NCI
Coláiste Náisiúnta na hÉireann | National College of Ireland

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?

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

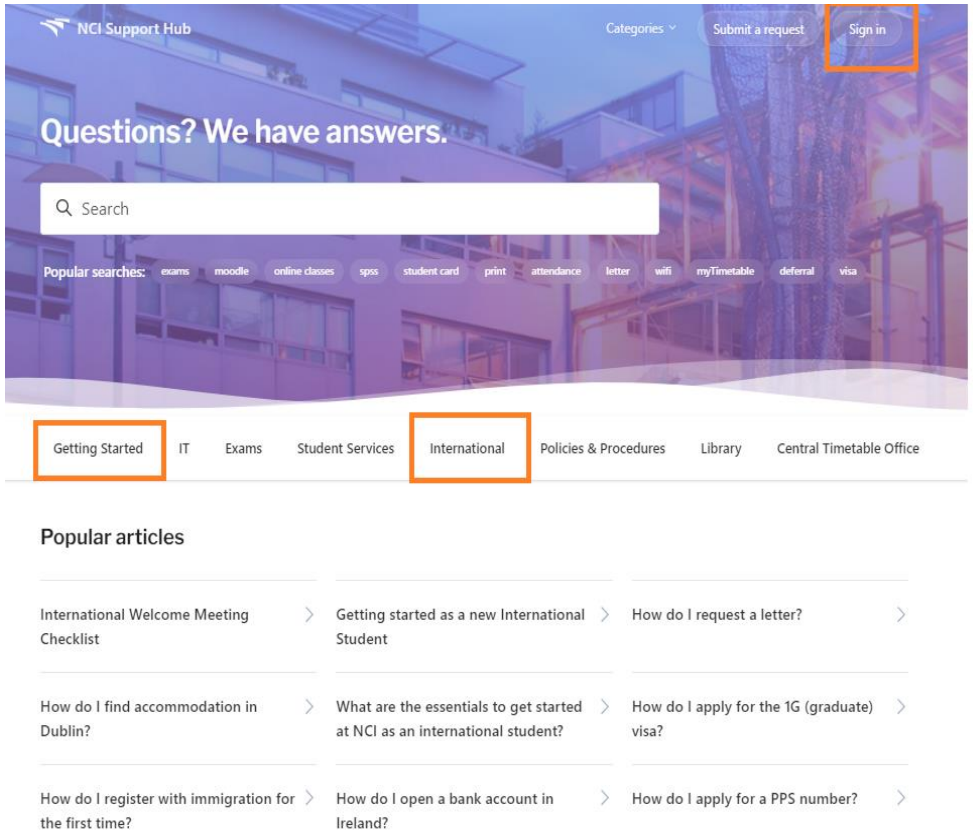
Use the Support Hub to find answers for your questions

NCI Support Hub

Lots of ways to access the NCI Support Hub.

ncirl.ie/International
> International Student Support
> NCI Support Hub

NCI Support Hub



1. **Sign In with NCI Student Account**

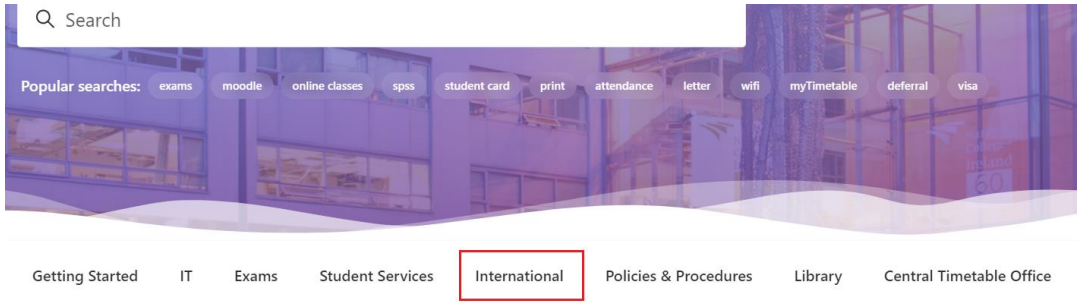
   Username = Student Email ID
   e.g. x1234567@student.ncirl.ie

