



Commencing Employment in Ireland – Useful Information

Welcome to NUI Galway. We hope the following information will assist you as you prepare to begin your employment with NUI Galway.

Prior to your arrival, please liaise with your line manager in relation to the time and location for commencing work.

1. Open an Irish bank account

There are many banking facilities available and it is a personal decision as to which bank you use. Bank of Ireland is located on Campus that are familiar with NUI Galway new starters. Non-Irish residents may have to present at the bank branch to open their bank account. Bank statements may be required in some circumstances. Banks usually ask for your PPS number which you may not have yet at the time when you open your bank account. Bringing the welcome letter of NUI Galway to the bank that outlines your annual salary will normally allow them to make an exception.

Bank Of Ireland (BOI)	AIB	SEPA banking facilities
<p>How to Apply for a Personal Current Account - Bank of Ireland</p> <p>You will need</p> <ul style="list-style-type: none"> • Identification documents needed to open a current account - Bank of Ireland <p>Your recruitment consultant will provide:</p> <ul style="list-style-type: none"> • Confirmation of Employment Letter • Copy of contract with NUI Galway <p>Contact: Hugh Hamrock Phone: 0818-210600 ext 41312 Email: hugh.hamrock@boi.com for further assistance.</p>	<p>https://aib.ie/our-products/current-accounts/online-bank-account-opening.</p> <p>You will need:</p> <p>Personal Identification Requirements (aib.ie)</p> <p>Your recruitment consultant will provide:</p> <ul style="list-style-type: none"> • Confirmation of Employment Letter • Copy of contract with NUI Galway <p>Contact: +353 1 2500 346 for further assistance.</p>	<p>You must have a relevant bank account - Each employee should provide SEPA (Single Euro Payments Area) bank details which includes a</p> <ul style="list-style-type: none"> - BIC and - IBAN. <p>Revolut bank details are suitable as they include a BIC and IBAN. SEPA is made up of the Eurozone, countries within the EU and a few other countries which also support EUR bank transfers. The full list can be found here.</p> <p>If you do not have a SEPA bank account, please contact payroll@nuigalway.ie or assistance.</p>

2. Register with Garda Immigration *For non-EU citizens only

If you are in possession of a hosting agreement/work permit you must register with [Garda Immigration](#) (Formerly GNIB). You will be issued with an Irish Residence Permit (IRP) for a 12-month period (subject to conditions).

To request an appointment, you need to email Gaillimh.Immigration@garda.ie stating your name, DOB and information regarding your application. An appointment date and time will then be assigned.



On your appointment date, you will need to bring with you your

- Passport
- Contract of employment
- Hosting agreement/work permit.
- Evidence of address in Ireland is required for all newcomers who must bring a letter from hotel/B&B until you have a more permanent address.

Galway IRP Office: Galway Garda Regional & Divisional HQ, Dublin Road, Renmore, Galway, H91 F62K.

There is a charge of €300 for the annual registration card. IRP Cards are not issued on the day, you will be asked to return and collect your new card on a specific date (normally within four weeks). GNIB staff will put a stamp in your passport to show registration.

** The Department of Justice and Equality are publishing updates relevant to the Immigration Service Delivery Function which address the significant challenges brought about by the COVID-19 pandemic on this page. <http://www.inis.gov.ie/en/INIS/Pages/COVID-19-updates-and-announcements>

3. Obtain a Personal Public Service number (PPS no.)

A Personal Public Service (PPS) Number is a unique reference number that helps you access social welfare benefits, public services and information in Ireland. The Online PPS Number application service is available at mywelfare.ie

In order to apply for a PPS Number, you will need to have a basic [MyGovID](http://mygovid.ie) account. [If you do not have a MyGovID account get one here.](#) You must provide:

- A letter from NUIG confirming why you need a PPS Number
- A photo identity document (Passport, Driving Licence, ID card etc.)
- Proof of your Address - It is recommended to use an Irish address. This can be an official letter sent to your Irish address, a bank statement or a utility bill.
- [REG 1](#) form (if you are applying for a PPS outside of Ireland)

Helpline: [MyWelfare, Department of Employment Affairs and Social Protection - Online Services](#)

Useful Information: [gov.ie](http://www.gov.ie) - [Get a Personal Public Service \(PPS\) Number \(www.gov.ie\)](#)

Note: Non-Irish employees with families should also ensure that their spouses and children obtain an individual PPS number.

