

The Essentials to get established in Ireland

3 September 2026

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

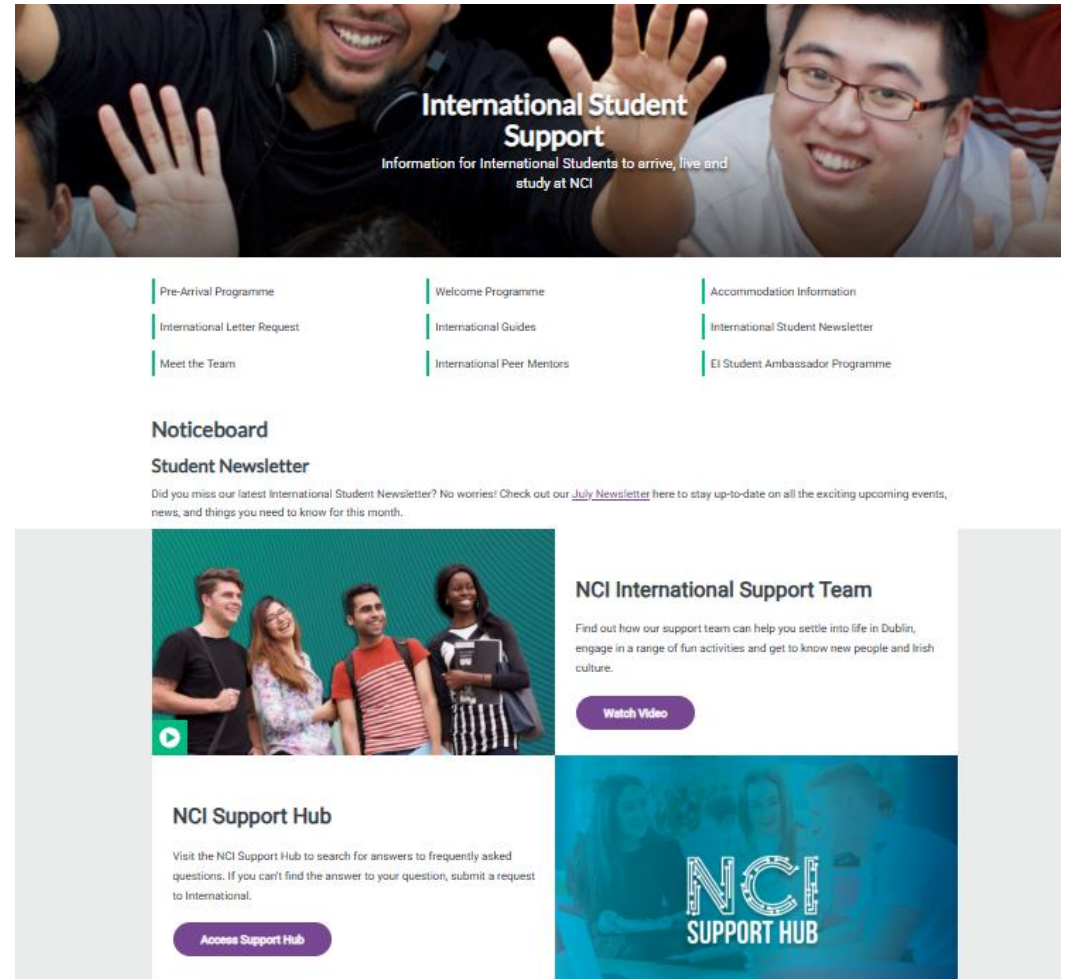


NCI Support Hub

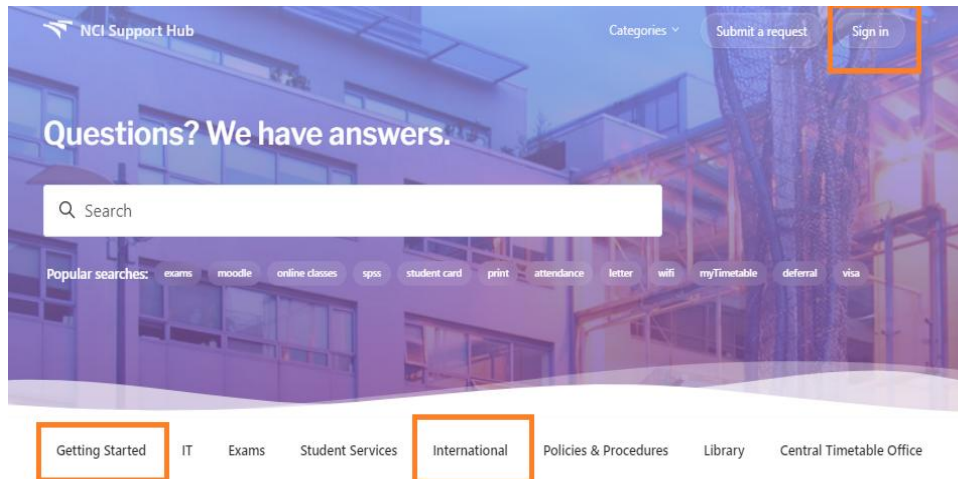


Do you know how to
access NCI Support Hub?

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 text 'International Student Support' and 'Information for International Students to arrive, live and study at NCI'. Below this is a grid of links: Pre-Arrival Programme, Welcome Programme, Accommodation Information, International Letter Request, International Guides, International Student Newsletter, Meet the Team, International Peer Mentors, and EI Student Ambassador Programme. A 'Noticeboard' section follows, featuring a 'Student Newsletter' link and a brief message about the latest newsletter. The bottom section is titled 'NCI International Support Team' and includes a video player with a 'Watch Video' button. Below the video is the 'NCI Support Hub' section, which describes the hub's purpose and includes an 'Access Support Hub' button. A large teal arrow points from the navigation links on the left towards this screenshot.



1. Sign In with NCI Student Account

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

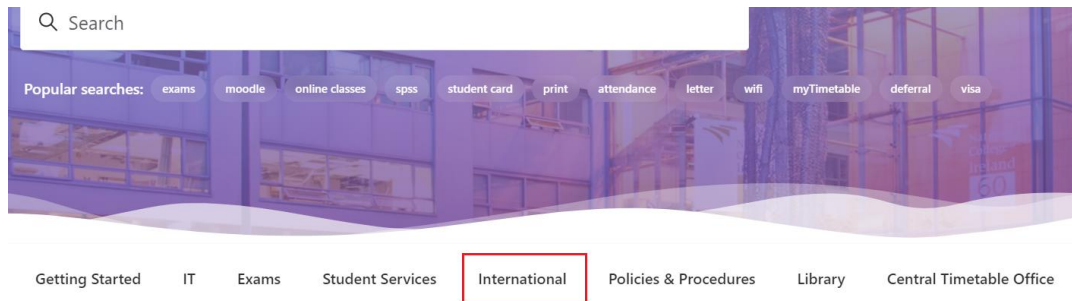
