[Individual's full name as per passport]

[Individual’s postal address]

[date] 2022

**Re: Invitation Letter**

Dear [Name]

As [Role] of [Insert name of Department], University College Dublin, I would like to invite you to undertake external examiner work for a period of under 14 days, ending on [date], after which point we understand that you will leave the State to return to [country].

The work that you are required to do is [insert description of nature of the work]. We would like you to start this work on [insert date] and we expect the work to end on [insert date less than 14 days after arrival date].

It is important that you comply with any immigration arrangements associated with your working in Dublin. These are available on [www.irishimmigration.ie](http://www.irishimmigration.ie).

[In particular, if you are from a country that requires a visa to travel to Ireland, it is your responsibility to ensure you hold a valid visa to enter Ireland. You should review the requirements and application process for a short stay ‘C’ business visa available on [Short stay business visa - Immigration Service Delivery (irishimmigration.ie)](https://www.irishimmigration.ie/coming-to-work-in-ireland/what-are-my-options-for-working-in-ireland/coming-to-work-for-less-than-90-days/short-stay-business-visa/#who).][[1]](#footnote-1)

When you arrive in Dublin Airport, you should state the reason of your visit to the immigration authorities at border control and request permission to work for a period of less than 14 days, providing full details of your start date of work, end date of work and date you intend to leave Ireland.

Please note that entry into Ireland is at all times at the discretion of the immigration authorities.

In particular, it is important that you understand you must not carry out work for longer than 14 days, that you must not rely on any public services or become a burden on the State and that you must leave Ireland before the expiry of your immigration permission.

You should have available on your person the following information to present to the Irish immigration authorities if required:

1. full details of your travel plans, including: return flight details and accommodation bookings.
2. details of the fact that you have sufficient resources when staying in Ireland;
3. details of your home employment and evidence of your intention to return home and your ties to your home country, including your original contract, recent payslips, proof of home address.

If you have any queries, we would request that you please contact [insert UCD contact].

Kind regards

[UCD contact]

1. Remove this paragraph if the individual is coming from a non-visa required country. For a list of visa-required countries on the department website, available here: [Immigration-Service-Delivery-Visa-and-Non-Visa-Required-Countries.pdf (irishimmigration.ie)](https://www.irishimmigration.ie/wp-content/uploads/2021/07/Immigration-Service-Delivery-Visa-and-Non-Visa-Required-Countries.pdf). [↑](#footnote-ref-1)