



Welcome to DCU

Pre Arrival Information



**International Office
Dublin City University
Tel: 00353 (1)7007411**

E-mail: international.office@dcu.ie

Web address: <http://www.dcu.ie/international/>

See our online brochure at <http://www.i-studentadvisor.com/dcu>

International Office

Immigration Regulations (Visas)

Information and Application for Student Visa can be obtained from the following department;

Department of Justice, Equality and Law Reform website

Visa Section

Irish Naturalisation & Immigration Service

Department of Justice, Equality and Law Reform

13/14 Burgh Quay

Dublin 2

Website: www.inis.gov.ie

Telephone (within Ireland): Lo-call 1890 551 500

(Helpline available 10:00am to 12:30pm Monday to Friday excluding Public Holidays)

Telephone (from outside Ireland): + 353 1 6167700

(Helpline available 10:00am to 12:30pm Monday to Friday excluding Public Holidays)

Email: visamail@justice.ie

On-Line Visa Applications: A list of countries with on-line Visa Application facilities is available at http://www.inis.gov.ie/en/INIS/Pages/Supported_Countries

Applying For a Visa to Ireland – Documentation Required (information provided on the Department of Justice website January 2009)

NOTE: These requirements are intended to act as a guideline only and do not limit the discretion of the visa officer in determining individual applications.

<http://www.inis.gov.ie/en/INIS/Pages/Documents%20Required%20for%20Visa%20to%20Ireland>

ALL documentation listed must be submitted with your application form.

Applications Submitted That Do Not Include All The Required Documentation, Or Are Accompanied By Poor Quality, Illegible Or Non-Translated Documents, Will Be Refused.

The visa officer may request further information from you before making a decision. However, you will not be contacted if you submit an incomplete or unsigned application and do not abide by these requirements – your application will be refused.

MINIMUM DOCUMENTATION REQUIRED WITH ALL VISA APPLICATIONS

- Your application form should be fully completed. No question should be left blank.
- You must sign the form yourself – nobody can sign it on your behalf. (Except in the case of a child under 16, whereby the parent(s) may sign on behalf of child).
- From November 27th 2008, a separate visa will be required by all dependents, even if they are included on your passport. Therefore a visa application needs to be completed for each person wishing to travel to Ireland. A visa processing fee is payable for each application.
- **UNSIGNED APPLICATIONS WILL BE REFUSED**
- Where a child under the age of 18 is travelling alone, the consent of both parents/guardians is required. If the child is travelling with one parent, the consent of the other parent is required. Where only one parent has total custody and access rights, official evidence of this must be provided.
- ALL DOCUMENTS SUBMITTED MUST BE IN ENGLISH
- Where they are in any other language, the original document should be submitted, along with a notarised translation of same. Failure to provide translated documents will lead to your application being refused.
- At the time of your visa application you must possess a passport which is valid for 6 months after the date you propose to leave Ireland. Applications submitted without such a passport cannot be considered.
- For applications for long-term stays such as employment, study, or joining your spouse, it is advisable that your passport should be valid for at least 12 months. If you are permitted to remain in Ireland for more than 3 months you must register with the Garda National Immigration Bureau. The charge for registration is €150 each time. You will not be registered beyond the date of expiry of your passport. It is therefore in your own interest to have a passport which is valid for at least 12 months.

- If your passport is relatively new, it may assist your application if you provide your previous passport showing any previous visas for any other country, and your previous travel history.
- All visa applicants must be able to show evidence that they can support themselves for the duration of their stay in Ireland without recourse to public funds or resources.
- A detailed bank statement, showing sufficient funds, and covering the immediate 6 month period prior to submitting a visa application should be submitted. Lump sum lodgements made in the run up to an application being made are not taken into consideration when assessing a person's ability to support themselves
- For all categories of visa applications it will be necessary to include details of any other family members presently in Ireland, or any other EU State
- Details of any previous visa applications for Ireland made by you MUST be given
- If you have been refused a visa for any other country, details of this, preferably the original letter issued to you by the authorities of that country, should be submitted. Concealment of any other visa refusals will result in your Irish visa application being refused.
- Please Ensure All Documentation Listed Under The Relevant Category Is Included With Your Application. Failure To Include All Listed Documentation Will Result In The Refusal Of Your Application. The Provision Of False, Fraudulent Or Misleading Information Will Result In Refusal And No Appeal Will Be Permitted.
- These documents should be sent to your local Irish Embassy. Visa applications can take between 2 and 8 months to process, so it is advisable to secure a place early at the University, in order to avoid disappointment.