2. Ask a question in the search box or

Search by Department and view
all articles

Popular articles

International Welcome Meeting Checklist	Getting started as a new International Student	How do I request a letter?
How do I find accommodation in Dublin?	What are the essentials to get started at NCI as an international student?	How do I apply for the 1G (graduate) visa?
How do I register with immigration for the first time?	How do I open a bank account in Ireland?	How do I apply for a PPS number?

NCI Support Hub



Select International

All Categories

Graduation as an International Student

[See all 4 articles](#)

Starting classes as an International Student

[See all 4 articles](#)

Finalising travel plans as an International Student

[See all 4 articles](#)

Getting Established in Ireland

[See all 13 articles](#)

Student Life as an International Student

[See all 18 articles](#)

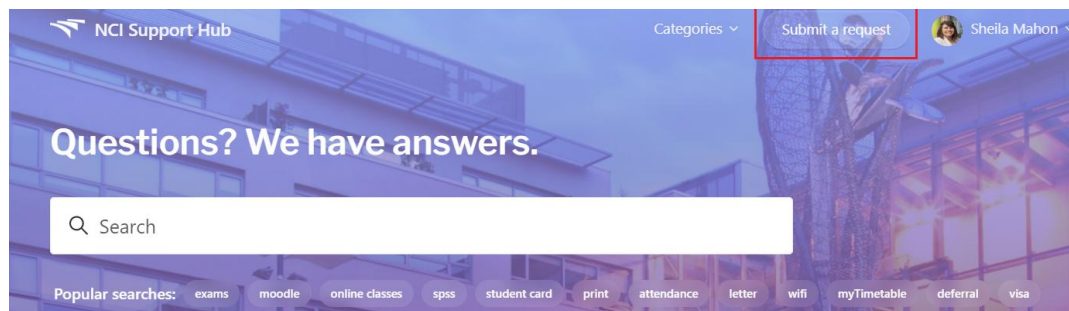
Visas & Immigration

[See all 9 articles](#)

Fees & Funding as an International Student

[See all 5 articles](#)

Recommended Articles
[Starting classes as an International Student](#)



Submit a request, if you can't find the answer to your question

Submit a request

Please choose what Department your request is for?

