



1. Definitions

The following are definitions of the main terms used when discussing visas and work authorisation:

Entry Visas

Citizens of certain countries require visas to enter Ireland. Entry visas are required to enter the country only. [Click here](#) for further information and for a list of countries for whom visas are NOT required.

Hosting Agreements

This is a form of work authorisation that replaces a work permit for researchers only. [Click here](#) for further information from the Department of Enterprise, Trade and Employment or [click here](#) for further information from the Irish Universities Association.

Work Permits

A work permit can only be issued to the employer. It gives the employer permission to employ a specific individual for a specific duration and purpose. [Click here](#) for further information.

Green Card

A green card is a particular form of work authorisation that can apply for certain occupations, where the contract is for more than two years and the salary is in excess of €60,000. [Click here](#) for further information.

2. Questions

Queries on visas and permits can be directed to Alison O'Regan or Jennie Gale who will advise and provide information on an individual basis.

3. Application Process

A hosting agreement, work permit and green card is applied for by the University of Limerick (Human Resources Division).

We will be able to advise on eligibility for the most appropriate type of work authorisation. An email will be sent to you outlining the information you need to gather for the application. Information for work authorisations must be sent by post to the following address:

Ms Charlotte Long
D1042
Human Resources Division
University of Limerick
Limerick
Ireland

Telephone: +353 61 202193
Fax: + 353 61 331881
Email: charlotte.long@ul.ie

The work authorisation application form is then processed and you will be updated of progress.

An **entry visa** is applied for by the individual.

If you are from a country that requires an entry visa to Ireland, you must apply directly through your local Irish consulate or embassy. To do this, you will need your hosting agreement, work permit or green card from the University of Limerick. [Click here](#) for further information.



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4. Garda National Immigration Bureau

Please note that non EU employees are required to register with the local Garda National Immigration Bureau on arrival in Ireland. The GNIB is located at the following address:

Immigration Office
Henry Street Garda Station
Limerick

The following documentation is required when registering with the GNIB:

1. Contract of Employment
2. Work Authorisation
3. Valid Passport

The Immigration office will issue you with an immigration card. There is a charge of €150 per person and this must be renewed annually. Each family member over 16 years of age and named on a hosting agreement must register in person with the GNIB.

The Immigration office will only accept debit/credit cards or bank giro. Paying by bank giro requires some time for clearance. Please note that the GNIB will not accept cash.

More information on this is available from the Department of Justice website on www.inis.gov.ie