

Relocating to Ireland

This page provides new employees with useful information and links for further information on moving to Ireland, hosting agreements, housing, setting up a bank account, setting up your tax, childcare and schools.

Moving to Ireland

[Coming to Ireland from EU/EEA](#)

https://www.citizensinformation.ie/en/moving_country/moving_to_ireland/before_you_come_to_ireland.html

Advice on:

[Coming to live in Ireland - Visa requirements](#)

Embassy and Consulate information

[Working in Ireland](#)

[Health Insurance](#)

MU facilitates deductions for VHI members from their salary. Please contact payroll.

[Irish driving license](#)

[Bringing your pet to Ireland](#)

Hosting Agreements

Non-EU nationals require permission to work and study in Ireland. Additionally, some non EU/EEA nationals require an [entry visa](#) (permission to travel and enter the state of Ireland) to enter the country. However, non-EU researchers applying for research and academic positions in accredited research organisations can use a fast-track work permit scheme. This allows the host research organisation to employ the academic / researcher without the need for a work permit and application details can be found via the MU HR office.

Additionally, this scheme allows the academic's and researcher's immediate family to reside in Ireland for the duration of the agreement. It also grants eligible spouses, de facto partners to apply for work without the need for a work permit.

EURAXESS Ireland processes Hosting Agreements on behalf of Maynooth University via the Department

of Business, Enterprise and Innovation (DBEI). Over 4,000 researchers across all disciplines have used the scheme since its introduction in Ireland since 2007.

For more detailed information on visas and immigration arrangements for researchers on Fast Track Work Permits for R&D, please visit [INIS \(Irish Naturalisation and Immigration Service\)](#)

IUA Hosting Agreement Scheme

<http://www.iua.ie/wp-content/uploads/2012/11/Hosting-Agreement-brochure-WEB.pdf>

Housing

Accommodation

Short-term accommodation:

- Maynooth Campus Conference and Accommodation Centre have accommodation facilities for short-term stay and they are located on the South Campus of the University.
- Airbnb may also be useful if there is no availability on campus.
- Rental properties and shared accommodation can be found on www.daft.ie.
- Purchasing a home - <https://www.myhome.ie/>

Estate Agents in the area for rental and purchasing a house

Coonan Estate Agents

+353 (1) 628 6128

<https://coonan.com>

DNG Maynooth

+353 (1) 628 6643

WEBSITE

<https://www.dng.ie/estate-agent/kildare/maynooth/dng-brid-feely>

Farrelly & Southern Estate Agents

+ 353 (1) 651 7000

<https://www.farrellysouthern.ie/>

Sean Doyle Auctioneers Ltd.

+353 (1) 629 0148

<https://seandoyleauctioneers.com>

Sherry FitzGerald Brady O'Flaherty

+353 (1) 651 0000

<https://offices.sherryfitz.ie/maynooth/>

Setting up a Bank Account

When you have secured accommodation and commenced your employment, please contact the Human Resources Office (humanresources@mu.ie) and we will prepare letters for you for applying for your PPS number and your Irish bank account.

There are a number of Banks in Ireland that you can set up an account with whether it be online or in a branch. You will need ID (passport), proof of accommodation (a utility bill) and other documentary information. Here is an example of what Banks require and how to open a bank account. Please note some

Bank accounts charge fees, so ask what fees are on the account before you set it up.

<https://aib.ie/i-am/moving-to-ireland>

<https://www.bankofireland.com/help-centre/faq/open-non-resident-account/>

<https://www.kbc.ie/our-products/kbc-current-account/current-account/new-to-ireland>

<https://www.permanenttsb.ie/help-and-support/help-with-banking/required-documents/current-accounts/>

<https://digital.ulsterbank.ie/personal/current-accounts/non-roi-eu-residents.html>

Taxation

Irish Tax System

- For information on how the tax system operates in Ireland, the [Citizens Information website](#) provides a detailed explanation.
- For any queries relating to tax, please contact the [Payroll Office](#).