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

Select the appropriate team for your question:

- **International** for questions about immigration or settling into life in Ireland.
- **Academic Operations** (Programme Enquiries) for questions about your course.
- **Attendance** for questions about the SEAtS attendance system
- **Exams Office** for e.g. Repeats / re-sits, registering to repeat, exam results etc.
- **IT** for problems accessing NCI Systems.

The Essentials:

1

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

Student Letter Hub

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:

1. your Irish Address
2. your Irish Mobile Number
3. your PPSN (when you get it)



The screenshot shows the 'Profile' page of the NCI MyDetails system. On the left, there are navigation links for 'FINANCE' and 'MESSAGES'. The main content area is titled 'Profile' and contains a warning: '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 note 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.' The profile form includes fields for 'Name' (filled with 'SHEILA MAHON'), 'PPS Number', and 'Date of Birth'. A small profile picture of Sheila Mahon is shown next to the name field. On the right side of the profile, there is a 'Sign out' button and two expandable sections: 'My Results Explained' and 'Programme and Module Descriptor Information'.



[Where to find MyDetails & how to log in](#)

1. [Current Students Hub](#)
2. [NCI360/NCI Apps/ MyDetails](#)

Login with your Student ID
e.g. x1234567@student.ncirl.ie

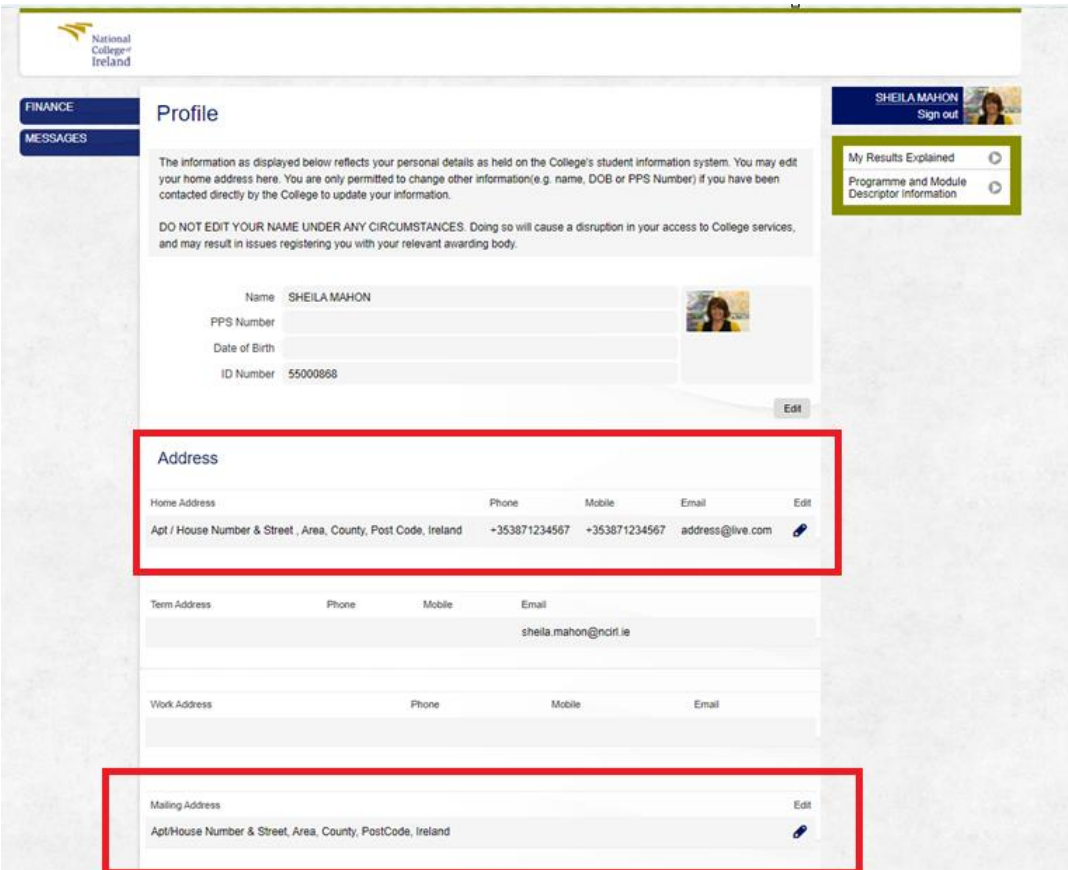
Update My Details with your Irish Address

