On Arrival in Ireland

- When you arrive in Ireland, an immigration officer at the airport will review your passport and paperwork. Please make sure to bring all documents you have received from Trinity e.g. offer letter, evidence of tuition fees paid, scholarship details or US Financial Aid if applicable, evidence of private medical health insurance, accommodation details, etc) so that you can show a complete record to the immigration officer as they can refuse entry if they are not satisfied with your paperwork or answers to their questions.
- On approval, you will get a temporary immigration permission (for either one or three months) stamped into your passport.
- This means you must register with the Irish Naturalisation and Immigration Service (INIS) within the time frame stamped on the passport. Further details on the registration process are below.

Registration with Irish Naturalisation and Immigration Services (INIS) after arrival for non-EU/EEA nationals

ALL non-EU/EEA students, after they have registered with Trinity, must register with INIS in order to obtain a permission to remain. INIS registration must take place before the expiry date stamped on their passport by immigration officials at the airport. This also includes countries such as USA, Canada, Australia and Brazil, which though they do not require a visa to enter Ireland, are required to register with INIS after arrival.

In order to complete immigration registration with INIS, you must go in person to INIS at the Burgh Quay Registration Office, just 10 min walk away from the Front Square of Trinity.

Full information is available here.

Steps to register:

1. You will have to make an appointment online at [https://burghquayregistrationoffice.inis.gov.ie](https://burghquayregistrationoffice.inis.gov.ie)
   - Appointments are posted at 10am on weekdays, nine weeks in advance on a continuous basis
   - Cancellations and extra appointments are added at 2.30pm, so check regularly if all the appointments are full
2. You will receive a confirmation email which will have a link to the list of documents you must bring. Print your appointment confirmation email
3. Gather all required documentation
   - A current valid passport
   - A college letter stating your course and its duration. This can be obtained from the Academic Registry (AR) which takes 2-5 working days to process.
The letter must not be dated more than 7 days away from your appointment date.

- An Irish bank account statement with a balance of more than €3,000 (If your stay in Ireland is less than 6 months, €500 per month must be shown)
- Proof of private health insurance with accompanying policy document that shows coverage in Ireland

4. Go to your appointment, no earlier than 10 minutes prior to your time slot
5. Present your printed ‘appointment confirmation email’ to the check-in desk
6. You will go through the registration process (approximately 90 minutes) which involves providing your documentation, fingerprints, and getting your photograph taken. The registration fee costs €300 (paid by card only)
7. Receive your INIS/GNIB Card

Address:

Irish Naturalisation and Immigration Service
13-14 Burgh Quay, Dublin 2
Ph: +353 1 666 9130/01

Opening Hours:

Monday to Thursday: 8.00am – 9.00pm
Friday: 8.00am – 6.00pm

For immigration registration queries, please contact Trinity’s International Student support hub, the Global Room at tcdglobalroom@tcd.ie.