**Registration with GARDA NATIONAL IMMIGRATION BUREAU (G.N.I.B.)**

All non-EU/EEA nationals who have entered the State must register with their local immigration registration office **within 30 days of arrival** **even if your passport has been stamped with 90 days**. Students who fail to register will be prosecuted.

**Documents required for registration:**

1. **Passport**
2. **Current NUI Galway student identity card**
3. **Visiting students/Erasmus students should bring their original letter of offer from NUI Galway**
4. **Full degree undergraduate and full degree postgraduate students** will require an additional letter from the International Affairs Office confirming their course of study and the start and finish dates of the course.
5. **Proof of residential address in Galway, i.e. utility bill with your name and address, a letter from your landlord/student residence or a lease agreement stating your name and address.**
6. **Proof of finance: students must be able, on request, to demonstrate access to sufficient funds to support themselves during their period of study in Ireland, in the form of an original bank statement listing your name and bank balance. I**t is advisable to open a bank account in Ireland in order to demonstrate your financial status to the GNIB as online bank statements are not accepted. Letters to open bank accounts can be obtained from the International Affairs Office. **Students in receipt of funding from NUI Galway should provide a letter from their Discipline confirming their funding.**

**Note: semester only students are exempt from this requirement given the short period of stay.**

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| **Proof of funding requirements for Non-EEA students at first registration** | |
| Non-EU/EEA Students studying for a period of less than 6 months | €500 per month of stay or €3,000 which ever is the lesser |
| Non-EU/EEA Students studying for a period equal to or greater than 6 months up to 1 year | €3,000 |
| Non-EU/EEA Students studying in Ireland where the second registration takes place at a time exceeding 1 year | Such students are generally not required to produce bank accounts at second or subsequent registrations unless they are requested to do so by a Supervisor |

1. **Proof of comprehensive medical insurance** which must include hospitalisation cover. The original policy document must be in English and must state your name. The policy should clearly state the start and finish dates to ensure cover for the full length of time you are in Ireland. If you have an insurance card bring it with you to the GNIB office.
2. **Personal credit/debit card for payment of immigration fee of €300.  If you don’t have a credit card the GNIB will issue a bank giro form.**

**Very important information:**

* The immigration smart card is batch printed in Dublin and can take up to 10 days to arrive to the GNIB office in Galway. This should be taken into consideration when making travel plans or applying for re-entry visas.
* There is a charge of €300 for a card replacement due to loss or theft.
* Under immigration rules, all non-EU students must notify the GNIB of any changes to their registration details, including a change of address, change of course or withdrawal from a course, **within 7 days.**
* All documentation must be original

**Note:** Students from visa required countries must possess a valid student visa in order to study in Ireland and to register as a student with the GNIB. Information regarding student visas, as well as re-entry visas to facilitate travel outside Ireland, is available on the website of the Irish Naturalisation & Immigration Service at [www.inis.gov.ie](http://www.inis.gov.ie). The International Affairs Office will provide you with a support letter for your re-entry visa.

**Contact details**

Garda National Immigration Bureau, Unit 3, Liosbaun Industrial Estate, Tuam Road, Galway.

Tel: 091 768002 ; Fax: 091 768003

**Opening Hours**

Monday – Thursday   7.30 am – 2.00 pm

Friday                           7.30 am – 12.30 pm

**Directions**

**By foot** – walk from the University over the Quincenntenial Bridge (bridge over the Corrib River). Turn left at the roundabout (Dunnes Stores on your right).  Go to the next roundabout and take the fourth exit off the roundabout (Maldron Hotel on your right).  The road branches to the left. Keep left and you will see Unit 3 straight ahead of you.  The Immigration Office is located beneath Pro Active Design and Marketing

**By bus** - students cannot get a bus directly from the University to the Liosbaun Industrial Estate.  You will need to get the Ballybane bus from Eyre Square, number 405.  Buses start at 7.30 am and run every 20 mins until 6.30 pm.  Ask the bus driver to drop you near Ulster Bank on the Tuam Road. Take the entrance road by the Ulster Bank into the Liosbaun Industrial Estate.  Walk past Centrepoint Apartments.  The GNIB office is on the right hand side at the end of the road beneath Pro Active Design and Marketing.

**By taxi** – sharing a taxi from the University will cost approximately €2 to €3 each for a group of 4 students.