Edit both the Home and Mailing address with your Irish Address

Allow up to 48 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 my Student Record with my Irish address and PPSN?’](#)
It covers all the important points and includes the links you need



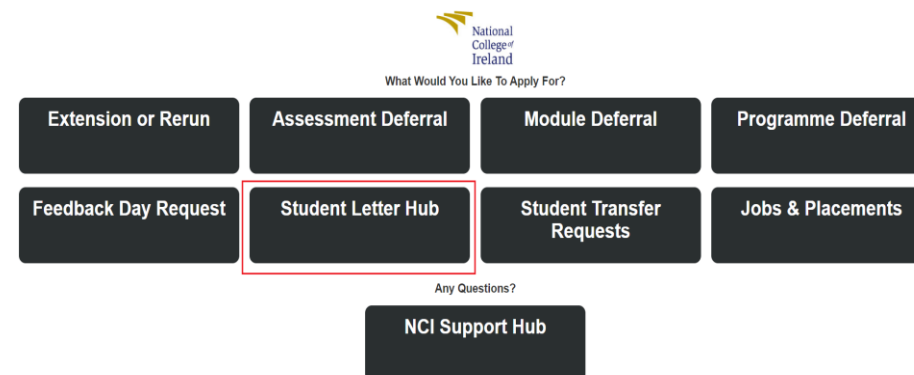
The screenshot shows the NCI student profile page. The 'Address' section is highlighted with a red box. It contains fields for Home Address, Phone, Mobile, Email, and an Edit button. Below this, there are fields for Term Address, Phone, Mobile, and Email. At the bottom, there is a 'Mailing Address' section, also highlighted with a red box, with fields for Apt/House Number & Street, Area, County, PostCode, Ireland, and an Edit button.

Self-generate your letters on Student Letter Hub



How do you access the Student Letter Hub

- You can also find the link in these places:
 - nci360.ncirl.ie/ Student Letter Hub
 - Support Hub articles – [How do I request a letter as an International Student?](#)



Who has access to the Student Letter Hub?

- Fully **Registered Students**.
- Automatically registered by 9th September 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 9th September 2026

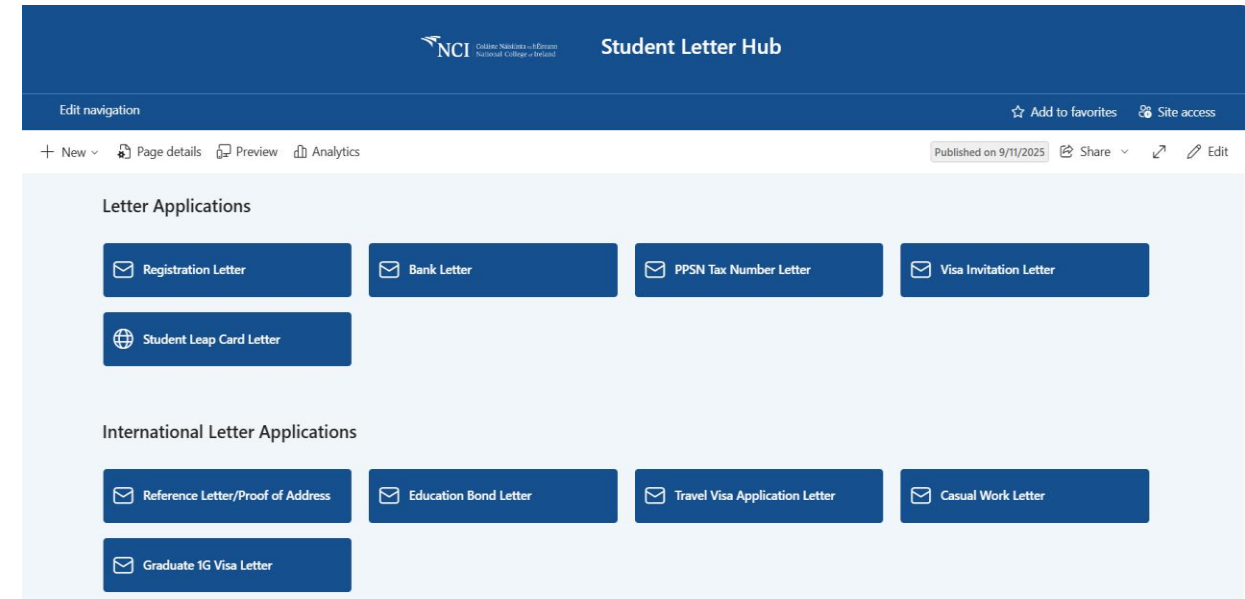
Self-generate your letters on Student Letter Hub

