

## **Admission Guidelines and Procedures for Non-EEA Degree Programme Applicants**

The admission requirements and application process for Non-EEA Degree Programme Students conform to all national policies and procedures detailed by the Irish Naturalisation and Immigration Service.<sup>1</sup> Carlow College, St. Patrick's (hereafter Carlow College) is committed to providing our Non-EEA students with a positive learner experience from the first point of engagement through to graduation or exit. As such, the College is committed to conducting its affairs in a transparent and equitable manner that aligns with best practice.<sup>2</sup>

### **Definition of Non-EEA Degree Programme Students**

A Non-EEA student is defined as a person whose nationality is from outside of the European Union, European Economic Area or Swiss Confederation. However, this definition may not be appropriate in every case (e.g. as it relates to residency and/or classification for fee purposes). If any Non-EEA student has a specific query related to their classification, please contact the International Office at Carlow College.

### **Admission Requirements**

#### *Selection Criteria*

All Non-EEA Degree-Seeking applicants at Carlow College must have:

- successfully completed a second level/high school qualification equivalent to the Irish Leaving Certificate;
- a minimum score of 6.5 in the International English Language Testing System (IELTS). If English is not the first language of the applicant, he/she should review the *English Language Requirements for Admissions to Carlow College, St. Patrick's* and provide the necessary paperwork with a completed application form.

As is standard national procedure, students on programmes with professional placements are required to undergo Garda Vetting Procedures and/or demonstrate to programme staff that they meet the relevant professional standards prior to commencing placements. If an enrolled student does not successfully meet the above requirements, they will be required to withdraw from his/her programme. If a student is forced to withdraw from his/her programme, fees from previous academic years will not be refunded to the student (see the *Fees and Refunds Policy*).

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<sup>1</sup> *New Immigration Regime for Full Time Non-EEA Students: Guidelines for Degree Programme Students* (Dublin: Irish Naturalisation and Immigration Service, January 2011); *Criteria for the Inclusion of Higher Education and Professional Programmes in the Interim List of Eligible Programmes for Student Immigration Permission (Interim List)* (Dublin: Irish Naturalisation and Immigration Service, 2 June 2015).

<sup>2</sup> *Code of Practice for Provision of Programmes of Education and Training to International Learners* (Dublin: Quality and Qualifications Ireland, July 2015).

## **Application Process**

The application process for applying to Carlow College as a Non-EEA Degree Programme applicant follows seven main steps:

- Step 1: Applying to Carlow College;
- Step 2: Reviewing Immigration Requirements;
- Step 3: Preparing and Traveling to Ireland;
- Step 4: Registration and Stage One Orientation / Induction;
- Step 5: Open an Irish bank account;
- Step 6: Register with the Garda National Immigration Bureau (GNIB)

### Step 1: Applying to Carlow College

All Non-EEA Degree Programme applicants should complete the *Non-EEA Degree Programme Application Form* (see Appendix A) and submit it to the International Office at Carlow College; applications will be accepted either via email at: [intloffice@carlowcollege.ie](mailto:intloffice@carlowcollege.ie) or via registered post, addressed to: Dr Eric A. Derr, International Officer, Carlow College, St. Patrick's, College Street, Carlow, Co. Carlow, Ireland. The deadline for completed applications is the last working day in May.

### *Processing Applications*

The processing of applications will start the first week of June and all applicants will receive notification regarding the status of their application via email and post, normally within two weeks of the application deadline. The process for determining whether a student meets the admission requirements will be determined by the relevant Programme Board Chair, the Assistant Registrar for Strategic Development and the International Officer. If an applicant meets the admission requirements, they will receive a conditional offer for study on their chosen programme.

### *Paying Fees*

All Non-EEA Degree Programme applicants must pay their tuition fees in full, all academic related fees will be detailed in the conditional offer for study. The process for paying fees is detailed in the *Fees and Refunds Policy*.

### *Formal Offer for Study*

Once fees have been paid in full, the student will receive a 'Letter of Acceptance' from the College confirming they have been accepted on a programme of full-time education.

### Step 2: Reviewing Immigration Requirements

All students studying in Ireland must comply with all elements of Irish immigration requirements.<sup>3</sup> In the first instance, the Non-EEA applicant should determine if they require a visa to enter Ireland as a student (see Appendix B: *Country-Specific Visa Requirements*). If the applicant is a citizen of a country that is on Schedule 1, the applicant does not require an entry visa for Ireland. However, if the applicant is a citizen of a country that is on Schedule 2 or Schedule 3, they require a visa prior to entering the country.

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<sup>3</sup> *New Immigration Regime for Full Time Non-EEA Students: Guidelines for Degree Programme Students* (Dublin: Irish Naturalisation and Immigration Service, January 2011).

