



## Registration with the Garda National Immigration Bureau (GNIB)

All students from outside the European Union (EU) or European Economic Area (EEA) must register with the Garda National Immigration Bureau after arrival at:

**13-14 Burgh Quay  
Dublin 2**

**Opening hours:           Monday to Thursday: 9.30 am to 10.00 pm  
                                  Friday: 9.30 am to 4.00 pm**

**From 27 September to 8 November (inclusive)  
Saturdays: 9.30 am to 4.00 pm  
(The office is not open on Saturday 25 October)**

The most current information on immigration registration is available at  
<http://www.inis.gov.ie/en/INIS/Pages/WP07000027>

Registration costs €150 and can be paid by credit/debit card or by bank giro **ONLY**. The GNIB will not accept cash or any other method of payment. If you do not have a credit/debit card the GNIB will issue a bank giro to you when you register. Then you must take the bank giro to a bank to pay the fee and return to the GNIB office.

**You will not be able to register with the GNIB until you have paid your fees at UCD and received your UCD student card. Please do not attempt to register with immigration before you have completed the necessary registration steps at UCD.**

Please bring the following items to register with the GNIB:

- 1.) **Valid passport** (and entry visa if applicable)
- 2.) **2008/2009 UCD student card**
- 3.) **Evidence of financial support**; e.g., current bank statement showing your name and balance of at least €1000; a letter of guarantee from parent or guardian indicating availability of sufficient funds to sustain you during your stay in Ireland; or a letter from your sponsoring body confirming financial status
- 4.) **A letter from the Student Desk in the Tierney Building** – ask for a letter for immigration. This will indicate your student status, start date and duration of course at UCD
- 5.) **A receipt of fees paid** from the Fees and Grants Office in the Tierney Building
- 6.) **Evidence of private medical insurance**
- 7.) **Credit/debit card or €150**

If you have any questions or problems regarding registering with the GNIB please contact Ms Carl Lusby, the International Student Adviser, Tel: 01 716 1492/1612, email: [carl.lusby@ucd](mailto:carl.lusby@ucd) or [sarah.holt@ucd](mailto:sarah.holt@ucd)

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