

Enrolment and Student Status Confirmation Letters

	PURPOSE OF THE LETTER	SUITABLE FOR	IMPORTANT NOTES
Registration Letter	Proof of enrolment for the academic year September-August.	Students who start their course in September. Have updated their home address on the RIAM/Classter account	This letter is not suitable for registering or renewing permission with Irish immigration. This letter includes your up-to-date correspondence address.
Reference Letter/Proof of Address	Proof that you are a full-time registered student at RIAM. Useful as proof of address and to apply for the student leap card, or to provide landlords when searching for accommodation.	Have updated their home & correspondence address on RIAM/Classter	This letter includes your address.

Work and Financial-Related Letters

	PURPOSE OF THE LETTER	SUITABLE FOR	IMPORTANT NOTES
Casual Work Letter	It can be used to inform employers of the details of work concessions as an international student.	Any students on a valid Stamp 2 Visa.	For further information immigration-permission-stamps
Bank Letter	To open a student bank account in Ireland. Proof that you are a registered student on a full-time course at RIAM.	International students who: <ul style="list-style-type: none"> Reside in Ireland Have updated their home & correspondent's address on RIAM/Classter 	This letter includes your address. If you have updated your address today, then please wait until tomorrow to request the letter as it can take up to 24 hours for the system to update a change of address.
PPSN Letter	Proof that the PPS is required for your studies. A PPSN is also needed to work in Ireland as it is required for tax purposes. The letter also includes your address for proof of address.	Students who: <ul style="list-style-type: none"> Reside in Ireland Have updated their home & correspondence address on RIAM/Classter 	International Students must have travelled to Ireland and be resident in Ireland to apply for the PPSN This letter includes your address. If you have updated your address today, then please wait until tomorrow to request the letter as it can take up to 24 hours for the system to update a change of address.

Visa and Immigration Letters

	PURPOSE OF THE LETTER	SUITABLE FOR	IMPORTANT NOTES
Travel Visa Letter	To travel outside the Republic of Ireland.	International students who have a valid IRP card.	It is your responsibility to check what the visa requirements are for the country you wish to travel to.
Visa Invitation Letter	Friends and family wishing to visit RIAM students may require a visa to travel to Ireland	All international students.	This letter is suitable to give to your friends and family to submit as part of their visa application to visit NCI students in Ireland.
First Time Registration Letter	Register with immigration for the first time. Please, see International & Erasmus Students RIAM for more visa information.	International students who have to register with immigration for the first time and have already started their courses.	Students must have submitted their registration form.
Visa Renewal Letter	Renew your visa. Please, see International & Erasmus Students RIAM for more visa information.	<ol style="list-style-type: none"> 1. Undergraduate Students progressing to the next academic year 2. Students who do not complete the academic year as planned and within the original timelines of their programme (e.g. failed modules, deferred modules, returning after suspension) 	
1G Graduate Visa Letter	Apply for the 1G visa. Please see International & Erasmus Students RIAM for more visa information.	International students who: <ul style="list-style-type: none"> • Reside in Ireland • Have a valid IRP card • Hold a level 8 or level 9 award • Apply within six months of being notified of the award • Not have exceeded the seven-year limit as a non-EEA student 	Students can only apply when they successfully complete their studies and after the official publication of results