



## Students who require Visa

Residents of the below countries must be in possession of a valid visa to travel to Ireland. Students from these countries should contact the Irish Embassy to enquire about the application process in their country. IH Dublin can provide the necessary course documents, but we do not get involved in the visa process.

Students from the below-listed countries:

- are entered on our system as **Provisional**
- must pay their full fees in advance, before we can issue the necessary visa documents.
- must include evidence in their visa application that they have access to €7,000 while in Ireland.
- remain as provisional bookings, until we receive confirmation that the visa has been received. (Please refer to the IH Dublin Terms and Conditions.)
- must go through the Immigration Registration process, on arrival in Ireland.
- must take a recognised examination at the end of the course (students who do not comply with this requirement will not be permitted to obtain further immigration permission.)

### **A**

Islamic Republic of **Afghanistan**, Republic of **Albania**, People's Democratic Republic of **Algeria**, Republic of **Angola**, Republic of **Armenia**, Republic of **Azerbaijan**.

### **B**

Kingdom of **Bahrain**, People's Republic of **Bangladesh**, Republic of **Belarus**, Republic of **Benin**, Kingdom of **Bhutan**, Kingdom of **Bosnia and Herzegovina**, Kingdom of **Burkina Faso**, **Burma**/Republic of the Union of Myanmar, Republic of **Burundi**.

### **C**

Kingdom of **Cambodia**, Republic of **Cameroon**, Republic of **Cape Verde**, **Central African Republic**, Republic of **Chad**, People's Republic of **China**, Republic of **Colombia**, Union of the **Comoros**, Republic of (Brazzaville) **Congo**, Democratic Republic of **Congo**, Republic of Ivory Coast **Cote d'Ivoire**, Republic of **Cuba**.

### **D**

Republic of **Djibouti**, **Dominican Republic**

### **E**

Republic of **Ecuador**, Arab Republic of **Egypt**, State of **Eritrea**, Republic of **Equatorial Guinea**, Federal Democratic Republic of **Ethiopia**.

### **F**

**Faroe Islands**

### **G**

Republic of **Gabon**, Republic of the **Gambia**, **Georgia**, Republic of **Ghana**, **Greenland**, Republic of **Guinea**, Republic of **Guinea-Bissau**.

### **H**

Republic of **Haiti**

### **I**

Republic of **India**, Republic of **Indonesia**, Islamic Republic of **Iran**, Republic of **Iraq**

For more information, please contact [info@ihdublin.com](mailto:info@ihdublin.com)





**J**

**Jamaica**, Hashemite Kingdom of **Jordan**

**K**

Republic of **Kazakhstan**, Republic of **Kenya**, Democratic Republic of **Korea** (North), Republic of **Kosovo**, State of **Kuwait**, **Kyrgyzstan**.

**L**

People's Republic of **Laos**, Republic of **Lebanon**, Republic of **Liberia**, State of **Libya**

**M**

The Former Yugoslav Republic of **Macedonia**, Republic of **Madagascar**, **Malawi**, Republic of **Mali**, Republic of the **Marshall Islands**, Islamic Republic of **Mauritania**, Republic of **Mauritius**, Federated States of **Micronesia**, Republic of **Moldova**, **Mongolia**, **Montenegro**, Kingdom of **Morocco**, Republic of **Mozambique**.

**N**

Republic of **Namibia**, Federal Democratic Republic of **Nepal**, Republic of **Niger**, Federal Republic of **Nigeria**

**O**

Sultanate of **Oman**

**P**

Islamic Republic of **Pakistan**, Republic of **Palau**, **Palestinian National Authority**, Independent State of **Papua New Guinea**, Republic of **Peru**, Republic of the **Philippines**.

**Q**

State of **Qatar**

**R**

**Russian Federation**, Republic of **Rwanda**

**S**

Democratic Republic of **Sao Tome and Principe**, Kingdom of **Saudi Arabia**, Republic of **Senegal**, Republic of **Serbia**, Republic of **Sierra Leone**, Federal Republic of **Somalia**, Democratic Socialist Republic of **Sri Lanka**, Republic of the **Sudan**, Republic of **South Sudan**, Republic of **Suriname**, **Syrian Arab Republic**.

**T**

Republic of **Tajikistan**, United Republic of **Tanzania**, Kingdom of **Thailand**, Democratic Republic of **Timor-Leste**, Republic of **Togo**, Republic of **Tunisia**, Republic of **Turkey**, **Turkmenistan**.

