

Dear Host Family

Many thanks for your interest in becoming a host family with International House Dublin.

To start the process, you will be required to fill out the application form (attached) and if you are planning to take students ages 18 and under also the Garda Vetting application (also attached).

1. International House Application Form (this must be completed by all applicants)

- Please complete all sections of the form
- Email address must be included
- Ensure the paragraph about yourself and/or your family and local amenities is as descriptive as possible as this is what will be sent to students!
- Ensure the form is signed

2. Garda Vetting Form (this must be completed by families wishing to host minors only – students that are 18 and under only)

The Garda Vetting needs to be completed by every person over the age of 18 that is living in the house.

For families with persons living in the house between the ages of 16 and 18 they will need to fill out the Parent/Guardian Consent form also (attached). Please note that the Garda Vetting is required for all applicants taking minors regardless of whether you have been recently vetted by another language school or any other organisation

Below is a step by step guide on how the e-vetting process will work;

Step 1: You will need to fill out the Vetting Invitation (attached). Please ensure that is signed, the box at the bottom is ticked, and there is an email address attached to it!

For the 'Role being Vetted For' column you will need to write 'Host Parent'.

Step 2: Make copies of 2 or 3 forms of identification, these must be valid and in line with '100 Point Check' (please see attached). E.g. A passport is 70 points and a birth certificate is 50 points, making this acceptable as it reached the 100-point requirement. Please note this is required for *all* members of the residence applying for Garda Vetting.

Step 3: Send the completed vetting Invitation, Host Family application form, parent/guardian consent form (if applicable) and copies of identification back to 'International House Dublin, The Steelworks, Foley Street, Dublin 1'.

Please only post, as the Garda Vetting Invitation forms need to be the original forms, **they do not accept scanned copies of the forms**. Scanned copies of ID are of course acceptable though.

Step 4: Once we have reviewed your application, you will receive an email from the Garda containing a reference number and a link requesting you to complete the Garda Vetting form online. Please keep an eye on your emails as this link will only be active for one month from date of issue. If it's not completed within the month you receive it's you will need to start the process all over again!

International House will inform you when we've sent off your forms to the Gardaí.

Step 5: We will receive notification that your Garda Vetting is complete and will be in touch to conduct a home visit and all going well, placing students 😊

Once we have received the applications we will also be conducting home visits by an International House staff member. Please be aware that this can take some time and will not always be done immediately. If you are taking minors, then we will be conducting the visits only after the Garda clearance has come through.

If applications are successful we can get started and start placing students! Student placements are year-round, however please be aware that certain months, in particular, the Summer months are a lot busier than others.

If you have any questions regarding this process, please don't hesitate to reply to this email or call on (01)8773903.

Our aim is to build long-lasting relationships with our host families and to ensure that the both the students and the host families have the best experience possible.

We look forward to working with you!

Kindest regards

Sean

Sean Newman
Accommodations Manager
00 353 (0)1 8773903