



UCC

Coláiste na hOllscoile Corcaigh,
University College Cork, Ireland

NEW APPOINTMENT SYSTEM FOR IMMIGRATION REGISTRATION CORK CITY AREA

PLEASE READ CAREFULLY AND IN FULL

How to make an appointment?

1. Email Corkcity.immigration@garda.ie with all of the below details included. An appointment will not be issued without providing these details:
 - i. 1. Full name as in passport
 - ii. Date of birth (Day Month Year)
 - iii. Current address
 - iv. IRP expiry date
 - v. Contact number
 - vi. Have you been abroad in the last 3 weeks?
 - vii. Have you finished your quarantine?
 - viii. Is this appointment request for renewal or for first time registration?
2. **One person** per appointment.
3. Each Student must request their own appointment using their own email address.
4. Block Booking of appointments is strictly forbidden.
5. **Only Arrive 5 minutes** prior to appointment time.
6. **Strictly No queuing** is permitted.

You must bring:

1. Appointment Confirmation email;
2. Completed IRP form;
3. All original supporting documentation detailed on 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., they 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.