



## Griffith College Dublin International Office

### Help Page

#### Guidelines on Letter Ordering

- *The following letters may be ordered on-line:*

- Bank Letter
- Embassy Letter
- U.S.I.T./I.S.I.C. Letter
- Part-Time Work Letter (Includes fulltime summer holiday work)
- General Verification Letter
- P.P.S. Letter
- Invitation Letter

- *The following can also be requested:*

- Visa Extension
- Re-Entry Visa Letter (Used for both single and multiple re-entry visa application)

- *You may also change your **contact details** (address phone number etc.)*

If you wish to order a **Bank Letter**, please do the following:

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- Click on [www.gcdinternationaloffice.ie](http://www.gcdinternationaloffice.ie) - Click on 'Enter Site'

Click 'Next' in the 'Order Letter (s)' field.

Enter your details into the following fields:

- Student Number
- First Name (please be sure to CAPITALISE the first letter only of your first name)
- Family Name (please be sure to CAPITALISE the first letter only of your family name)
- Email
- Confirm Email
- Date of Birth (please enter your Date of Birth in the format of dd/mm/yyyy e.g. 24/02/1980 )
- Mobile Number (click on the down arrow and select your code and type the remaining numbers in the field opposite)
- Faculty (click on the down arrow and select your faculty)
- Course (click on the down arrow and select your course)
- Course Year (click on the down arrow and select the year you are currently in)

**IF YOU HAVE NOT COMPLETED ALL OF THE ABOVE CORRECTLY, YOU CANNOT PROGRESS TO THE NEXT STAGE. THE FIELD WHICH IS NOT COMPLETED IN THE CORRECT FORMAT WILL BE HIGHLIGHTED IN RED FONT.**

Click on the tick box opposite 'Bank Letter'.

Click 'Next'.

The details you have completed above will be shown in a box at the top of the page. Please check the information is correct. If you wish to return to amend some details, click on "Previous", which will return you to the previous page.

In the fields supplied for 'Ireland/Dublin Address', please fill in your address in Dublin/Ireland.

In the fields supplied for 'Home Country Address', please fill in your home country address.

**THE ABOVE TWO ADDRESSES MUST BE SUPPLIED OTHERWISE YOU CANNOT PROGRESS TO THE NEXT STAGE.**

Click 'Next'.

The next page displays all the information you have submitted. Please check again that all information is correct as the information you supply will appear on the letter in the same way. Again, you may click "Previous" to return to the previous page for any amendments. To finish, click 'Finish'.

Once you have clicked 'Finish', a 'Transaction Complete' box will appear. This message indicates the date your letter will be ready for collection. It also displays a serial number which you must quote in the International Office when you are collecting your letter. Letters will be ready for collection the following working day from date of order. Letters not collected within seven days of the collection date will be discarded. A copy of the 'Transaction Complete Receipt' will also be emailed to the email address you have supplied.

**PLEASE NOTE YOU MUST QUOTE YOUR SERIAL NUMBER WHEN COLLECTING YOUR LETTER.**

## If you wish to order an **Embassy Letter** or a **Re-Entry Visa Letter**, please do the following:

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- Click on [www.gcdinternationaloffice.ie](http://www.gcdinternationaloffice.ie) - Click on 'Enter Site'

Click 'Next' in the 'Order Letter (s)' field.

Enter your details into the following fields:

- Student Number
- First Name (please be sure to CAPITALISE the first letter only of your first name)
- Family Name (please be sure to CAPITALISE the first letter only of your family name)
- Email
- Confirm Email
- Date of Birth (please enter your Date of Birth in the format of dd/mm/yyyy e.g. 24/02/1980 )
- Mobile Number (click on the down arrow and select your code and type the remaining numbers in the field opposite)
- Faculty (click on the down arrow and select your faculty)
- Course (click on the down arrow and select your course)
- Course Year (click on the down arrow and select the year you are currently in)

**IF YOU HAVE NOT COMPLETED ALL OF THE ABOVE CORRECTLY, YOU CANNOT PROGRESS TO THE NEXT STAGE. THE FIELD WHICH IS NOT COMPLETED IN THE CORRECT FORMAT WILL BE HIGHLIGHTED IN RED FONT.**

Click on the tick box opposite either 'Embassy Letter' or 'Re-Entry Letter'.

