

The Essentials to get established in Ireland

10 January 2025

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**

i

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](#)



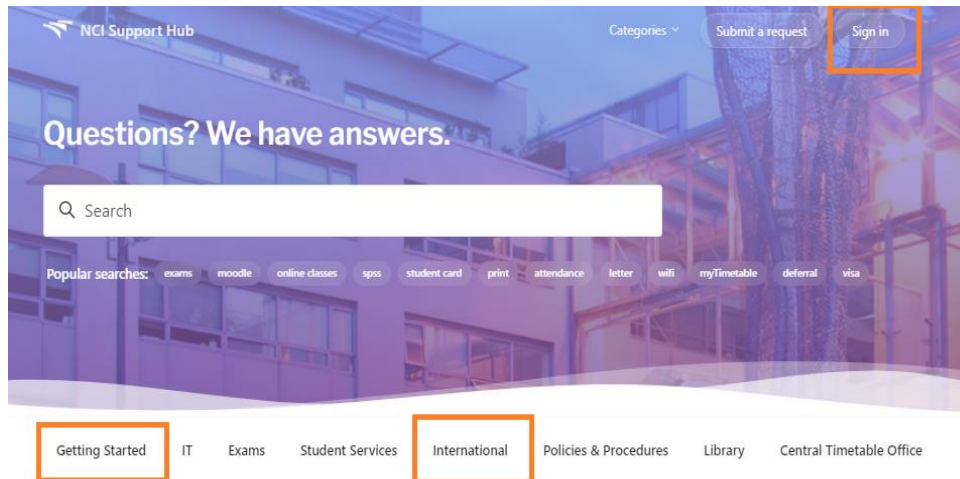
International Student Support
Information for International Students to arrive, live and study at NCI

- Pre-Arrival Programme
- Welcome Programme
- Accommodation Information
- International Letter Request
- International Guides
- Meet the Team

NCI International Support Team
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.
[Watch Video](#)

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](#)

NCI SUPPORT HUB



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

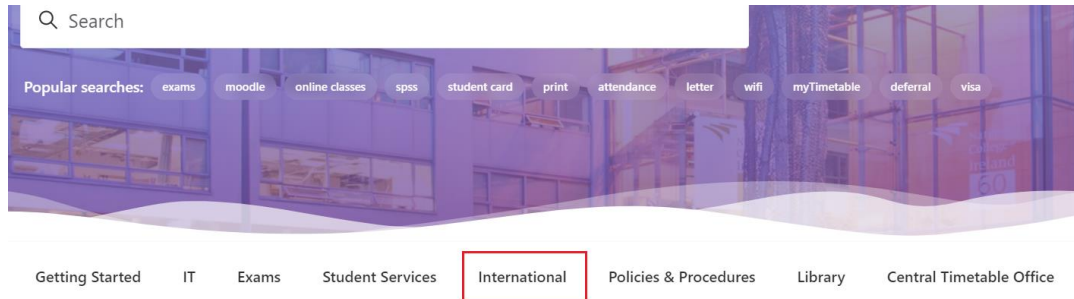
Search by Department and view
all articles



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

Starting at NCI

[See all 11 articles](#)

Getting Established in Ireland

[See all 10 articles](#)

Academics

[See all 11 articles](#)

Visas & Immigration

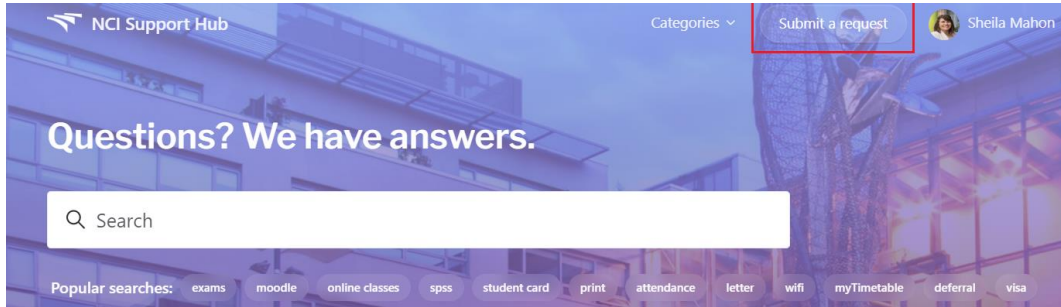
[See all 9 articles](#)

Fees & Funding

[See all 3 articles](#)

Recommended Article
[Getting started as a new International Student](#)

NCI Support Hub



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

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.
- **Exams Office** for e.g. Repeats / re-sits, registering to repeat, exam results etc.
- **IT** for problems accessing NCI Systems.

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	>
Digital Learning	>
Orientation	>

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)

My details is also where you will:

- access your exam results in June, Oct & Feb

How do you access MyDetails?

1. My Apps Portal
2. NCI Website
3. Relevant Support Hub articles



The screenshot shows the 'MyDetails Login' interface. At the top left is the National College of Ireland logo. Below it are navigation tabs for 'FINANCE' and 'MESSAGES'. The main content area is titled 'Profile' and contains a sign-out button for 'SHEILA MAHON' with a profile picture. Below the sign-out button are two expandable sections: 'My Results Explained' and 'Programme and Module Descriptor Information'. A warning message 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.

