



***Guide to employing non-EEA trained Nurses:  
Immigration Requirements  
Clinical Adaptation / Occupational Health Screening  
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Nurses coming to Ireland and who trained in non-EEA countries are facilitated under the Department of Justice and Equality “Atypical Working Scheme” (AWS). The AWS allows a candidate enter the country in a timelier manner rather than wait for the issuing of a work permit.

Step by step to approval of AWS and Immigration requirements:

1. **Atypical Working Scheme:** [atypicalworkingscheme@justice.ie](mailto:atypicalworkingscheme@justice.ie)

Upon receipt of a decision letter from the NMBI ([www.nursingboard.ie](http://www.nursingboard.ie)) the nurse or employer will apply for the AWS and may simultaneously apply for an **entry visa** if coming from a “visa required” country (e.g. India, The Philippines etc.).

For an application form and a full list of visa required countries please visit [www.inis.gov.ie](http://www.inis.gov.ie).

If the employer applies on behalf of the applicant they must sign the application as the authorised legal representative of the applicant.

**Cost: €250** to be paid by applicant (or the employer on their behalf). Please note as the fee must be paid in a € amount, it will speed up the application if the employer pays it on the applicant’s behalf. The application is sent to:

Atypical Working Scheme Division  
Irish Naturalisation & Immigration Service  
13/14 Burgh Quay, Dublin 2

Applicant must ensure that all supporting documentation is attached to the application.

Current processing time for applications is 3-4 days however, to allow for delays and request for additional information, please send the application to INIS at least 2 weeks in advance of the candidate entering the country.

Persons who are unsuccessful in the Clinical Adaptation process may appeal the matter but must leave the State before expiry of the 6 month permission regardless of whether or not the appeal process has been completed.

Persons whose appeal is successful and have left the State due to the expiry of their 6-month permission must apply for an Employment Permit from the Department of Jobs, Enterprise and Innovation and be in receipt of this document before re-entering the State to take up the employment.

One application by a non-EEA national will be permissible under this Scheme in a 12-month period.

**2. Entry Visas: To allow candidates coming from a visa required country enter Ireland (required in addition to the permit granted under the AWS).**

In the case of visa-required nationals, a copy of the Letter of Approval issued by INIS under the Atypical Working Scheme must be included as a supporting document when applying for a Visa.

When completing the online Visa Application Form please choose option “Other” from the drop down menu and ensure that you enter “Atypical Working Scheme” and the name of the Irish based host body at the field “Purpose of Visit”.

All candidates should apply for a “D long stay” Visa and must also register with the Garda National Immigration Bureau following arrival in the State.

A contract of employment/job offer of 2 years duration must be offered to the candidate.

**Cost of Entry Visa: €60**

**3. Registering with the Garda National Immigration Bureau:**

Any person remaining in the State for more than 90 consecutive calendar days must register with the Garda National Immigration Bureau (GNIB) and pay the associated registration fee.

**Cost: €300**

Documents required for registration –

- ☐ Current Passport
- ☐ Letter of Approval
- ☐ Letter from Irish based host body confirming offer of employment
- ☐ Up to date entry visa (if a visa-required non-EEA national)

***Please note, if candidates do not have valid GNIB status prior to applying for a work permit they will be issued with an automatic refusal of their work permit.***

**Family Members**

Family members may not accompany the person availing of this Scheme. In the event of exceptional circumstances INIS may be contacted in advance of an application being made however this does not guarantee a positive decision. This is without prejudice to the right of a family member who may make an application for immigration permission in his/her own right as permitted under the Immigration Act 2004.

#### **4. Occupational Health Screening for Nurses on Clinical Adaptation Placement:**

Employers must ensure that prospective candidates meet pre-placement criteria. These criteria are set out in the “Employer’s Information and Application Forms - Clinical Adaptation and Assessment Programme” (provided by the national coordinator of the programme). Completed application forms including, a completed criteria check list with supporting documentation, must be signed off by the employer and returned to the national coordinator’s office for verification in advance of candidate commencing their clinical placement.

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**Please do not have candidates conduct pre-placement medicals and testing in their own country as it is not recognised by the clinical adaptation placement site and it may interfere with subsequent testing in Ireland. Candidates must have their testing done in Ireland by an Occupational Health Provider.**

Candidates will need to be in the state at least two weeks prior to commencement to facilitate this. It is recommended that such appointments are arranged with an appropriate provider before the candidate arrives in the state – early appointments and testing will ensure the candidate is processed in a timely manner.

**Cost of Occupational Health Screening: €500 (approx).**

#### **5. Application for Employment Permit:**

Persons who successfully complete the Clinical Adaptation process and receive their Registration Certificate and PIN from the NMBI must apply for an Employment Permit from the Department of Jobs, Enterprise and Innovation within this timeframe ([www.djei.ie](http://www.djei.ie)). The application must be in respect of the same nursing home who applied for the AWS for the candidate. An application time of 3 weeks must be taken into account.

In order to be eligible for a Critical Skills Employment Permit an applicant must have a new job offer for 2 years from the nursing home and salary on offer must be a minimum of €30,000 for a basic 39 hour week.

If the job offer is for less than 2 years then the candidate can apply for a General Employment Permit.

**Cost:** Critical Skills Employment Permit - €1000 for a 2 year duration.

General Employment Permit - €500 for a permit up to 6 months duration and €1000 from 6 months to 2 year duration.

***Important Note: Candidates must remain in contact with the GNIB to ensure Immigration status is up to date at all times of the process and relevant immigration stamps are received on passport.***