Click 'Next'.

The details you have completed above will be shown in a box at the top of the page. Please check the information is correct. If you wish to return to amend some details, click on 'Previous', which will return you to the previous page.

In the 'What Country Are You Travelling To?' box, click on the down arrow and select the country.

If you are travelling through another country on route to your destination, click on the down arrow in the 'Via Country' box and select the relevant country.

Enter the Departure Date in the form of dd/mm/yyyy.

Enter your Return Date to Dublin in the 'What Date Are You Returning to Dublin/Ireland?' field.

**THE ABOVE FIELDS MUST BE SUPPLIED OTHERWISE YOU CANNOT PROGRESS TO THE NEXT STAGE.**

Click 'Next'

The next page displays all the information you have submitted. Please check again that all information is correct as the information you supply will appear on the letter in the same way. Again, you may click 'Previous' to return to the previous page for any amendments. To finish, click 'Finish'.

Once you have clicked 'Finish', a 'Transaction Complete' box will appear. This message indicates the date your letter will be ready for collection. It also displays a **serial number** which you **must** quote in the International Office when you are collecting your letter. Letters will be ready for collection the following working day from date of order. *Please note that the International Office reserves the right not to issue Embassy/Single Re-Entry letters should the dates of travel fall within the dates specified in the Academic Calendar. The Academic Calendar can be found in your student handbook.* Letters not collected within seven days of the collection date will be discarded. A copy of the "Transaction Complete Receipt" will also be emailed to the email address you have supplied.

**PLEASE NOTE YOU MUST QUOTE YOUR SERIAL NUMBER WHEN COLLECTING YOUR LETTER.**

**If you wish to order a U.S.I.T./I.S.I.C. Letter, Part-Time Work Letter, General Verification Letter or PPS Letter, please do the following:**

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- Click on [www.gcdinternationaloffice.ie](http://www.gcdinternationaloffice.ie) - Click on 'Enter Site'

Click 'Next' in the 'Order Letter (s)' field.

Enter your details into the following fields:

- Student Number
- First Name (please be sure to CAPITALISE the first letter only of your first name)
- Family Name (please be sure to CAPITALISE the first letter only of your family name)
- Email
- Confirm Email
- Date of Birth (please enter your Date of Birth in the format of dd/mm/yyyy e.g. 24/02/1980 )
- Mobile Number (click on the down arrow and select your code and type the remaining numbers in the field opposite)
- Faculty (click on the down arrow and select your faculty)
- Course (click on the down arrow and select your course)
- Course Year (click on the down arrow and select the year you are currently in)

**IF YOU HAVE NOT COMPLETED ALL OF THE ABOVE CORRECTLY, YOU CANNOT PROGRESS TO THE NEXT STAGE. THE FIELD WHICH IS NOT COMPLETED IN THE CORRECT FORMAT WILL BE HIGHLIGHTED IN RED FONT.**

Click on the tick box opposite the letter you require.

Click 'Next'.

The details you have completed above will be shown in a box at the top of the page. Please check the information is correct. If you wish to return to amend some details, click on 'Previous', which will return you to the previous page.

Click 'Next'.

The next page displays all the information you have submitted. Please check again that all information is correct as the information you supply will appear on the letter in the same way. Again, you may click 'Previous' to return to the previous page for any amendments. To finish, click 'Finish'.

