



An Roinn Dlí agus Cirt  
agus Comhionannais  
Department of Justice  
and Equality

# Frequently Asked Questions (FAQs) for Online Student Renewals

Updated 22 June 2020

## 1. How do I apply for permission under the Student Renewal System?

All applications for student renewals from 22 June 2020 must be made **online** at <https://inisonline.jahs.ie>

You must complete the student renewal application form online and then submit the following documentation by **registered post** in a **strong envelope**:

- Your original in-date passport,
- original IRP Card, and
- a copy of the acknowledgement email.

You must **print the stamp number** applied for on the outside of the envelope.

We will not process incomplete application forms and we will not accept applications by **ordinary post**..

## 2. What are the qualifying criteria for applying for renewal?

You can apply for this permission if you:

- Are resident in Dublin City or Dublin County,
- have previously registered with the Immigration Service,
- are a Student, renewing a Stamp 2 or a Stamp 2A permission,
- have an IRP card that was recently expired or is due to expire in 29 days or less
- are enrolled in a course of study in either an English Language School or 3rd level college in Dublin,
- commenced your presence in the State lawfully under a student permission with a limited right to work,
- have remained in permission since then, or if not, have had a minimum of two years' registered student permission,
- have attempted to avoid being unlawfully in the State through engaging with the immigration authorities,
- have not had your immigration stamp changed other than a student type permission. For example, you have not been granted a work permit, family reunification or other legal status,
- are living in the State continuously since your arrival in the State to date,

- are of good character and of good conduct,
- have no adverse criminal record in this State or any other country. Please note that failure to disclose any criminal convictions will result in your application being deemed ineligible,
- have been lawfully employed in the State while under student permission, and
- can provide a history of your enrolment/registration as a student, including details of any qualification(s) gained.

You must meet the above criteria in order to be granted a permission on Stamp 2 conditions.

### 3. When can I apply for renewal of my student permission online?

You can apply for renewal online **from 22 June 2020**. This applies to both visa and non-visa required non-EEA nationals.

### 4. What documents are required to process my application?

The following documents must be **uploaded as part of the application process** and they must be in PDF, PNG or JPEG format:

- An original letter from your college/school confirming you are enrolled as a student,
- Full colour copy of the biometric page of your current valid passport,
- Proof that you have an attendance record of at least 85% at your school/college. (Required for people on English or Irish Language courses),
- Proof of private medical insurance,
- The front and back of your current IRP card,
- Proof that you have paid college/school fees, and
- Proof of your exam results (required for people on Third Level Degree College courses).

There are further details on the website and the online application form.

You must submit the following original documents by **registered post** in a **strong envelope**. You must **print the stamp number** applied for on the outside of the envelope:

- Your original in-date passport,
- original IRP Card, and
- a copy of the application acknowledgement email.

The Registration fee must also be paid before the application can be completed. Poor quality documentation cannot be accepted.

## **5. I do not currently live in Ireland, can I apply for renewal of a permission?**

No. Applications are only accepted from people who are residing (living) in Ireland.

## **6. I do not have a valid passport and require a travel document, how do I do this?**

If you do not have a valid passport and require a travel document to obtain same, please consult the following page for more information:

[http://www.inis.gov.ie/en/INIS/Pages/application\\_for\\_a\\_travel\\_document](http://www.inis.gov.ie/en/INIS/Pages/application_for_a_travel_document)

## **7. Is there a fee for making an application for student renewal?**

There is a **registration fee** of €300 which must be paid when completing the online form. There is no additional **application fee**.

## **8. How long will it take to process my application?**

We aim to process applications within 10 - 15 working days of receiving documentation by registered post. However processing times may vary depending on the number of applications we receive.

## 9. How can I get information regarding the status of my application?

You can email queries to [burghquayregoffice@justice.ie](mailto:burghquayregoffice@justice.ie). You must keep us informed of any change in circumstances, for example a change of email, of home address etc.

When contacting us please include:

- your name,
- online application reference number,
- registered post tracking number, and
- your contact details.

**It would greatly assist us if you only contact us if absolutely necessary as this will allow us to devote the maximum time to processing applications.**

## 10. What happens if my application is successful?

You will be **notified by email**. Your permission will be renewed and your in-date passport will be stamped and returned to you by Registered Post. The postal tracking reference for the return of your passport will be included in the notification email.

Your new **IRP card** will issue and be **sent to you separately** within 5-7 working days.

## 11. What happens if my application is refused?

You will be **notified by email** and your passport will be returned to you by registered post. The postal tracking reference for the return of your passport will be included in the notification email.

You can then email [burghquayregoffice@justice.ie](mailto:burghquayregoffice@justice.ie) with your full name and acknowledgement number and **request a refund**.

It may be open to you to resubmit your application.

**If your application is refused, you may be considered to be illegally residing in the State and may become the subject of a Deportation Order if you do not renew your permission.**

## 12. I have been told that a Stamp 2 permission gives me permission to remain in Ireland. What does this mean?

If you are granted a Stamp 2 permission you will:

- have an immigration permission to live in the State, and
- have the right to study with limited employment rights.

The following conditions will apply on your Stamp 2 permission:

- You will obey the laws of the State;
- You will not become involved in criminal activity;
- You accept that the granting of your permission does not confer any entitlement or legitimate expectation on any other person, whether related to you or not, to enter or remain in the State.

A Stamp 2 permission does not entitle you to any public services or public funding.

## 13. If I qualify for permission to remain under stamp 2 conditions, how long will this permission last?

If your application is successful you will be granted permission to remain in the State for a **single academic year** in the case of Degree Level students **or the eight month period of the language course** in the case of English Language students.

## 14. What happens at the end of my permission?

You may renew your permission for a single academic year in the case of Degree Level students or the eight month period of the language course in the case of English Language students, provided you can supply the relevant documentation from your college and supply any other documentation which may be required.

## 15. I have been granted permission to remain in the State, can this permission be revoked?

It is important to note that this permission to remain in the State is granted to you subject to the result of enquiries as to whether or not you have obeyed the laws of the State, have been convicted of any offence and that you have not been involved in criminal activity.

In the event that information comes to the attention of the Minister which is relevant to the granting of permission to remain in the State to you, the

Minister may re-consider your status in the State and may revoke your permission. In the event that this occurs, the Minister may propose to deport you from the State.

The following, which is not an exhaustive list, are some of the types of information, which may lead to the Minister revoking your permission:

- Information that shows that you have not complied with the conditions of your permission,
- Information which relates to your character or conduct (whether prior to or subsequent to the granting of your permission), including criminal convictions,
- Information that indicates that you have provided misleading or inaccurate information to the Minister or to other authorities of the State.