**U**

Republic of **Uganda**, **Ukraine**, **United Arab Emirates**, Republic of **Uzbekistan**

**V**

Bolivarian Republic of **Venezuela**, Socialist Republic of **Vietnam**

**Y**

Republic of **Yemen**

**Z**

Republic of **Zambia**, Republic of **Zimbabwe**





## Immigration Registration Process

Students from non-EEA countries should not need to register with immigration, as they should be given a 90-day visitor stamp on arrival in Dublin airport. Students need to prove that they will be leaving Ireland within/at the end of this period.

In some cases, the Immigration Officer does not give a full 90-day stamp (reasons vary, but lack of onward travel arrangements is usually the reason). In this instance, students must register with Immigration as per the process below.

- All non-EEA students, including those who do not require a visa, must register with their local Immigration Officer to get permission to remain in Ireland for more than 90 days.
- Students who do not require a visa must have €3,000 when they first register with their local Immigration Officer, if they are coming to study for 6 months+.
- All students (who require visas or do not) must take a recognised examination at the end of the course. Students who do not comply with this requirement will not be permitted to obtain further immigration permission.

**Make an appointment through the online system - <https://burghquayregistrationoffice.inis.gov.ie/>**

Documents required for registration:

### **Evidence of funds:**

**(a) A statement in respect of an Irish bank account showing sufficient funds, where the student can open an Irish bank account.**

Long term students (35 weeks) can open a bank account with the help of IH Dublin. For this, the required documents are:

1. Private medical insurance with address of student
2. Passport
3. Letter from IH Dublin about course
4. Letter from CEO stating fees paid in full for course.

This is only an option for the Work and Study / 35 week bookings.

Students who have another proof of address (a bill in their name) can open a bank account themselves.

**(b) A current foreign bank statement (no less than one month old), together with a past statement for an account in the student's name (as per his or her passport) which is accompanied by a debit card in the same name and same bank account.**

These documents should be translated and certified.

**(c) Documentary evidence that money is held in trust for a student by a financial services body regulated in Ireland, by the Central Bank of Ireland.**

**(d) A pre-paid credit or debit card(s) with a verification of the amount(s) in credit.**

**NB – Visa-requiring students who obtained a study visa to come to Ireland, will no longer be obliged to present financial evidence on first registration, on the basis that the appropriate checks on finance have already been undertaken as part of the visa application process.**

For more information, please contact [info@ihdublin.com](mailto:info@ihdublin.com)





**Evidence of Private Medical Insurance:**

- Students can purchase Private Medical Insurance through IH Dublin and this can be used as proof of address.
- Medical Insurance must be in English and must be issued by a European based insurer.

**Letter from IH Dublin, detailing holiday weeks:**

Please email [reception@ihdublin.com](mailto:reception@ihdublin.com) to request your school letter. You will be asked to complete a holiday request form and these holidays will be included in your letter for immigration. Letters are only valid for one week

**Registration Fee is €300**

Fees cannot be paid in cash. Fees must be paid by Credit/Debit card.

**What happens during your appointment?**

Check the immigration website for details of how your appointment in immigration will go.

<http://www.inis.gov.ie/en/INIS/Pages/registration-office-visit>

**Holiday Entitlements:**

- Up to 8 weeks: No holidays permitted
- Up to 12 weeks: 2 weeks' holiday
- Up to 16 weeks: 3 weeks' holiday
- Up to 20 weeks: 4 weeks' holiday

**Attendance Policy:**

- For your student visa, it is a requirement that you attend at least 85% of your English classes.
- If you are ill, email reception at [attendance@ihdublin.com](mailto:attendance@ihdublin.com), or text emergency phone at 0868225543.
- We *cannot* change or increase your attendance.
- If you are ill for more than 2 days, please provide a doctor's certificate.
- In the case of serious illness of a family member, please contact reception. (Student Welfare Officer).

**Attendance Warnings:**

- If you attend less than **50%** of your classes in a 1week period, we will contact you.
- First warning: If your attendance is less than 85% immediately following the third week of your course, you will receive an informal warning notifying you of this, so that you may work on improving your attendance and meet the required final minimum attendance of 85%.
- Second warning: If you have less than 85% attendance immediately after the first 6 weeks of your course, you will receive a written warning to inform you of your current attendance percentage and to advise you of the requirement to attend 85% of your course.

For more information, please contact [info@ihdublin.com](mailto:info@ihdublin.com)





## International House Dublin

- Third warning: If you have less than 85% attendance immediately after week 10 of your course, you will receive a written warning to inform you of your current attendance percentage, projected final attendance and to advise you of the requirement to attend 85% of your course. In addition to this GNIB/ INIS will be informed of your attendance percentage.
- At any time, if your projected final attendance is less than 85%, GNIB/ INIS will be informed of your attendance issues and the expulsion process will be initiated.

For more information, please contact [info@ihdublin.com](mailto:info@ihdublin.com)

