



## POSTGRADUATE STUDENT VETTING REQUIREMENTS 2022

The University of Limerick (UL) offers undergraduate and taught postgraduate educational and training programmes that require students to undertake placements with external agencies. Such placements may bring the students into contact with children and vulnerable adults and require them to assume positions of trust. To ensure the protection of the public and justify public trust and confidence, the University is committed to ensuring that only suitable candidates are allowed to undertake these programmes.

In accordance with the National Vetting Bureau Acts 2012-2016 and UL's Student Vetting Policy, there is a statutory requirement for all students on programmes that include a placement involving work with children or vulnerable adults to be vetted.

If your programme is on the list of UL Programmes with a Vetting Requirement, **you should now** go to the UL Student Vetting website, <https://www.ul.ie/provost/functions-processes/student-vetting>, and print off the following forms: Vetting Invitation NVB 1, Photographic Identity Certification Form 2 and Postgraduate Student Vetting Cover Letter.

- **Complete Vetting Invitation Form (NVB 1)** in accordance with the **Guidelines for Completing Vetting Invitation Form (NVB 1)**.
- **Complete Photographic Identity Certification Form 2 to include a scan/photocopy of the relevant document image** (passport, driving license (credit card size) **or** national ID card) and take the form and original ID to be certified by one of the approved certifiers listed on the form.

### Additional Requirements

You need to include a copy of a utility bill/UL offer letter as proof of your home address.

*If* you have lived outside of Ireland or your home country for a period of more than six months since reaching 16 years of age, you are also required to provide an **International Police Clearance Certificate** (Criminal History Check) from each country in which you have lived. (For the United States an FBI national check is required.) International Police Clearance certification should check for criminality and, where possible, clear you to work with children and vulnerable adults. Please apply for this certification as soon as possible as it can be a lengthy process. Original documents can be returned on request following verification.

*If* you are an international non-EU student, you will also be required to submit a **Sworn Affidavit** once you are in the country. More details can be found on the *Student Vetting for Postgraduate Students* section of the [Student Vetting](#) website.

### Vetting Document Submission

Please keep a copy for yourself and either post all original vetting documents to the CDV Unit, Plassey House, University of Limerick, Castletroy, Limerick V94 T9PX or, if on campus, submit to the UL Student Vetting Dropbox in the Foyer of Main UL Reception. You may wish to use tracked post where important documents are being submitted. If you are awaiting a Police Clearance Certificate, this can be submitted separately after your initial documents are submitted.

### E-Vetting

*After* you have submitted your vetting forms and they have been processed by UL, you will receive an email from the National Vetting Bureau (evetting.donotreply@garda.ie ) with a link to a full online application

form, which must be completed within 30 days of receipt or it will expire and you will have to recommence the vetting process.

#### Please Note

Full details of any convictions or criminal prosecutions (past or pending) must be included in the online application form. It is imperative that no false information be furnished. Failure to provide full details may result in you not being able to undertake your practice placement. Where issues arise around clearance, you will be contacted by either the National Vetting Bureau or the UL Liaison Person.

#### Confirmation of Vetting Process

You will receive several emails during your vetting process: one when your vetting application form have been received and processed by UL, another if you need to submit any outstanding documents, another from the National Vetting Bureau when your e-vetting application has been processed and a final one from UL when your UL vetting process is complete.

Confirmation of vetting for your placement provider is provided by your Course Director.

**Please note that your registration remains provisional until you have complied with UL's student vetting requirements.**

Further details on UL's Student Vetting process can be found on the UL Student Vetting website:

<https://www.ul.ie/provost/functions-processes/student-vetting>

If you cannot find the answer to your query on the website, the UL CDV Unit can be contacted at:

[ULStudentvetting@ul.ie](mailto:ULStudentvetting@ul.ie)



### POSTGRADUATE STUDENT VETTING DOCUMENT CHECK LIST (not to be returned)

Please ensure that you submit the following relevant documents as prescribed on the form.

#### Essential

- Vetting Invitation Form (NVB 1)
- UL Photographic Identity Certification Form 2, which should include a copy of either your passport, driving licence (credit card size only) *or* national ID card, **which has been certified by relevant person** as prescribed on the form
- Copy of your UL programme offer letter (or other proof of your address)

#### Additional, if relevant:

- Police Clearance Certificate – **ONLY** required if you have lived outside of Ireland or your home country for more than six months since over 16 years of age
- Sworn Affidavit – **ONLY** required for international non-EU students (see [UL Student Vetting website](#) for more details)