4. Complete and return your new starter paperwork to your recruitment consultant

Signed Contract and working from home appendix	Completed Employee Record Form
Completed ASC 10 form	Completed Commencement Declaration Form
Evidence (Certificates/Transcripts) of all qualifications	Copy of your passport
Proof of your PPS number	

5. Register for Taxation.

If you have not previously worked in Ireland you will need to register with the Revenue on line via the following link: <https://www.ros.ie/myaccount-web/register>



Once you have successfully registered, Revenue will issue a tax credit certificate to NUI Galway.

NUIG tax registration number is: 0022578J

5.1 non-Irish national staff may choose to pay their taxes in their home country, and they should advise the tax office of their choice when registering. Staff should check under the heading 'double taxation agreements' on the www.revenue.ie website to see if the agreement applies to them.

Depending on the length of contract you may be able to reclaim some taxes at contract end. This is not a matter for NUI Galway and you may use an agency such as www.taxback.com if needed.

A useful tool for calculating your take home pay is www.taxcalc.eu/monthlyss or <http://PhoneTax.eu> (android version).

6. Campus Account Set up

Once you forward your completed employment paperwork to your HR recruitment consultant they will confirm your Employee ID number and will give you the information required to set up your Campus Account/Email.

7. Employee ID Card

To request your ID card please follow the quick guide on how to request an ID card on the HR site <http://www.nuigalway.ie/human-resources/duringemployment/staffidcards/>

8. Induction

A centralised induction is held for new staff members to the University. The programme provides new staff with the opportunity to hear about the University's structure, governance, and strategy. It aims to be an informative and engaging event for new staff with the opportunity to meet new colleagues and ask questions of existing staff. Further information can be found on the [Learning & Development](#) section of the HR Website.

Additional Information/Web links for new staff:

[Human Resources - NUI Galway](#)

[Starting Employment Information - NUI Galway](#)

[Staff Handbook](#)

<http://www.nuigalway.ie/student-life/about-galway/> (Student Guide)

The Irish University Association (IUA) funds a mobility unit to assist researchers who are relocating to Ireland www.euraxess.ie

[Home - Immigration Service Delivery \(irishimmigration.ie\)](http://www.irishimmigration.ie)

[Researcher Development Centre - NUI Galway](#)

Accommodation

www.daft.ie

www.galwayadvertiser.com (Classified section of local newspaper)

www.rent.ie

www.let.ie



Local Letting Agencies/Auctioneers often have accommodation that isn't advertised widely. It is important to be aware that there are some 'fake' adverts so do not exchange money until you see the actual accommodation or have someone check it out for you.

Schools

For information on primary and secondary schools in Galway see [www.schooldays.ie](http://www schooldays.ie)

Health Insurance

Both private and public healthcare services are available in Ireland. The public health system entitles you to certain health care provisions, however, please note this does not include full health care and GP fees are not included.

You can claim tax relief on medical expenses incurred - See www.revenue.ie for further information.

The university does not pay for private health insurance for Staff, you can opt to purchase private health insurance if you wish but it is not compulsory. The university do provide a health Insurance Comparison Service via a company called 'Cornmarket' more information is available [here](#)

The three main providers of private health insurance currently operating in Ireland are:

VHI	www.vhi.ie
Laya Healthcare	www.layahealthcare.ie
Aviva Health	www.avivahealth.ie

Government Guidelines:

Please familiarise yourself with all travel-specific public health guidelines related to your journey. Full details available at <https://www.gov.ie/en/campaigns/75d92-covid-19-travel-advice/>

Covid:

Please make sure to read the [Human Resources: COVID Support for Staff](#)