



## Application for Extension of Student Conditions

### This form is for:

This form is for non EEA citizens who are currently in Ireland on a Student type permission and have been refused registration at their local immigration office.

### You should use this application form if:

- You are in Ireland for the purposes of study and have, or have had in the past six months, Stamp 2, 2A, 1G, or 1A  
**and**
- You have attempted to renew your permission with your local Immigration office and have been refused and referred to Domestic Residence and Permissions Division of Immigration Service Delivery.

### OR

- You have reached the maximum time permitted on a student type permission so cannot be granted further permission with your local Immigration Office, but require an extension due to exceptional or unforeseen circumstances.

### How to complete this form:

- This form is for individual applicants. An individual application form is required for each person.
- Complete all sections of the form fully.
- Complete the form in English, in block capitals, and use ticks where appropriate.
- Sign and date the data privacy statement (page 2) and the declaration in Section 5 (page 5)

### How to Submit this form:

You should post this form along with the required documents to:

**Student Permissions, Domestic Residence and Permissions Division, 13-14 Burgh Quay, Dublin 2, DO2 XK70.**

### Next Steps

- Once your application is received and processed onto our system an acknowledgment confirming the receipt of same will be issued to the postal address supplied in your application form.
- Applications are processed as quickly as possible. We cannot provide updates on an applications status.
- If anything in your circumstances changes, you must tell this office and submit new supporting documentation as appropriate.

### Important Note

- Applications will not be accepted from persons outside the State. You are required to provide evidence of current residence in the State. This can be demonstrated by submitting three months bank statements or three months' payslips or three months [revenue.ie](https://www.revenue.ie) statements.
- All sections marked (\*) are mandatory. If these sections are not completed your application will not be processed and may be refused.

If successful you will be need to show evidence of private medical insurance when you register at your local immigration office and a **registration fee of €300** will be payable.

### Data privacy notice

1. The data you provide in this form and in associated correspondence is collected by the Immigration Service, a part of the Department of Justice. The data controller for the information you provide is the Department of Justice. The data controller's contact details are: **Data Controller, Domestic Residence Permissions Division, Immigration Service Delivery, the Department of Justice, 13-14 Burgh Quay, Dublin 2, D02 XK70.**
2. You can contact the Data Protection Officer for the Department of Justice by writing to: **The Data Protection Officer, the Department of Justice, 51 St. Stephen's Green, Dublin 2, D02 HK52.** Or by email – [dataprotectioncompliance@justice.ie](mailto:dataprotectioncompliance@justice.ie)
3. We will use the personal data provided in this form and in associated correspondence for the purpose of processing in respect of your application for an immigration permission, or for an application made on behalf of a minor.
4. We may also use the personal data provided in this form and in associated correspondence as part of any future considerations regarding the applicant's immigration or status.
5. We collect and process this data in order to comply with our legal obligations or to perform tasks in the public interest. The specific basis for collecting and processing this data is as follows:
  - To protect the integrity of the immigration process and to ensure that the proper enactment and scheme of international Students is complied with.
  - To fulfil the function of the Minister for Justice (Management of inward migration to the State (Immigration)) as designated in the Ministers and Secretaries Act 1924 (as amended).
6. We are obliged to collect and process this data to ensure the effective and efficient operation of the immigration services of Ireland which fulfils an important public interest.
7. The personal data provided here will be stored securely in the immigration service's databases. It may be shared, if necessary, with the following third parties:
  - Government departments and agencies;
  - An Garda Síochána;
8. The personal data you provide in this form and in associated correspondence is necessary for us to process your application and to issue a decision, whether for you or on behalf of a minor. If you do not provide this data, the application cannot be processed.
9. This data may be retained until we can be sure that you will not have any further contact with the immigration services. This is an indeterminate period as your immigration history in the State may span a full lifetime. It will be referred thereafter to the Director of National Archives for appraisal under the National Archives Act 1986.
10. You and any person named in this form have the right to request access to, and a copy of, your personal data that we process. You can do this by filling in a Subject Access Request form, available at [www.justice.ie/en/JELR/Pages/Data\\_Protection](http://www.justice.ie/en/JELR/Pages/Data_Protection), and sending it to [subjectaccessrequests@justice.ie](mailto:subjectaccessrequests@justice.ie). You may be required to verify your identity before we send the information to you.
11. You and any person named in this form have the right to request us to rectify any errors in your data or to erase your data, as well as to seek a restriction of the processing of your data or to object to the processing of your data in certain circumstances. To do this you should write to **Data Controller, Domestic Residence Permissions, Immigration Service Delivery, the Department of Justice, 13-14 Burgh Quay, Dublin 2, D02 XK70**, explaining what errors need to be rectified or erased or your reasons for seeking the restriction of, or objecting to, the processing.
12. You have a right to lodge a complaint with the Data Protection Commission if you believe your personal data is being processed by us unlawfully. Information about how to make a complaint can be found on [www.dataprotection.ie](http://www.dataprotection.ie) or **Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28.**

I acknowledge that I have read and understood the information provided above by the Department of Justice for the purposes of ensuring fair and transparent processing of my personal data.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



**Section 2**

**Immigration history of applicant**

In this section, you will need to provide details of your current passport(s) or other travel documents used to enter the State. **You will also need to provide your immigration history.**

**1.1 Passport number \***

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**2.2 Date of Issue \***

D	D	/	M	M	/	Y	Y	Y	Y
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**2.3 Date of expiry \***

D	D	/	M	M	/	Y	Y	Y	Y
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**2.4 What date did you first enter Ireland \***

D	D	/	M	M	/	Y	Y	Y	Y
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**2.5 GNIB/ IRP number**

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**2.6 Immigration Personal Identification number**

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**2.7 Is your current or most recent permission a student type permission (Stamp 2/ 2A/ 1G/ 1A) ? \* ? (✓)**

Yes                       No

If you answered 'Yes', please provide details including the start date and the end date of all of your student stamps.

If you answered "No" please attach a copy of the stamp put in your passport when you landed in the State (landing Stamp). \*

Stamp (2/2A/1G/1A)	Start Date	End Date

**Section 3**

**Full Academic History in the State**

In this section you will need to provide details about your Full academic history in the State.

3.1 Please provide details of all courses undertaken in the State *				
Course	Level of award	Start Date	End Date	Result

3.2 Are you currently enrolled on a course of study in the State * ? (✓)	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'Yes', please provide details including the expected completion and the level of award due to be achieved :	

Course	Level of award	Expected date of completion

**You must sign this declaration: \***

I declare that the information furnished on this form is true and complete to the best of my knowledge and belief.

Signature of applicant: \_\_\_\_\_

3.3 Declaration Date									
D	D	/	M	M	/	Y	Y	Y	Y