*Applying for a Visa (Applicants only from a country listed on Schedule 2 or Schedule 3)*

If the applicant is from a country listed on Schedule 2 or Schedule 3, then the applicant must apply for a visa before traveling to Ireland. In the first instance, contact the Embassy of Ireland closest to you and complete your application through the Visa Application System: <https://www.visas.inis.gov.ie/avats/OnlineHome.aspx>. **NOTE:** this process can take up to eight weeks so it is important that the applicant engages in the process immediately upon receiving an offer. Furthermore, it is recommended that applicants do not purchase tickets associated with traveling to Ireland until their visa has been approved.

Applicants are required to submit the following documents when completing their visa application:

- two colour passport sized photographs not more than six months old;<sup>4</sup>
- your current passport and a full copy of any previous passports (your current passport must be valid for at least twelve months after your proposed date of arrival in Ireland);
- a signed Letter of Application including your full contact details (e.g. outlining your reason for wanting to come to Ireland; giving details of any members of your family currently in Ireland, or any other EU Member State; undertaking that you will observe the conditions of your visa, that you will not become a burden on the State, and that you will leave the State on the expiry of your permission to remain; where the course you now wish to study does not naturally follow on or relate to your educational / employment history, giving valid reasons, supported by documentary evidence (where applicable), for this change;
- 'Letter of Acceptance' to Carlow College (this letter will indicate that you have been offered a place and that your fees have been paid in full);
- evidence accounting for any gaps in your educational history (if the reason is due to employment, you must provide full details of your employment history);
- academic transcripts (all transcripts must be translated into English);
- evidence of your level of English (if English is not your first language, please see the *English Language Requirements for Admissions to Carlow College, St. Patrick's* and produce the relevant certificates);
- evidence that you have sufficient funds to support your stay in Ireland without recourse to public funds, or the reliance on casual employment. Applicants must demonstrate that they have ready access to at least €7,000 (this includes initial year of study and all subsequent years of study).<sup>5</sup>
- evidence of private medical insurance cover.<sup>6</sup>
- visa application fee (non-refundable, €50 equivalent in local currency).

After completing your Visa Application, you will receive notification from the relevant Embassy indicated through the Visa Application System.

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<sup>4</sup> For more information on acceptable passport sized photographs, please see: <http://www.inis.gov.ie/en/INIS/Pages/visa-application-photos>.

<sup>5</sup> For more information, please see: <http://www.inis.gov.ie/en/INIS/Student%20Finances.pdf/Files/Student%20Finances.pdf>.

<sup>6</sup> For more information, please see: <http://www.inis.gov.ie/en/INIS/Private%20Medical%20Insurance%20for%20full%20time%20Non-EEA%20Students.pdf/Files/Private%20Medical%20Insurance%20for%20full%20time%20Non-EEA%20Students.pdf>.

### Step 3: Preparing and Traveling to Ireland

Living and studying abroad can be an exciting and apprehensive time. The International Office at Carlow College is committed to working with all international students to make this transition period go as smoothly as possible. Applicants are asked to provide the International Office with their travel itinerary so that a member of staff can liaise with them to source appropriate travel to Carlow. When you arrive at the airport, you will be processed at Immigration where they will review your required documentation and stamp your passport for thirty days; the International Office at Carlow College will organise your appointment with the GNIB Officer in Carlow where you will officially apply for a student visa.

### Step 4: Registration and Stage One Orientation / Induction

All Non-EEA Degree Programme students are required to arrive the Wednesday before the start of the Academic Year so that they may attend a two-day orientation specifically designed for international students. This orientation will introduce the student to Irish society, culture and living in Ireland.

Stage one orientation and induction will commence on the first Monday of the Academic Year which will provide a comprehensive orientation to the College and student supports. Students will also officially register as a full-time student at Carlow College. From Tuesday to Friday of the first week academic induction will take place, which will provide a comprehensive induction to the relevant academic programme. All Non-EEA Degree Programme students are required to attend all elements of the orientation and induction programme.

### Step 5: Open an Irish Bank Account

The International Office at Carlow College recommends that all Non-EEA Degree Programme students open a bank account in Ireland. As part of the registration process with the GNIB, the student must demonstrate proof of sufficient funds, either €3,000 (Schedule 1 countries) or €7,000 (Schedule 2 and 3 countries). This will also enable the student to apply for a Personal Public Service (PPS) Number if they plan to work part-time.<sup>7</sup>

### Step 6: Register with the Garda National Immigration Bureau (GNIB)

The International Office at Carlow College will organise your appointment with the GNIB Office in Carlow where you will officially apply for a student visa. At your appointment, you will need to provide the following documentation:

- passport;
- 'Letter of Acceptance' to Carlow College;
- evidence that your tuition fees have been paid;
- evidence of sufficient funds to support your stay in Ireland;
- evidence of private medical insurance cover.