Once you have clicked 'Finish', a 'Transaction Complete' box will appear. This message indicates the date your letter will be ready for collection. It also displays a **serial number** which you must quote in the International Office when you are collecting your letter. Letters will be ready for collection the following working day from date of order. Letters not collected within seven days of the collection date will be discarded. A copy of the 'Transaction Complete Receipt' will also be emailed to the email address you have supplied.

**PLEASE NOTE YOU MUST QUOTE YOUR SERIAL NUMBER WHEN COLLECTING YOUR LETTER.**

## **If you wish to order an Invitation Letter, please do the following:**

- Click on [www.gcdinternationaloffice.ie](http://www.gcdinternationaloffice.ie) - Click on 'Enter Site'

Click 'Next' in the 'Order Letter (s)' field.

Enter your details into the following fields:

- Student Number
- First Name (please be sure to CAPITALISE the first letter only of your first name)
- Family Name (please be sure to CAPITALISE the first letter only of your family name)
- Email
- Confirm Email
- Date of Birth (please enter your Date of Birth in the format of dd/mm/yyyy e.g. 24/02/1980 )
- Mobile Number (click on the down arrow and select your code and type the remaining numbers in the field opposite)
- Faculty (click on the down arrow and select your faculty)
- Course (click on the down arrow and select your course)
- Course Year (click on the down arrow and select the year you are currently in)

**IF YOU HAVE NOT COMPLETED ALL OF THE ABOVE CORRECTLY, YOU CANNOT PROGRESS TO THE NEXT STAGE. THE FIELD WHICH IS NOT COMPLETED IN THE CORRECT FORMAT WILL BE HIGHLIGHTED IN RED FONT.**

Click on the tick box opposite the letter you require.

Click 'Next'.

The details you have completed above will be shown in a box at the top of the page. Please check the information is correct. If you wish to return to amend some details, click on 'Previous', which will return you to the previous page.

Fill in the remaining fields:

- I would like to invite my RELATIVE/FRIEND (Select from box using arrow) to visit me in Ireland
- Date of Arrival of Relative/Friend
- Date of Departure of Relative/Friend
- Name of Relative/Friend
- Date of Birth of Relative/Friend
- Passport Number of Relative/Friend
- What is the purpose of this person's visit to Ireland (Select from box using arrow)

If you have any additional requirements, please type them in to the box provided.

Click 'Next'.

The next page displays all the information you have submitted. Please check again that all information is correct as the information you supply will appear on the letter in the same way. Again, you may click 'Previous' to return to the previous page for any amendments. To finish, click 'Finish'.

Once you have clicked 'Finish', a 'Transaction Complete' box will appear. This message indicates the date your letter will be ready for collection. It also displays a **serial number** which you must quote in the International Office when you are collecting your letter. Letters will be ready for collection the following working day from date of order. Letters not collected within seven days of the collection date will be discarded. A copy of the 'Transaction Complete Receipt' will also be emailed to the email address you have supplied.

**PLEASE NOTE YOU MUST QUOTE YOUR SERIAL NUMBER WHEN COLLECTING YOUR LETTER.**

## **If you wish to request a **Visa Extension**, please do the following:**

- Click on [www.gcdinternationaloffice.ie](http://www.gcdinternationaloffice.ie) - Click on 'Enter Site'

Click 'Next' after the 'Extend/Renew Visa' option.

Enter your details into the following fields:

- **Is this the first time to extend your visa with Griffith College Dublin?**  
(**IMPORTANT** – IF THIS IS THE **FIRST TIME** TO EXTEND YOUR VISA WITH GRIFFITH COLLEGE DUBLIN, PLEASE CLICK ON '**YES**' IN THE DROP-DOWN BOX. IF YOU HAVE **PREVIOUSLY EXTENDED** YOUR VISA WITH GRIFFITH COLLEGE DUBLIN, PLEASE CLICK ON '**NO**' IN THE DROP DOWN BOX. *IF THE OPTION YOU CHOOSE IS INCORRECT, YOUR VISA EXTENSION REQUEST CANNOT BE PROCESSED BY THE INTERNATIONAL OFFICE.*)
- **Student Number**
- **First Name** (please be sure to CAPITALISE the first letter only of your first name)
- **Family Name** (please be sure to CAPITALISE the first letter only of your surname)
- **Email**
- **Confirm Email** - (it is very important that you include a valid email address. If you enter an incorrect email address, your visa extension request cannot be processed by the International Office.)
- **Date of Birth** (please enter your Date of Birth in the format of dd/mm/yyyy e.g. 24/02/1980 )
- **Mobile Number** (click on the down arrow and select your code and type the remaining numbers in the field opposite)
- **Faculty** (click on the down arrow and select your faculty)
- **Course** (click on the down arrow and select your course)
- **Course Year** (click on the down arrow and select the year you are currently in)
- **Passport Number**
- **Garda National Immigration Bureau Number (INIS No.:** Your INIS Number can be found on your INIS Card/Green Card or on the back page of your passport. If this is your first time to extend your visa and you have recently only arrived in Ireland, you may not have a INIS Number therefore you may leave this field blank.
- **Visa Expiry/Finish Date** (this information can be found on your passport (most recent stamp page.)
- **Date of Last Visa Extension** (This field will only appear when you have clicked 'No' on the Drop-Down Box at the top of the page. If you have extended your visa previously with Griffith College Dublin, you will need to complete this field. This information can be found on your passport at the most recent stamp page or also on your INIS card.

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Click 'Next'

The details you have entered above will be shown in a box at the top of the page. Please check the information is correct. If you wish to return to amend some details, click on 'Previous', which will return you to the previous page. To continue, click 'Finish'.

Once you have clicked 'Finish', a 'Transaction Complete' box will appear.

**If this is the first time** for you to extend your visa with Griffith College Dublin, this 'Transaction Complete' box, will tell you a date after which you may go to the Irish Naturalisation Immigration Service to extend/renew your visa. It is important that you only go to renew your visa **AFTER** the date given in the 'Transaction Complete' box. You will also be given the option to print this receipt and we would advise that you do print the receipt for your record – a copy of the receipt will also be emailed to the email address you previously entered.

**If you have previously extended** your visa with Griffith College Dublin, this 'Transaction Complete' box, will tell you a date on which you must call to the International Office as you will be required to sign for your attendance. You must quote your serial number when you call to the International Office. If you do not have the serial number, you will not be able to complete your Visa Extension request. You will also be given the option to print this receipt and we would advise that you do print the receipt for your record – a copy of the receipt will also be emailed to the email address you previously entered. **PLEASE NOTE THAT IF YOU DO NOT CALL TO THE INTERNATIONAL OFFICE TO SIGN FOR YOUR ATTENDANCE, YOUR VISA EXTENSION REQUEST CANNOT BE PROCESSED.**

## **If you wish to change your contact details, please do the following:**

- Click on [www.gcdinternationaloffice.ie](http://www.gcdinternationaloffice.ie) - Click on 'Enter Site'

Click 'Next' in the 'Change Contact Details' field.

Enter your details into the following fields:

- Student Number
- First Name
- Family Name
- Email
- Confirm Email
- Date of Birth (please enter your Date of Birth in the format of dd/mm/yyyy e.g. 24/02/1980 )
- Mobile Number (click on the down arrow and select your code and type the remaining numbers in the field opposite)

Click 'Next'

You will receive a message stating that your contact details will be updated throughout the college.

Click 'Complete'

- **We would like to remind you that no letters or Visa Extension requests can be processed unless your fees have been paid in full.**

If you are experiencing any difficulties with [www.gcdinternationaloffice.ie](http://www.gcdinternationaloffice.ie), please be sure to contact the International Office directly.

The International Office is open:

Monday to Friday 10:00am to 18:00  
international@gcd.ie

[www.gcdinternationaloffice.ie](http://www.gcdinternationaloffice.ie)