Required Documents Reference Guide
Atypical Working Scheme
Immigration Service Delivery
# Required Documents Reference Guide – Atypical Working Scheme

In the table below you will find details of the documents that are required for each Atypical Working Scheme category. You will see that there are three columns in the table. These are:

- **Atypical Working Scheme category.** This column lists the Atypical working scheme categories
- **Required Documents.** This column lists the documents you must provide for each category.
- **Additional required information depending on your category.** This column lists the additional information that you are required to provide for the atypical category. Additional documentation required will depend on the purpose for which permission is sought.

If you are still unsure of this you can submit a query by email to atypicalworkingscheme@justice.ie Due to the volumes of applications, it would greatly assist us, if you only contact us if it is absolutely necessary.

<table>
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<tr>
<th>Atypical Working Scheme category</th>
<th>Required Documents</th>
<th>Additional required information depending on your category</th>
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**Note:** All documents submitted must be ink-signed (signed with a pen) and scanned or photographed documents can be accepted in PDF, PNG or JPEG format. Digitally inserted signatures will not be accepted. All documents must be of good enough quality to be legible by processing staff.
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<th>Atypical Working Scheme category</th>
<th>Required Documents</th>
<th>Additional required documents depending on your circumstances</th>
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| Non-EEA Crew in the Irish Fishing Fleet | - A full, colour copy of your valid passport  
- A letter from Irish-based host body confirming offer, including job description, weekly salary in Euro for the time period in the State, location(s) of employment, and duration of contract for which you are required in the State  
- A contract, signed and dated by you and your employer outlining the terms of employment for the period in the State, including salary (with details of any allowances, benefits-in-kind, or ‘top-ups’ listed separately), job description and duration of time in the State  
- A letter of authority signed and dated by you, if your legal representative is applying on your behalf | - Confirmation of the unique contract identifier from the Central Depository (CDPA) for Sea-Fishing Boats at the Department of Agriculture  
- The contract of employment provided must:  
  o Have a minimum duration of 12 months  
  o Comply with all national employment law.  
  o Provided to the Crew Member in both English and their native language.  
  o Be certified by a practicing solicitor in compliance with the conditions for the employment of non-EEA crew members. |
| Non-EEA Nurse seeking recognition of qualifications | - A full, colour copy of your valid passport  
- A letter from Irish-based host body confirming offer, including job description, weekly salary in Euro for the time period in the State, location(s) of employment, and duration of contract for which you are required in the State  
- A contract, signed and dated by you and your employer outlining the terms of employment for the period in the State, including salary | - A valid and in-date letter of approval issued by the Nursing and Midwifery Board of Ireland (NMBI)  
- Confirmation from Host Body of commencement date of Clinical Adaptation Placement or evidence of invitation to RCSI Aptitude Test  
*Please note* that permission under the Scheme will only be granted on the basis of a suitable contract of employment at a facility that is licensed and registered in line with the requirements of applicable national law or for a defined
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- (with details of any allowances, benefits-in-kind, or ‘top-ups’ listed separately), job description and duration of time in the State on the Atypical Working Scheme.
- A letter of authority signed and dated by you, if your legal representative is applying on your behalf.

**Community Nursing Role**

A community nursing role at an appropriate organisation complying with all relevant requirements. Agency work is not permitted under the Atypical Working Scheme.

The contract of employment can be permanent but must have a minimum duration of 2 years. The contract must specify a date of commencement. The date of commencement cannot be before the date of RCSI Aptitude Test or commencement of Clinical Adaptation. The contract cannot include any requirement that the nurse engage in work in any location for which permission has not explicitly been granted under the Scheme. The contract must be signed and dated by both parties. A letter of offer is not equivalent to a contract of employment in national employment law and cannot be accepted. The contract of employment must be provided as a single scanned document and cannot include any handwritten text which cannot be verified as having been viewed and agreed to by both parties.

Should an application for permission be resubmitted, following refusal, any new contract of employment provided must be newly signed and dated by both employer and employee in order to demonstrate that all parties are aware of, and agree to, any amendments so made. Any amended pages of the contract must also be signed and dated by both parties.

Permission under the Atypical Working Scheme is granted solely for the purposes of gaining recognition of non-EEA nursing qualifications via Aptitude Test or period of Clinical Adaptation, and application for an Employment Permit from the Department of Business, Enterprise and Innovation. No work of any other kind is permitted in the State until such time as that
an Employment Permit has been granted to work as a nurse.
Work as a Health Care Assistant while availing of permission under the Scheme is not permitted under any circumstances.

| Internship                                      | • A full, colour copy of your valid passport  
|                                                | • A letter from Irish-based host body confirming offer, including job description, weekly salary in Euro for the time period in the State, location(s) of employment, and duration of contract for which you are required in the State  
|                                                | • A contract, signed and dated by you and your employer outlining the terms of employment for the period in the State, including salary (with details of any allowances, benefits-in-kind, or ‘top-ups’ listed separately), job description and duration of time in the State  
|                                                | • A letter of authority signed and dated by you, if your legal representative is applying on your behalf  
| Locum doctor in the Hospital Sector            | • A full, colour copy of your valid passport  
|                                                | • A letter from Irish-based host body confirming offer, including job description, weekly salary in Euro for the time period in the State, location(s) of employment, and duration of contract for which you are required in the State  
|                                                | • A contract, signed and dated by you and your employer outlining the terms of employment  
|                                                | • Letter of support from your academic institution. The letter must outline expected date of completion of studies and indicate if the proposed internship is beneficial or integral (that is, required in order for graduation) to the course currently being studied. This letter must include your student number and be stamped and signed by your academic institution.  
|                                                | • Confirmation of your current registration with Irish Medical Council  

### Atypical Working Scheme

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| Locum doctor in the Primary Care Sector (General Practice) | • A full, colour copy of your valid passport  
• A letter from Irish-based host body confirming offer, including job description, weekly salary in Euro for the time period in the State, location(s) of employment, and duration of contract for which you are required in the State  
• A contract, signed and dated by you and your employer outlining the terms of employment for the period in the State, including salary (with details of any allowances, benefits-in-kind, or ‘top-ups’ listed separately), job description and duration of time in the State  
• A letter of authority signed and dated by you, if your legal representative is applying on your behalf  
• Confirmation of Current Registration with Irish Medical Council  
• Relevant tax clearance certificates as outlined in the terms of the Scheme here [Doctors Providing Locum Services in the Primary Care Sector (General Practice)](https://www.mhc.ie/locum-doctors)  
• If permission has previously been granted under the Scheme, confirmation must be provided from each Primary Care provider relevant to that previous permission of the specific dates and locations in which locum services were provided during the course of that permission |
| Postgraduate Medical Training Fellowship | • A full, colour copy of your valid passport  
• A letter of authority signed and dated by you, if your legal representative is applying on your behalf  
• Confirmation of current registration with Irish Medical Council  
• Letter Confirming offer of Fellowship Placement. The letter must provide details of the nature, purpose, and duration of the training programme. |