[Revenue website and information on taxation](#)

[Taxation](#)

Registering as an Employee in Ireland

PPS Number (Personal Public Service Number)

To avoid emergency tax it is crucial to have your PPS number set up

- If this is your first employment in Ireland, you will need to apply for a PPS number. For information regarding applying for a PPS number please visit the [Department of Employment Affairs and Social Protection website](#).
- You must apply for a PPS number **in person when you are in Ireland**. The closest Department of Social Protection Office is located in Dublin City, please see location [here](#).
- You can book an appointment online **in advance of your arrival** using [MyGovID](#). Apply for PPS at local Department of Welfare (you need to call and book an appointment). When booking the appointment, take the opportunity to check that you have everything you need in advance. You should allow 4-5 weeks, in advance of your start date, to obtain your PPS number and register for tax.
- If you also require a PPS for children, please contact your local Department of Welfare in advance to ask about specific requirements, such as the original birth certificates, confirmation letter from a school, the need for the child to be present. You should also ask if the details will be posted to you or if they need to be collected in person.

- Getting a Personal Public Service Number -This link provides information on the process

To get a PPS number, you will need to fill out an application form in the PPS Number Allocation Centre, provide evidence of your identity and evidence of why you need a PPS number allocated. You must also provide proof of your address.

Evidence of your identity

If you are:	You will need to produce the following as evidence of your identity:
An Irish citizen born in the Republic of Ireland	Your <u>birth certificate</u> and Photographic ID, such as your <u>passport</u> or driving licence
An Irish citizen via naturalisation or Foreign Birth Registration	Your current passport or Certificate of Naturalisation or Your Foreign Birth Registration certificate and Irish or UK driving licence or Irish learner driving permit
An Irish citizen born in Northern Ireland or a UK citizen	<ul style="list-style-type: none"> • Current passport or <ul style="list-style-type: none"> • Your birth certificate showing your mother's birth name and current driving licence
EU citizens (other than Irish and UK)	Current passport or national identity card
Non-EU citizens	Current passport

Evidence of your address

You need to show evidence of your address. You can use any of the following documents to do this (the document must show your name and address and not be older than 3 months):

- A household utility bill
- An official letter/document
- A financial statement
- Property lease or tenancy agreement
- Confirmation of address by a third party such as a hotel/hostel administrator or manager, school principal/administrator or accommodation/property owner*.

*If you are staying with friends or relatives, an original household bill plus a note from the bill holder confirming your residency at the bill address is acceptable. This note can be written on the bill itself.

Childcare

The main options for childcare are crèches or childminders. Both would need to be selected and vetted. There are a number of websites which offer information

<https://www.kccc.ie/About-Us>

There is pre-school available for children from age 2 years and 8 months (September intake) as part of the ECCE scheme

https://www.citizensinformation.ie/en/education/pre_school_education_and_childcare/early_childhood_care_and_education_scheme.html

Finding a GP

At present, demand for GPs is very high with many of them not in a position to take on new patients. This makes it difficult for many people to find a GP locally.

If you are unable to register with a local GP, the current advice is to extend the search beyond your local area as a short-term solution, allowing you time to find a more local alternative. There is a [GP Finder tool](#) on the HSE website and [ICGP](#) search, both of which allow you to search for GPs by county.

Additionally, a lot of health insurance providers have GP online services, which may provide a useful interim measure while you find a local GP that you can visit in person.

Schools in Maynooth

<https://www.education.ie/en/find-a-school>

Maynooth Educate Together National School <http://www.maynoothet.ie/>

Presentation Girls School <https://www.presgirlsmaynooth.ie/>

Maynooth Boys National School <http://www.maynoothbns.ie/>

Gaelscoil Uí Fhiaich <https://gaelscoiluifhiaich.ie/>

Maynooth Community College/ Coláiste Pobail Mhá Nuad <http://www.mcc.edu.ie/>

Maynooth Post-Primary <http://www.mpps.ie/>