When you arrive in Ireland

Registration with the Immigration Authorities in Ireland: Students from outside the European Union (EU) or the European Economic Area (EEA) After arriving in Ireland, all students from outside the EU or the EEA must register at the Garda National Immigration Bureau (link to <http://www.gnib.ie/>) (GNIB). The date by which you must register will be indicated by the Immigration Authorities at your point of arrival into Ireland. Please bear in mind that a visa only permits you to enter Ireland and does not guarantee you a right to remain in the country so you must register within the timeframe indicated.

When registering with GNIB you will need to take along:

1. A valid passport
2. An entry visa (where applicable)
3. Student Card from DCU, valid for the current year
4. Evidence of financial support (e.g. current bank statement indicating your name / a letter of guarantee from a parent or guardian indicating the availability of sufficient funds to cover you during your period of stay in Ireland / letter from your sponsor, confirming financial status)
5. Proof of your residential address in Dublin, e.g. a utility bill showing your name and address or a letter from your landlord/student residence confirming your address.
6. A letter from DCU indicating that you are a registered student at DCU
7. There is a Department of Justice, Equality & Law Reform charge of €150 each time you register. This can be paid by credit card. Otherwise the Immigration Officer will issue you with a bank giro form and request you to complete this and return again with confirmation that it has been paid.

Re-entry Visas

Your first visa for Ireland will be a single entry visa. If you have a valid reason for leaving Ireland for a short period of time, you must apply for a Re-entry visa in advance of making any arrangements. The International Office will provide you with a letter for this purpose provided that you have registered with GNIB and are attending your course. Supporting evidence of the above will be requested before a letter can be issued. If you are travelling from Ireland to a country other than your own country, it is your responsibility to find out if you require a visa for the third country.

Study Visa Renewal

You are responsible for renewing your GNIB registration card each time it expires. If you are taking a degree programme over a number of years, you must renew your card for the coming academic year. The International Office will issue you a letter to support this provided you have been attending your course and fulfilling all the necessary requirements. Renewal at Garda National Immigration Bureau Address Garda National Immigration Bureau 13-14 Burgh Quay Dublin 2 Tel: +353-1-6669100

E-mail at gnib_dv@garda.ie

Usual Opening Hours: 9.30.am to 10.pm. Monday - Thursday & 9.30 am to 4pm Friday. The opening hours are 10.00am to 4.00pm although closing times may vary according to demand.

Enrolling with the University - Checklist

What to do once you have received an offer to come to DCU...

1. Accept your offer of a place in the programme by filling out the 'Acceptance/Rejection' form (for undergraduate students) or replying to PAC via e-mail (for postgraduate students).
2. Pay the full tuition fee to DCU and keep copies of all payments made. The methods of payments are outlined in a document in this mailing.
3. Contact DCU for a 'Visa Letter', which will be needed in order to apply for a Study Visa for Ireland. Students should contact international.office@dcu.ie; The Visa Letter cannot be issued by DCU until the full tuition fees have been received.
4. Contact your nearest Irish Embassy or Consulate for information regarding applying for a Study Visa to study in Ireland and check out <http://www.inis.gov.ie/en/INIS/Pages/WP07000111>
5. Please ensure to allow adequate time for the visa application process - it can take between 6 weeks and 3 months, depending on the time of the year.
6. Ensure that you arrive in time for the Orientation programme, which provides crucial information about studying at DCU
7. We will contact you again by e-mail before you arrive in Ireland. In the meantime, please feel free to contact us if you have any further enquiries.