Update My Details with your Irish Address



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

Edit both the Home and Mailing address
with your Irish Address



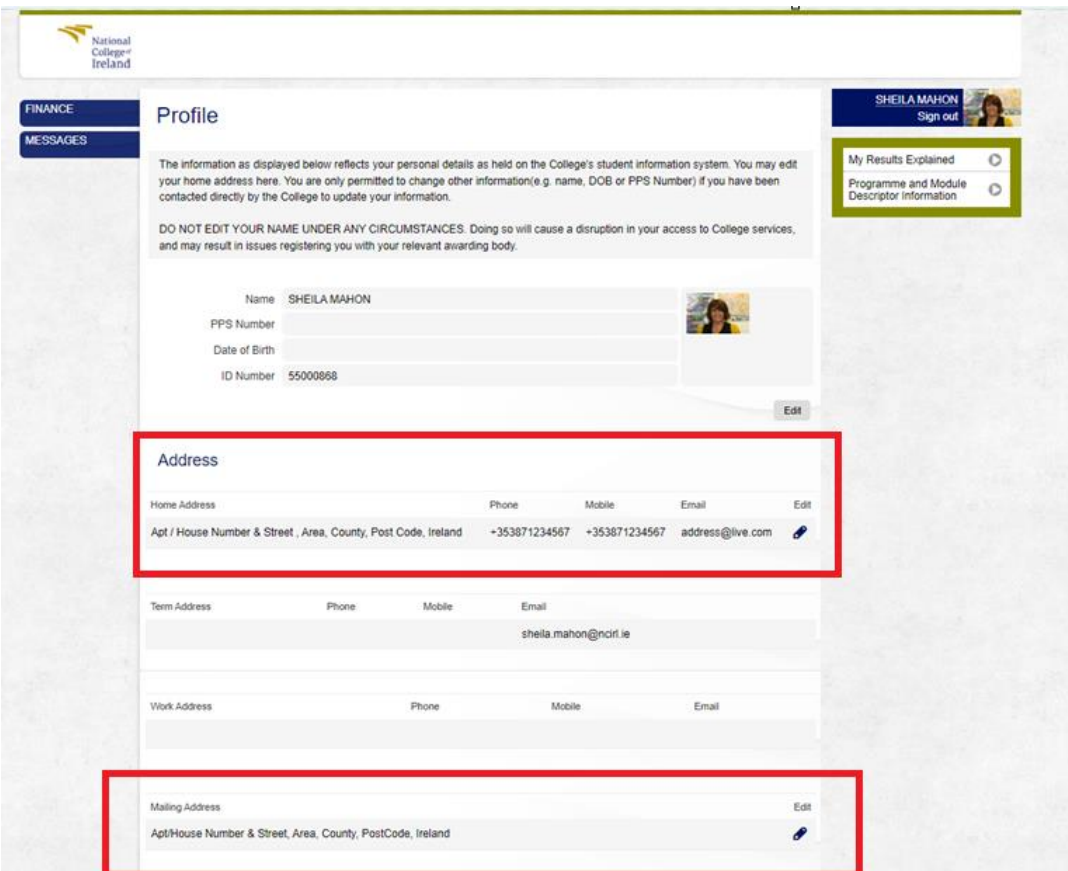
Allow 24 hours for your address to be
updated on all systems.

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



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: 55000868

Address

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

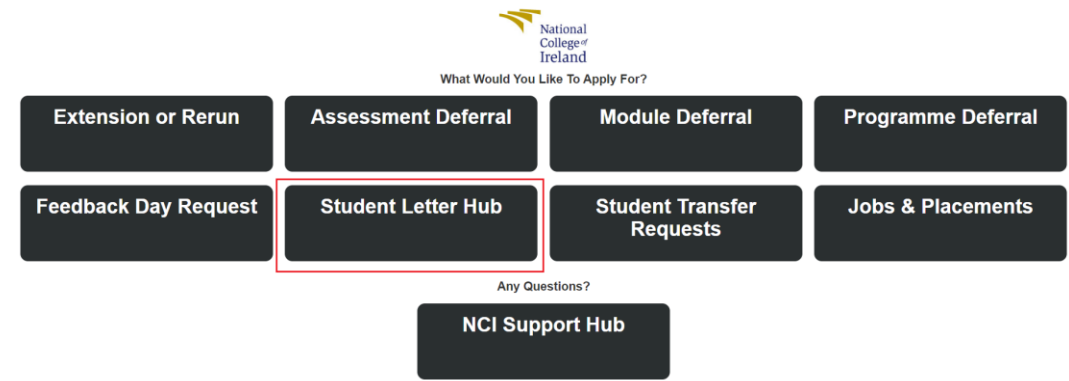
Mailing Address

Apt/House Number & Street, Area, County, PostCode, Ireland

Self-generate your letters on Student Letter Hub

How do you access the Student Letter Hub

- Access with [NCI360](#) . You can find the link in these places:
 1. NCI Website
 2. My Apps Portal
 3. Relevant Support Hub articles
 4. Search *NCI360.ie* with your search engine



Who has access to the Student Letter Hub?

