

IMMIGRATION IN IRELAND

PLEASE READ CAREFULLY AND IN FULL.

STEP 1: DOCUMENTS REQUIRED WHEN TRAVELLING TO IRELAND

You will need to carry the documents below when travelling to Ireland to produce to Immigration Officials/Border Control at the airport.

1. **Your passport**
2. **Printed UCC Letter of Acceptance**
3. **Your visa, [if required](#).**

STEP 2: INSTRUCTIONS FOR REGISTERING WITH THE IMMIGRATION OFFICE IN CORK CITY CENTRE

When you arrive at the airport in Ireland, Immigration Officials will stamp your passport with a **landing stamp**. This date can range from 30 to 90 days. **It is not negotiable.**

During this time, you will be required to make an appointment to register with the Immigration Office in Cork City Centre or your local Garda station to get your IRP (Irish Residence Permit) Card which will allow you to reside in Ireland for the duration of your semester abroad.

How to make an appointment with Immigration in Cork City Centre?

(You cannot make an appointment until after you have arrived in Ireland AND have all of your documents).

1. **Email Corkcity.immigration@garda.ie with the following details:**
 - Full Name (as in Passport)
 - Date of Birth (Day/Month/Year)
 - Current Address in Cork
 - IRP Expiry date (for [renewals](#) only)
 - Contact telephone number
 - Is this appointment request for [Renewal](#) or first-time registration?
2. **One person per appointment.**
3. **Each Student must request their own appointment using their own email address- personal or UCC.**

4. Block Booking of appointments is strictly forbidden.
5. **Only arrive 5 minutes** prior to appointment time.
6. **Strictly no queuing** is permitted.

What to bring to your appointment?

1. Appointment Confirmation email- digital copy accepted.
2. Completed [IRP form or IRP Renewal Form](#). Please print and complete in advance. Forms not available in Immigration Office or UCC International Office. **You will not be processed without the form.**
3. All original supporting documentation detailed on Page 2 (No 1 - 9) of the above IRP form.
4. If permission is based on a family member, family member must be present at registration.
5. Students should use their Debit/Credit Card instead of a Bank Giro, where possible, as this will minimise the number of visits to the Immigration Office.
6. If a student is using another person's debit/credit card, the cardholder must be present with Photo I.D. The cardholder should remain outside the Garda Station until they are called by the student and asked to present at the registration desk.
7. Please refer to www.irishimmigration.ie for further details of documents required in relation to your registration.

STEP 2: INSTRUCTIONS FOR REGISTERING WITH THE IMMIGRATION OFFICE IN CORK SUBURBS

1. Although no formal process is in place with the satellite Garda stations, we recommend bringing the above documents with you to your appointment.
2. To make an appointment either call in or ring.
3. Examples of locations outside the city centre include Midleton, Carrigtwohill, Bandon etc.