How do you self-generate letters?

- Select the letter & follow the instructions
- No limit on the number of letters you can request or how often

When do we get the letters?

- Automatically emailed to your student email



Read the NCI Support Hub Article [How do I request a letter as an International Student?](#)

Important – some letters must include your Irish address!

- The PPSN, Bank Letter & Reference Letter/Proof of Address include your Irish Address. **For these letters, you must update MyDetails and wait up to 48 hours before you request them**

The Essentials:

1

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

2

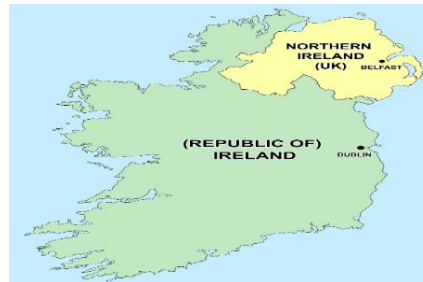
Essential things **you need to action**
- Update MyDetails with your Irish Address
- Self-generate your letters with the Student Letter Hub

3

Essential things **you need to know**

3

Essential things you need to know



Essential things you need to know



1. Work in Ireland

- Rules for working set by the Irish Government and not NCI
- Your student visa **gives you a concession to work 20 hours per week**, without a work permit.
- Your permission to work starts when you are registered with immigration
- You can work full time (40 hours) at Christmas (15 Dec to 15 Jan) and Summer (1 June to 30 September).

!!!! Some employers may be unsure about the rules for work for International Students. The Casual Work Letter on the Letter Hub confirms the rules.

- Read the NCI Support Hub Article: [‘What are the rules for working if I’m on a stamp 2 student visa?’](#)
- Important Note: You also need a PPSN (Tax Number) to work

Essential things you need to know



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?’](#)
- **Beware – currently there are immigration checks happening (trains, cars & buses) are being stopped on both sides of the border!**

Essential things you need to know



Why attendance matters

- We want you to succeed at your studies and it is well documented that student success is linked to attendance.
- NCI expect students to **attend ALL learning activities and events** associated with their course of study. NCI monitor attendance with the attendance system SEAtS. Attendance monitoring is for all students and is managed by the Student Support team.
- Immigration expect students to attend their classes and to progress in their studies/complete on time.

NCI Graduate advice:

"Keep working hard and focus on the classes as they are very important."

NCI Support Hub Articles and NCI Policies & Procedures

[Articles: What is the attendance requirement?](#) And [Support Services articles](#)

[Policy on Learner Attendance and Engagement](#)

Attendance Frequently Asked Questions

Q: When will we get information on the NCI Attendance System SEAtS

A: Detailed information will be provided at Orientation. Students can view NCI Support Hub articles on attendance [Support Services articles](#)

Q: What if I miss classes?

A: You are marked as absent. You need to keep a record of your absences. Even if you have a 'reasonable excuse' such e.g. sick it would not change your attendance. See the article [What happens if I miss a class? – National College of Ireland](#)

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

A: If planning trips / visits home you should refer to the [academic calendar](#).

NCI does not provide or grant permission for students to miss classes or travel during their programme. You should note that Immigration state that between holidays, personal and work-related travel, absence from the state should not exceed 90 days in a rolling year.

