

# UCC IRISH RESIDENCE PERMIT FORM RENEWAL

IRP – 1

## Personal Details

CAPITAL LETTERS TO BE USED THROUGHOUT

Surname

Firstname

Middlename

Sex

Male

Female

Date of Birth

Nationality

Country of Birth

Date of Arrival

Port of Arrival

Current Irish Address

Contact Number

Occupation

P.P.S No. (Irish tax number) if applicable:

## Marital Status

Single

Legally Separated

Spouse Name

Married

Separated Other

Country of Origin

Widowed

Deserted

Number of Children

Common Law

Divorced

Living with Partner

Other

UCC Checklist to Renew Registration with Immigration 2022			
1	Appointment Confirmation Email	Your email confirming your appointment. Each Student must request their own appointment using their own email address. <b>One person</b> per appointment. Digital copy acceptable.	
1	Completed IRP 1 form	Print this form. <b>NOT available at immigration office.</b>	
2	Passport		
3	Valid visa (if applicable)		
4	Valid UCC Student Identity card.		
5	Proof of private medical insurance	<b>Original</b> policy document, in <b>your</b> name (student name must be referenced on it), for the entire length of your stay with relevant dates. Must include full cover for hospital. Student also requires proof that they maintained private medical insurance, for the previous registration period.	
6	Immigration Fee	€300 currently. Please note this is non-negotiable flat rate fee. Payment Options include: Credit Card Payments: Visa, MasterCard or Laser accepted <b>OR</b> Bank Giro (You submit your documents to Immigration, collect a bank giro from Immigration and bring it to the <b>bank cashier</b> (do not use the self-service machines), pay the fee into the bank and bring the receipt back to the Immigration Office after the appropriate processing time has elapsed.  Cash/Bank Drafts/Postal Order –are <b>not</b> accepted.	
7	Evidence of permanent residence in Ireland	<b>Provide FULL address, including apartment no.</b> Normally from bank statement/lease agreement/utility bill If you change address during the year, please inform Immigration. Self-service “Letter of Attendance” from UCC portal is <b>not</b> acceptable proof of address for immigration purposes.	
8	Confirmation of Registration Letter	Confirmation of Registration Letter which states that you are a registered student at UCC and that your tuition fees are fully paid. This letter is available from Student Exams and Records Office, West Wing, UCC and must be dated within 1 week of immigration appointment.	
9	Attendance Record	Students coming from <b>an Irish second level educational institution</b> will be required to produce a satisfactory attendance record.	

Please remember that you are a guest in Ireland and the issuing of your Immigration/Residency/Green Card is at the discretion of the Irish government.