

**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 your **Name and Date of Birth** to arrange an appointment to register.
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.
7. 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.
8. 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.

You must bring:

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