In addition to providing the above documentation, you will be fingerprinted and pay a fee of €300; the registration will be for one year and will be renewable on an annual basis, up to a maximum of seven years.

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<sup>7</sup> For more information on working restrictions, please see <http://www.inis.gov.ie/en/INIS/Guidelines%20for%20Degree%20Programme%20Students.pdf/Files/Guidelines%20for%20Degree%20Programme%20Students.pdf>.

Students are required to register with the GNIB Office on an annual basis (the date for renewal is provided on the issued GNIB Certificate of Registration and contained on the relevant immigration passport stamp). Students may be granted a renewal of registration if:

- they can demonstrate that they are engaging in fulltime education on a course;
- the student can show verifiable academic progress;
- evidence that fees have been paid to the College;
- evidence of private medical insurance cover.

A person will only be able to renew their immigration permission where there are no concerns about that person in terms of an adverse Garda record or other concerns related to national security, public order or public policy.

### *Re-Entry Visa*

If a Non-EEA Degree Programme student from a country listed on Schedule 2 or Schedule 3 wishes to leave Ireland for a short period during their studies, they must apply for a Re-Entry Visa; this includes travel to Northern Ireland. To receive a Re-Entry Visa, you will need the following documents:

- a valid passport or travel document;
- relevant fee;
- GNIB Registration Certificate;
- two passport-standard colour photographs;
- letter from Carlow College confirming your programme of study and a minimum attendance of 80%.

For more information regarding the application process for obtaining a Re-Entry Visa, please see: <http://www.inis.gov.ie/en/INIS/Pages/Re-entry%20visas>.

### **Maintaining Full-Time Status**

Carlow College is committed to complying with all immigration statutory regulations. Part of this compliance is taking steps to ensure that Non-EEA Degree Programme students are maintaining their full-time status. All lecturers in the College keep module attendance which is reported to the Central Administration Office; Non-EEA Degree Programme students must maintain a minimum attendance of 80%.

### *Unexcused Absences*

If a Non-EEA Degree Programme student is absent from their studies for more than three weeks, the International Officer will send a letter to the student requesting a meeting. At this meeting a verbal warning will be issued and a written warning will be documented and sent to the student. If the student misses another week of their studies, the International Officer will send a second letter to the student requesting a meeting. At this meeting, another verbal warning will be issued and a written warning will be documented and sent to the student. Any further absences will result in expulsion from their programme of study and the GNIB Officer will be notified.

### *Excused Absences*

Excused absences are absences where the student has a doctor's certificate accounting for their absences. Carlow College has a Nurse on campus and students can book appointments to the College GP through this service. When a student uses this service, the Nurse will send the International Officer an email to indicate that the student is absent owing to illness. Cases of bereavement are also considered excused absences provided the student notifies the International Office of the bereavement and the intended length of absence.

### **Communication**

The International Office at Carlow College is an important resource for all registered international students. As such, it is expected that all international students, including Non-EEA Degree Programme students, keep the International Office informed of any important changes to their circumstances, these might include: change of address; significant changes to financial; significant changes to their health; instances of bereavement that require a prolonged absence; etc.

If you wish to obtain a letter from the International Office, you must complete the Letter Request Form and submit to the International Office. Request forms are required for the following:

- Visa Renewal;
- Re-Entry Visa;
- Bank Account Letter;
- PPS Number;
- Attendance Confirmation Letter.

The letter will be ready for collection within three working days after the student has made the request.

*Updated 4 April 2017*

## Appendix A: Non-EEA Degree Programme Application Form



**CARLOW  
COLLEGE**  
ST. PATRICK'S

### FOR OFFICE USE

Application number: \_\_\_\_\_

## Non-EEA Degree Programme Application Form

### Section 1 – Personal Details

Title (Mr/Ms/Mrs etc):	Date of Birth: __/__/____
Family Name ( <i>as on passport</i> ):	
First Name ( <i>as on passport</i> ):	
Correspondence Address:	
Male/Female ( <i>please circle</i> )	Nationality:
Personal Email:	
Telephone:	Emergency Contact:

### Section 2 – Course Choice

Course Title:	
Academic Year:	Course Code: PC
Year of Entry: Year 1 <input type="checkbox"/>	

### Section 3 – Academic Record

*Certified copies of all Educational Qualifications to date should be attached to application*

#### HIGH SCHOOL DETAILS

Name of High School:	
Address of High School:	
Award Achieved:	Date of Graduation:

#### THIRD LEVEL EDUCATION

Name of University:	
Address of University:	
Title of Qualification:	
Date of Graduation:	
Overall Result:	Year of Entry:

#### Section 4 – English Language Standard

Native English Speaker (*please circle*): **Yes/No**

IELTS Score:

Other (*give details*):

#### Section 5 – Evidence of Disability

Medical condition / disability (*please circle*): **Yes/No**

If yes, please contact the International Office for the Evidence of Disability Form.