- The Letter Support Hub is only available to **Registered Students**.
- International Students will be automatically registered 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 13th 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?

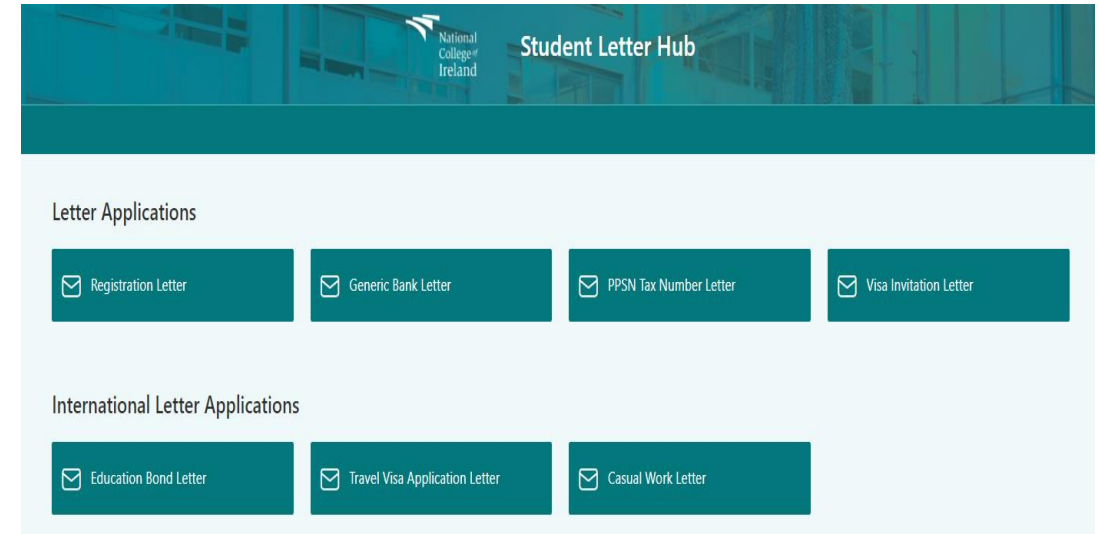
- They are automatically emailed to your student email

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

- This article includes information on all the letters you need

Important – some letters must include your Irish address!

- The Reference Letter/Proof of Address, PPSN, and Bank Letter include your Irish Address. **For these letters, you must update MyDetails and wait 24 hours** before you request them



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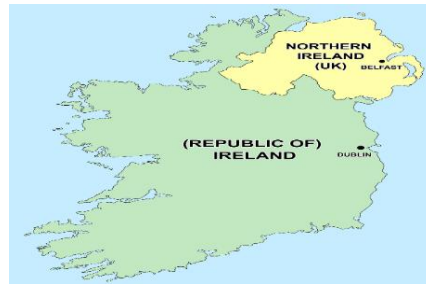
Essential things you need to action
- Update MyDetails with your Irish Address
- Self-generate your letters with the Student Letter Hub

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 20 hours per week**, without a work permit.
- 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 International Students working in Ireland. 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?’](#)
- Note: You also need a PPSN (Tax Number) to work



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 either side 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 engage with and attend all learning activities and events associated with their course of study. Student engagement is monitored with various activities such as moodle, library, assessment submission and exam completion and random attendance checks.
- Immigration expect students to attend their classes and to progress in their studies/complete on time.

NCI Graduate advice:

"My advice is to connect with your professors, be the part of the lecture, interact with everyone and give support to others, it will enhance you, not only in your career but in person."

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

NCI Support Hub Articles and NCI Policies & Procedures

1. [What is the attendance requirement?](#)
 2. [Policy on Learner Attendance and Engagement](#)
- Student Support articles on [attendance and engagement FAQ](#) e.g. holidays / absence
 - If planning trips / visits home you should refer to the [academic calendar](#).
 - NCI will not give students permission to miss classes. If you decide to travel and miss class, it is at your own risk.

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 (in emergency or planned)?

A: NCI cannot provide or grant 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 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

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



As 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](#)
 - Friday 10th January – Online Workshop with Spotahome – did anyone attend this session this morning?

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 Bank Account

Traditional High Street Bank Account



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

Digital Current Accounts



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](https://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 will need to update MyDetails with your PPSN**

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 20th January
- Registration is by appointment only
- Your appointment to register is in person, at Burgh Quay in Dublin - this applies to everyone, no matter where you live in Ireland



How to book an appointment?

1. Set up your **Customer Service Account** with immigration and you will need.
 - **Email Address** – you will be sent an email with a code needed to set up your account.
 - **Mobile Number** – you will be 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 fingerprints will be taken.

After your Appointment - your Irish Residency Permit (IRP) card is posted your address within 10 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](#)

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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!