Paying your fees

All matters relating to programme fees are dealt with by the Finance Office which can be contacted by email: fees@dcu.ie

Detailed information regarding payment of fees are to be found on <http://www.dcu.ie/finance/fees/>

Candidates classified as Non-EU for fees purposes must pay the full Non-EU fee upon acceptance of a place. Deposits alone will **not** secure a place for a Non-EU candidate. Candidates may be granted an extension of 2 weeks (maximum) to secure funds, if necessary. After this date, the place is no longer guaranteed for the candidate.

Non - Eu applicants residing in the EU: In order to be assessed for the correct fee status, applicants must submit all supporting Original Document to the International Office. To determine your fee status please use the self-assessment test on: http://www.dcu.ie/international/eu_status.php3

Contact Details: International Office: Henry Grattan Building, Room CG26. Tel: 003531 7007411, E-mail: international.office@dcu.ie Web address: <http://www.dcu.ie/international/>

See our online brochure at <http://www.i-studentadvisor.com/dcu>

Finance Office - Fees International Students Fee Payment

In order to effect speedy and efficient payment to the student account, please quote with all submissions your

- ID number,
- programme/course to which you are applying
- full surname and first name.

Please also ensure you keep a receipt of payment, which will state your RP number (This appears on your receipt), which you will be required to produce at registration.

You can effect payment with one of the following methods

1. CREDIT CARD

All credit cards, except American Express, are acceptable
Contact the Dublin City University Finance Office at fees@dcu.ie

2. BANK PAYMENT/TELEGRAPHIC TRANSFER

Allied Irish Bank Plc
Swords Road,
Santry
Dublin 9
Bank Sort Code: 93-22-21
Account Number: 43170288 (DCU)
Bank Swift Code: AIBKIE2D
IBAN: IE12 AIBK 9322 2143 170288

3. BANK DRAFT

Drafts should be drawn on an Irish Bank to ensure that additional charges [incurred only if the Draft is drawn on a foreign bank and which can amount to a maximum of €60] are not incurred

Please note: When you have completed the payment procedure please contact the International Office to confirm payment. When you are applying for your Visa you will be required to provide a Bank Transfer receipt and a DCU payment receipt. The International office will provide this with the Visa Support letter.

Accommodation

On campus accommodation is available for international students in the college apartments. It is advisable to reserve a place as soon as possible as places are taken quickly. Apply online for accommodation at www.roomsatdcu.com

For further information contact:

Niamh Connolly
Accommodation Coordinator
Campus Residences Limited, Dublin 9, Ireland
Tel: + 353 1 700 5344, Fax: + 353 1 700 5777
Email: niamh.connolly@dcu.ie

Off campus: - For those with a preference to live off campus, there is plenty of availability in nearby student apartments or in privately rented accommodation. We advise all students to try to obtain accommodation prior to beginning your course of study. A list of guest houses/hotels where you may find temporary accommodation on arrival is available from the International Office. Meanwhile here are some useful websites for finding student accommodation:

- www.collegecribs.ie
- www.daft.ie
- www.grabagaff.ie
- www.studentaccommodation.ie
- www.studentlettings.ie

Travel Tips Dublin airport

Before arriving at Dublin Airport, take some time to familiarise yourself with it by clicking on the following link <http://www.dublinairport.com/at-airport/airport-maps/>

If you come from outside the EU/EEA you will be requested to complete a landing card with your personal details. You will need to hand this in to the Immigration Officer at Passport Control in Dublin Airport. You may also be asked for the following documents which we advise you to have in your hand luggage so they can be checked quickly and easily.

- Passport
- Entry Visa (if applicable)
- Evidence of Private Health Insurance
- Acceptance letter from the Registry in DCU
- Letter from DCU, stating that you have paid your fees in full

Getting to DCU

DCU is located a short distance from Dublin city centre, Dublin Airport and the M50 and M1 motorways. The campus is bordered by Ballymun Road and Collins Avenue. For further directions follow this link http://www.dcu.ie/info/get_to.shtml