**UL Guidelines for New Employees to Ireland from outside of the European Union**

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| **Garda National Immigration Bureau**  Non EU employees must register with the GNIB. The address is as follows;  Immigration Office, Garda Station  Henry Street, Limerick - Tel: (061) 212488  You will need;   * Your Contract * Hosting Agreement /Work Permit * Current Passport   A GNIB card costs €300 per person and **must be renewed annually**. The Immigration office will only accept debit/credit card or bank giro and **not** cash. Each family member over 16 years and on a hosting agreement (if applicable) must register in person with the GNIB.  **Please note that it is the responsibility of the employee to familiarise themselves with their immigration requirements and keep their visa and stamps up to date.** | **Obtaining a PPS Number**  A Personal Public Service (PPS) Number is needed in all dealings with Public Service Agencies. This is required for the University of Limerick to make payments to you.  To obtain this, complete the following steps:   1. Make [an appointment online at mywelfare.ie](https://www.mywelfare.ie/Account/Login). 2. Attend your appointment at the Intreo Centre Limerick, Dominick Street, Limerick – Tel: (061) 212200. 3. You will need to fill out an application form, provide evidence of your identity (current passport) and evidence of why you need a PPS number. You must also provide proof of your address - If you are unable to provide this, contact HR.   It will take approximately 4-5 days for notification of your PPS number to arrive after your appointment.  Once you obtain a PPS number you can then apply for Tax Credits. | **Tax**  To ensure the correct tax is deducted from your salary, you must apply online for a Certificate of Tax Credits. You can register and apply through the following link:  <http://www.revenue.ie/en/personal/faqs/starting-work-tax.html> (UL’s Registered Employer Number is 0032116A.)  If you have any queries, the local tax office in Limerick is : Revenue Commissioners, River House, Charlotte Quay, Limerick, (061) 212700  You should submit this asap to minimise the risk of ‘Emergency Tax’ at 42%. Emergency Tax is applied in cases where your tax credits are unclear. If this is initially applied, the appropriate reimbursements will be made to you as soon as your tax situation is clarified.  The University of Limerick will be notified of your tax credits and will make appropriate salary deductions. Please contact [salaries@ul.ie](mailto:salaries@ul.ie) to confirm your Certificate of Tax Credits has been received. |

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| **Obtaining a parking permit**  Car parking permits can be obtained from;  Building & Estates Department, AM-065  Monday – Wednesday between 15h00 and 16h00 only  A valid staff ID card is needed to receive a parking permit. It is the responsibility of the vehicle driver to ensure a valid permit is displayed at all times when parking in staff car parks. | **Obtaining a staff id card**  Employees can obtain a staff ID card from the main HR office (D1042) from Monday – Friday between 15h00 and 16h00 only. | **Opening a Bank Account**  Required information;   * Two forms of ID (passport/birth certificate/driver’s license) * Proof of address (utility bill) or letter from HR * Bank of Ireland on campus will accept letter from HR |