

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 2023

1	Appointment Confirmation Email	Your email confirming your appointment. Each Student must request their own appointment using their own email address. One person per appointment. Digital copy acceptable.	
1	Completed IRP 1 form	Print this form. NOT available at immigration office.	
2	Passport		
3	Valid visa (if applicable)		
4	Valid UCC Student Identity card.		
5	Proof of private medical insurance	Original policy document, in your 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 OR Bank Giro (You submit your documents to Immigration, collect a bank giro from Immigration and bring it to the bank cashier (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 not accepted.	
7	Evidence of permanent residence in Ireland	Provide FULL address, including apartment no. 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 not acceptable proof of address for immigration purposes.	
8.	Irish Resident Permit (IRP) Renewal Letter	The IRP Renewal Letter which states that you are a registered student at UCC, your attendance record and that your tuition fees are fully paid. This letter can be requested online through our web enquiry form or in person from Student Central, Ground Floor, The Hub.	
9	Attendance Record	Students coming from an Irish second level educational institution will be required to produce a satisfactory attendance record.	
10	Financial Evidence – Sponsorship letter or Irish Bank Statement.	Students must also prove that you can support yourself financially after you arrive here. You do this by showing you have direct access to: <ul style="list-style-type: none"> • €4,200, if you are staying for more than 6 months • €700 per month or €4,200 (in total) if you are staying 6 months or less Option 1 - Proof from an Irish bank	

		<p>If you choose this option, you must bring an original statement from an Irish bank that shows a balance of €4,200 (or €700 per month if you are staying less than 6 months). The statement must be for an account in your own name, i.e. the same name as in your passport. You must also present a Mini Bank Statement, printed from an ATM, dated the day you present to Immigration if you choose this option.</p> <p>Option 2 - Proof from a foreign bank If you choose this option, you must bring 2 original bank statements from a foreign bank.</p> <ul style="list-style-type: none"> • The first statement must show a balance of €4,200 (or €700 per month if you are staying less than 6 months). The statement must be less than 1 month old. • The second statement must be from the same bank. It must be less than 6 months old. • Proof of funds to be converted to euro on day of immigration appointment. To do that, go to an exchange webpage (for example: www.xe.com) to convert local currency to euro and print it out. <p>Both statements must be for the same account and in your own name, i.e. the same name as in your passport. You must also show that you have a debit card (for cash withdrawals in Ireland). The debit card must be for the same bank account that has the €4,200 (or €700 per month if you are staying less than 6 months).</p> <p>Option 3 - Proof from a financial services company If you choose this option, you must bring an original letter from a financial services company in Ireland that shows it holds €4,200 'in trust' for you (or €700 per month if you are staying less than 6 months). The financial services company must be regulated in Ireland by the Central Bank of Ireland.</p> <p>Option 4 - Proof via a pre-paid credit card or debit card If you choose this option, you must bring an original statement that you have a pre-paid credit card(s) or debit card(s) with €4,200 (or €700 per month if you are staying less than 6 months).</p> <p>Scholarship/Sponsored Students Students in receipt of a scholarship which either part funds or fully funds both their course fees and living costs must provide a letter, issued to them by the relevant organisation confirming they are the recipient of a scholarship, and what it covers.</p>	
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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.