**UPDATED (14/05/2020) - COVID-19 Contingency arrangements for Employment Permits & Immigration for non-EEA current / future staff**

The below aims to provide some important information to non-EEA nationals currently employed by or due to start at Trinity College Dublin.

Every effort has been made to provide the most up to date information, however, please refer to the links below for updates as this situation develops daily.

**COVID-19 Contingency Arrangements Employment Permits System**

The Department of Business, Enterprise and Innovation (DBEI) have put in place a Contingency Plan to help address the challenges we face in relation to Employment Permits.

The main points of the Contingency Plan are:

- **Electronic (PDF) copy of Employment Permit will issue by e-mail**
  The usual “hard copy” of Employment Permits will not be issued at this stage. The electronic copy will suffice for travel/visa purposes in the meantime. In time, when the DBEI operations return to normal, hard copies will be issued.

- **Employment Permits Section will facilitate the changing of start dates to applications that have been received but, yet to be processed**
  Where the proposed start date may need to be changed, such change will be facilitated by the DBEI.

- **Applications for Stamp 4 Letters of Support can be submitted electronically**
  Non-EEA nationals holding a Critical Skills Employment Permit for at least 20 months must apply for a Letter of Support from the DBEI in order to change their Stamp at the end of their Permit (from Stamp 1 to 4).

  Applications for such letter of support may now be made electronically, by filling out the required form and e-mailing it (along with other support documentation) to EPStamp4@dbei.gov.ie

- **Employment Permit applications for visa-required nationals**
  Employment Permit applications for visa-required nationals may still be submitted however, priority will be given to healthcare professionals, health researchers, and elderly care professionals.

  In addition, the Department of Justice and Equality has temporarily ceased the processing of new visa applications, unless in certain priority/emergency cases.

  While it will still be possible to apply for an Irish visa online in the normal manner, these temporary measures mean that applicants will not be able to complete their application process. Please note that any application made online will remain valid until such time as restrictions are lifted.
Immigration arrangements by the Department of Justice and Equality

- As part of the combined efforts to tackle COVID-19 the **Registration Office** at Burgh Quay has **closed** from 20 March 2020. All appointments have been cancelled and the online appointment system suspended until further notice.

- Every non-EEA national with Stamps expiring **between now and 20th July 2020** will have their permissions automatically renewed for 2 months. Their Stamp will remain the same as of the one expiring.

- The Department of Justice and Equality has temporarily ceased the processing of new visa applications, unless in certain **priority/emergency cases**.

- Third Level Graduate Programme (Stamp 1G): non-EEA nationals currently holding a student permission (Stamp 2), who wish to avail of the Third Level Graduate Programme, but are unable to report to their local registration office to receive a Stamp 1G due to either:
  - The temporary closure of the Registration Office in Dublin and local Registration Offices across the country, or
  - They have returned to their home countries or countries of ordinary residence due to the COVID-19 pandemic.
Rather than attending in person, as a temporary measure, applications may be submitted electronically to the Registration Office, Burgh Quay, Dublin (burghquayregoffice@justice.ie). All required documentation should be scanned and included in the application.

While it will still be possible to apply for an Irish visa online in the normal manner, these temporary measures mean that applicants will not be able to complete their application process. Please note that any application made online will remain valid until such time as restrictions are lifted.

The following links will provide more information and will be a source of up to date information as the COVID-19 situation develops.

**Department of Business, Enterprise and Innovation Contingency Plan:**


**Department of Justice and Equality – Immigration Service Delivery – FAQs:**


**Stay safe!**
Q. My Employment Permit was submitted before the 27th March 2020. How will the COVID-19 crisis affect its processing?
A. The World Health Organization (WHO) has declared the COVID-19 a public health emergency of international concern.
As such, the Department of Business, Enterprise and Innovation (DBEI) is prioritizing employment permits for medical staff (healthcare professionals, health researchers, and elderly care professionals).
The DBEI will facilitate change in start dates that are required due to the COVID-19 crisis.

Q. I need my Employment Permit for a visa application. Will I receive a hard copy of my permit?
A. Employment Permits will be issue electronically (PDF) until the DBEI operations return to its normality. At that point, hard copies of Employment Permits will be issued to employers and employees.

Q. Can I still submit a visa application online?
A. The Department of Justice and Equality has temporarily ceased the processing of new visa applications, unless in certain priority/emergency cases.
While it will still be possible to apply for an Irish visa online in the normal manner, these temporary measures mean that applicants will not be able to complete their application process. Please note that any application made online will remain valid until such time as restrictions are lifted.

Q. My Stamp is approaching its expiry date and I have a GNIB appointment booked. Should I still present in person for the appointment?
A. No. Every non-EEA national with Stamps expiring between now and 20th July 2020 will have their permissions automatically renewed for 2 months. All appointments have been cancelled and the online appointment system suspended until further notice.

When the Registration Office reopens, priority will be given to those seeking to register for the first time. Those applicants for first time registration who had previous appointments cancelled will have their appointments rescheduled automatically. Other appointments will be made available exclusively for other first-time applicants.

Immigration Service Delivery is also considering alternative arrangements for the renewal of registrations. Initially, priority will be given to those whose Immigration Residence Permission card has expired.

Q. My Employment Permit is due for renewal. Will an application be processed normally, since I am already in Ireland?
A. As per above, the DBEI is prioritizing applications made in respect of healthcare professionals.
An application for renewal may still be submitted and the Department advises that an employment permit holder may continue to work whilst their renewal application permit is being processed and in such instances no person will be asked to cease work or to leave the country, where the employment permit has expired.

Q. I was due a change to my Stamp. What happens now?
A. As a temporary measure between now and 20th July 2020, applications for the following change of permissions may be submitted electronically to the Registration Office, Burgh Quay, Dublin (burghquayregoffice@justice.ie):
<table>
<thead>
<tr>
<th>From Stamp</th>
<th>To Stamp</th>
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<tbody>
<tr>
<td>Stamp 1</td>
<td>Stamp 4 (after required period on Employment Permit, Critical Skills Employment Permit or Hosting Agreement)</td>
</tr>
<tr>
<td>Stamp 2</td>
<td>Stamp 1A (Trainee Accountant Contract)</td>
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<tr>
<td>Stamp 1G, 2 or 3</td>
<td>Stamp 1 (Employment Permit)</td>
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<tr>
<td>Stamp 1, 2 or 3</td>
<td>Stamp 1G (Spouse of Critical Skill Employment Permit holder)</td>
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<tr>
<td>Stamp 1, 2 or 3</td>
<td>Stamp 4 (Spouse of Irish National)</td>
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**Q. Where can I get up-to-date information regarding the topics above?**

**A.**