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 renewals and % attendance is not required for these letters.

The Essentials:

1

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

- Use the NCI Support Hub

2

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**

Work in Ireland Travel outside the Republic of Ireland Attendance Matters

4

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 first

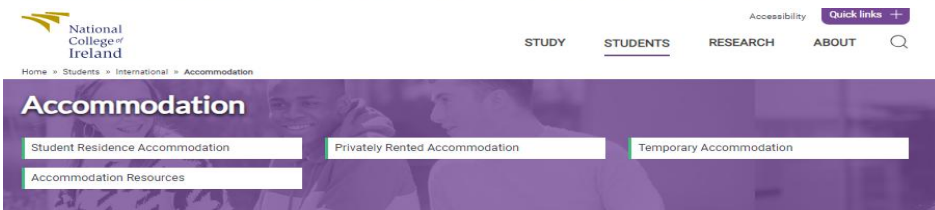


You can't use Hostel, Hotel or AirBnB for a traditional bank account, PPSN or Immigration



These can be completed in any order.

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



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](#)
 - Online Workshop with Spotahome on 28th August – did anyone attend this session?

Important !

You must secure your accommodation first as you cannot use a Hostel, hotel or Airbnb address to:

- Open a traditional bank account
- Apply for your PPSN
- Register with immigration



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

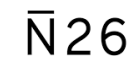


Open a Student Bank Account

Traditional High Street Bank Account



Digital Current Accounts



Online (recommended) 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** = Utility Bill in your name at your address or NCI Bank Letter with your Irish Address

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

Proof of ID = Passport

Verification = Selfie

***Irish Address:** You can use a temporary address in Ireland such as hostel or hotel and change it later.

***Irish Residency Permit** – you have 3 months to upload it

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](#)

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



Apply for a PPSN (Personal Public Service 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 Identity** = 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 Appointment you must apply online as follows:

1. Set up a basic account at MyGovID at mygovid.ie
2. Apply for the PPSN and upload the required documents at MyWelfare.ie
3. Attend an in-person appointment

Read the NCI Support Hub article ‘ [How do I apply for a PPSN?](#)’ - **after you get your PPSN you must update MyDetails with your PPSN number**

Essential things you need to do to establish yourself in Ireland



Register with Immigration for the first time

- You have 90 days after you land in Ireland to register with immigration
- You can only register after you have started your studies so after 14th September
- First Time Registration is in person and by appointment only
- The appointment is at the Immigration Office on Burgh Quay in Dublin 2

How to book an appointment?

1. Set up your **Customer Service Account** with immigration and you will need.
 - **Email Address** – you are sent an email with a code needed to set up your account.
 - **Mobile Number** – you are sent a text to verify the number and download the ID-Pal App.
 - **Passport**

2. Verify your ID with ID- Pal App

- Download the ID-Pal App – a verification code and link for the app is sent to your phone.
- Log in to the ID-Pal App to upload your passport and take selfie.
- You must wait 24 hours to have your identity verified

3. Book an Appointment

- After your ID is verified, login to your Customer Service Account to book your appointment.

If you have problems with the Customer Service Account / ID Pal process, you must email IDPalSupport@justice.ie

Registering with Immigration



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 - printed
5. Passport – physical copy
6. Credit/Debit Card to pay €300 fee (Forex accepted)
7. Proof of Address – printed
8. Proof of funds (**if applicable**)

You can expect the appointment to last 30 minutes. Your documents will be reviewed, and your photograph and biometrics will be taken.

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

When you receive your card, you must check it is correct.

- Is your name, correct?
- Is your date of birth, correct?
- Does it have the correct stamp?
- Is the expiry date correct?



For any queries with your registration (or renewal) you must submit a query from your immigration Customer Service Account.

Read the NCI Support Hub articles

1. [How do I register with immigration for the first time?](#)
2. [How do I renew my student visa?](#)
3. [Important Information about registering with immigration](#)

Links to Immigration Information

1. [Immigration Registration Office Appointment Booking System](#)
2. [Contacting immigration](#)

The Essentials:

1

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

Use the NCI Support Hub

2

Essential things **you need to action**

1. Update MyDetails with your Irish Address
2. Self-generate your letters with the Student Letter Hub

3

Essential things **you need to know**

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

4

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!