2. **Ask a question in the search box**

   or

Search by Department and view all articles

NCI Support Hub

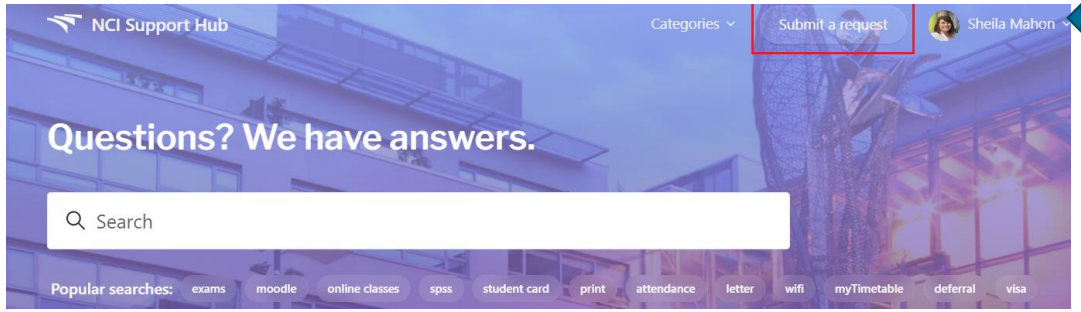


Select International

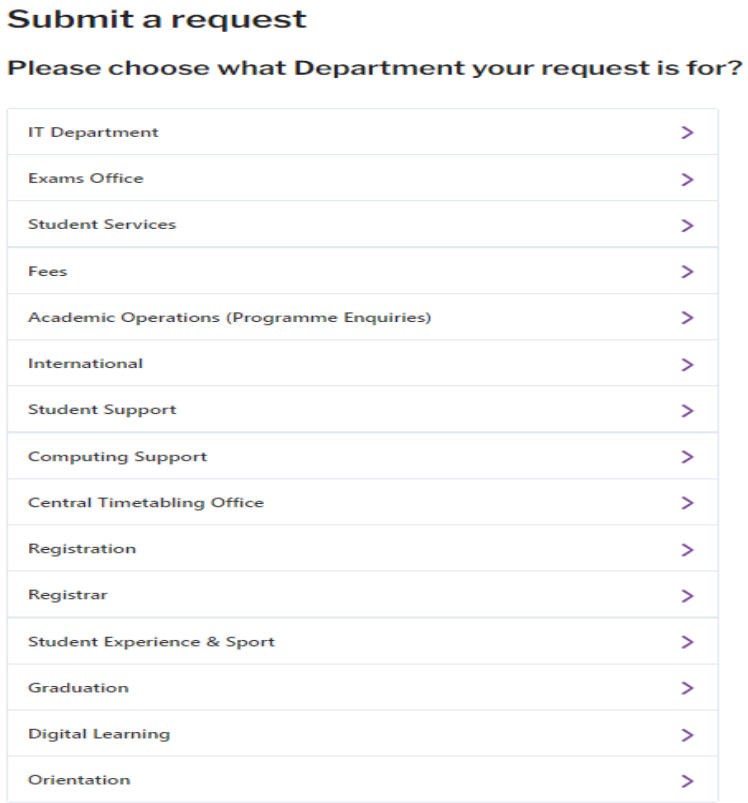
Recommended Article

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.

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)

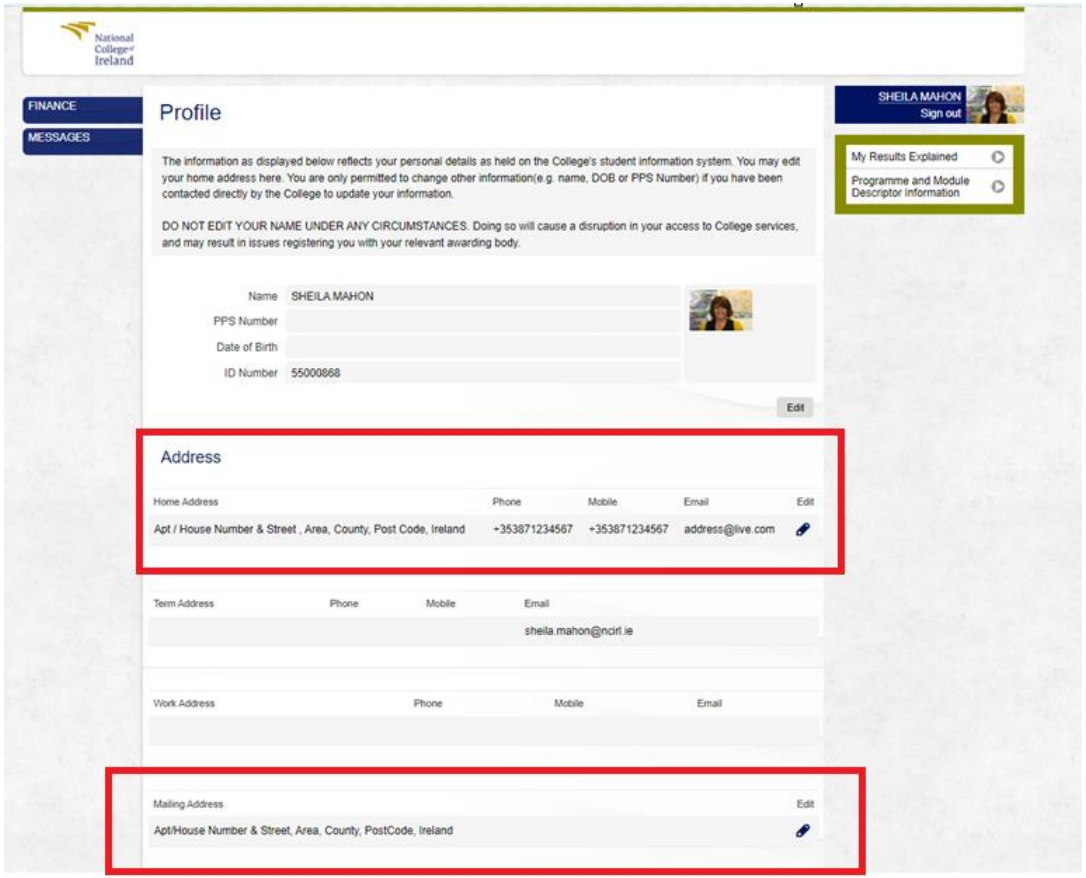
My details is also where you will:

- 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

Update My Details with your Irish Address



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

IMPORTANT

Edit both the Home and Mailing address with your Irish Address

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

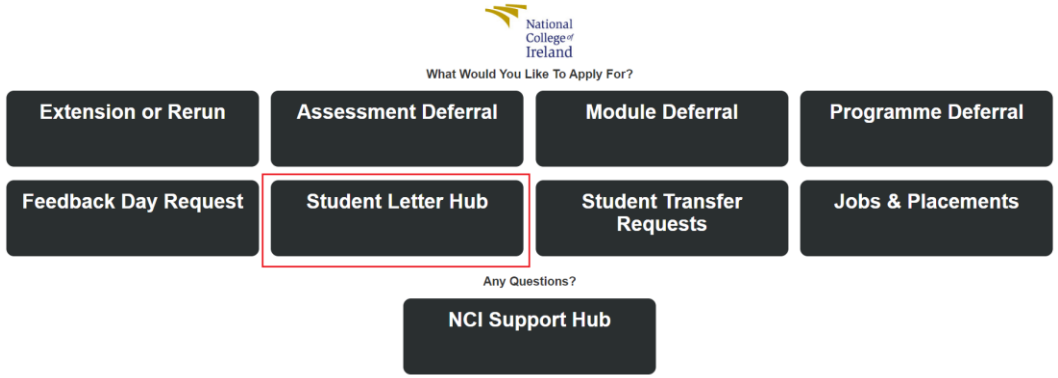
DO NOT EDIT YOUR NAME OR DATE OF BIRTH!

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

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

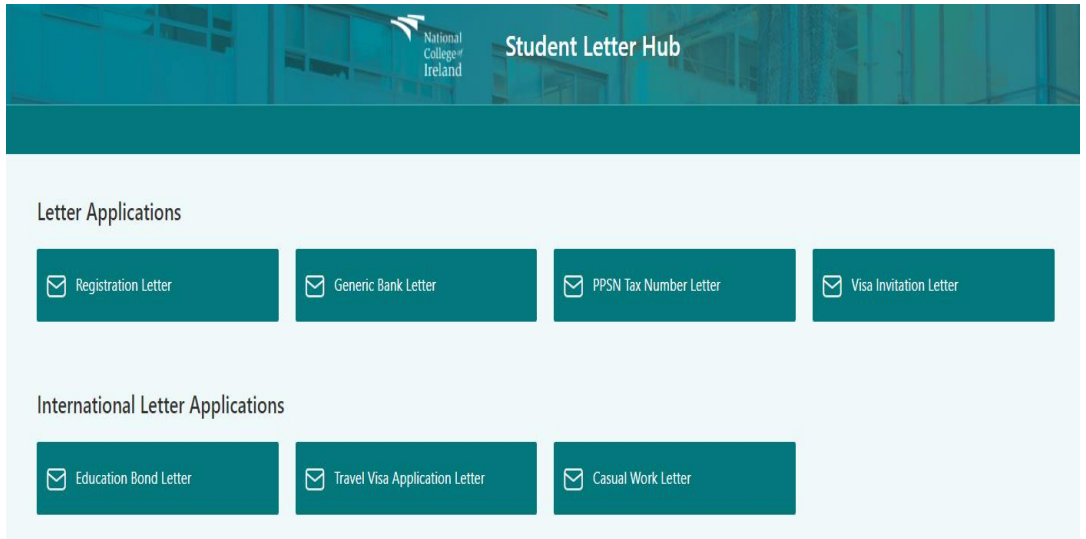
Self-generate your letters on Student Letter Hub

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

The Essentials:

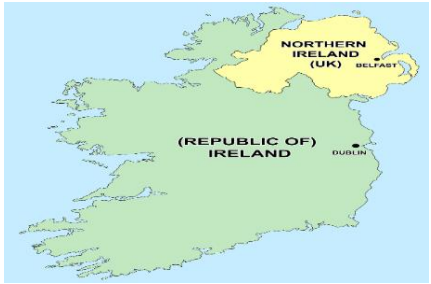
1. Essential thing **you need to do** to help yourself
   - **Use the NCI Support Hub**

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

WORK IN IRELAND

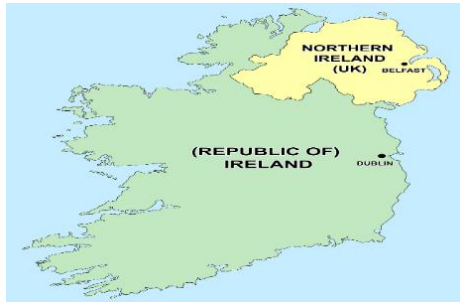


Essential things you need to know

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

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**."*

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 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?

The Essentials:

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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**

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

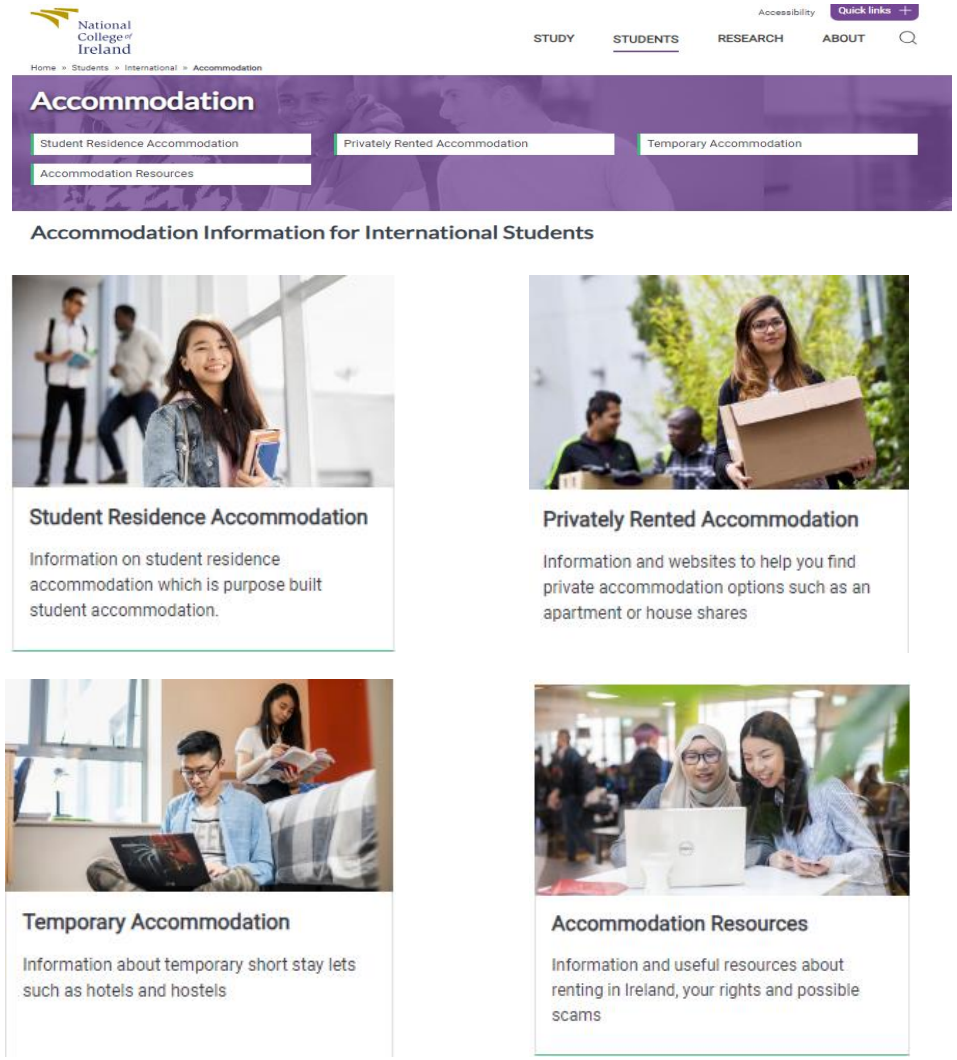
Secure your Accommodation first

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

PPS Nº
Personal Public Service

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

Essential things you need to do to establish yourself in Ireland

Open a Bank Account

Traditional High Street Bank Account

AIB · Bank of Ireland · permanent tsb

Digital Current Accounts

MONEY JAR · Revolut · N26

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 Idenity** = 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 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 the 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

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!

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