#### Section 6 – Fee Status

Sponsored (*please circle*): **Yes/No**

If yes, please give details

#### Section 7 – Agent Details (*provide details if applicable*)

Name:

Contact Details:

#### Section 8 – Application Declaration

I certify that the details given in this application and the transcripts attached are true to the best of my knowledge and belief. I agree to be bound by the Colleges regulations.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Completed forms should be emailed to: [intloffice@carlowcollege.ie](mailto:intloffice@carlowcollege.ie)

#### FOR OFFICE USE

PLACE OFFERED ON COURSE: PC \_\_\_\_\_ YEAR OF ENTRY: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_/\_\_/\_\_\_\_

Programme Board Chair

## **Guidelines for the completion of Application Form**

Please submit the following documentation with your application (*submitted in A4 format*):

1. Certified copies of transcripts of examination results and certificates from Secondary/High School/University that you have attended. Certified English translations must be provided if the transcripts are not in English.
2. If your first language is not English, attach evidence of proficiency in English (IELTS Score or equivalent).
3. A copy of your passport page showing your photograph and personal details.

### **Notes:**

1. The deadline for receipt of applications is 31 May 2018. All students must be present to commence studies at the beginning of September 2018. All undergraduate and postgraduate programmes run from September to May. Dates for orientation / induction will be provided in the conditional offer to Carlow College, St. Patrick's.
2. All visas etc. are the sole responsibility of the applicant and delays in the issuing of a visa to study in Ireland may result in a student being asked to defer their place until the following academic year. Please be advised that the Visa authorities insist on every applicant submitting the results of an internationally recognised English Language Test, such as IELTS. TOEFL is not acceptable. Therefore, you must do an internationally recognised English Language Test if you wish to apply for an Irish study visa. Carlow College, St. Patrick's will also require a copy of the test results. The minimum level accepted is IELTS 6.50 or equivalent for undergraduate studies.
3. All undergraduate courses are open to appropriately qualified Non-EEA Students and details can be accessed on our website: [www.carlowcollege.ie](http://www.carlowcollege.ie).
4. All international students must take a full-time course of study. Part-time studies are not permissible under immigration guidelines.

**Completed forms should be emailed to: [intloffic@carlowcollege.ie](mailto:intloffic@carlowcollege.ie)**

## Appendix B: Country-Specific Visa Requirements

### Schedule 1

Andorra	Guatemala	Portugal
Antigua and Barbuda	Guyana	Romania
Argentina	Honduras	Saint Kitts and Nevis
Australia	Hong Kong (Special Administrative Region)	Saint Lucia
Austria	Hungary	Saint Vincent and the Grenadines
Bahamas	Iceland	Samoa
Barbados	Israel	San Marino
Belgium	Italy	Seychelles
Belize	Japan	Singapore
Bolivia	Kiribati	Slovak Republic
Botswana	Latvia	Slovenia
Brazil	Lesotho	Solomon Islands
Brunei	Liechtenstein	South Africa
Bulgaria	Lithuania	South Korea
Canada	Luxembourg	Spain
Costa Rica	Macau (Special Administrative Region)	Swaziland
Croatia	Malaysia	Sweden
Cyprus	Maldives	Switzerland
Czech Republic	Malta	Taiwan
Denmark	Mexico	Tonga
Dominica	Monaco	Trinidad and Tobago
El Salvador	Nauru	Tuvalu
Estonia	The Netherlands	United Kingdom, British Overseas Territories and Crown Dependencies
Fiji	New Zealand	United States of America
Finland	Nicaragua	Uruguay
France	Norway	Vanuatu
Germany	Panama	Vatican City
Greece	Paraguay	Venezuela
Grenada	Poland	

### Schedule 2

Bahrain	Montenegro	Serbia
Belarus	Oman	Turkey
Bosnia Herzegovina	People's Republic of China	Ukraine
India	Qatar	United Arab Emirates
Kazakhstan	Russian Federation	Uzbekistan
Kuwait	Saudi Arabia	

### Schedule 3

Afghanistan	Ethiopia	Moldova
Albania	Ghana	Nigeria
Cuba	Iran	Somalia
Democratic Republic of the Congo	Iraq	Sri Lanka
Eritrea	Lebanon	Zimbabwe