- You must be in Ireland and have started at NCI
- You must have secured your accommodation & updated your address on MyDetails

Required Documents:

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

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 required supporting documents at MyWelfare.ie
3. When you make your application, you will make an appointment to visit a local INTREO office. You will need to print your letters for your appointment, and they will verify your details. Your PPSN card is posted to your address after your appointment.

Read the NCI Support Hub article ‘ [How do I apply for a PPSN?](#)’

Essential things you need to do to establish yourself in Ireland



4. Register with Immigration

- You have 90 days after you land in Ireland to register with immigration
- You can only register after you started your studies – this means you can only register after 22 January 2024.
- You must make an appointment with immigration and how you do that depends on where you live

- **Living in Dublin** – phone 1800 800 630 to [book appointment with immigration in Burgh Quay](#)
- They will email you verification of your appointment

- **Living outside Dublin** – make an [appointment with the local GNIB](#) Office at local Garda Station (Police)
- The Garda Station will record your appointment in a book

At your appointment you need to bring these documents:

1. Immigration Appointment Verification – printed. (Only if living in Dublin)
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**)

After your Appointment - your Irish Residency Permit (IRP) card is posted your address within 10 to 15 working days.



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

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1. Work in Ireland
2. Travel outside the Republic of Ireland
3. Attendance Matters

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

1. Accommodation
2. Open a Bank Account
3. PPSN
4. Register with Immigration

Thank You

