



Hosting Agreement –

RCSI

RCSI Application Process & Policy

RCSI DEVELOPING HEALTHCARE LEADERS WHO MAKE A DIFFERENCE WORLDWIDE

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Hosting Agreement Policy

Purpose

The purpose of this document is to outline the requirement for all non-European Economic Area (EEA) citizens, unless exempt, need to acquire a Hosting Agreement prior to commencing employment with RCSI, to legally work in Ireland.

Scope

This document applies all non-EEA current or potential employees who have been offered a research position or academic post with 70% research activity and are funded by a research grant at the Royal College of Surgeons in Ireland.

Any offer of employment by RCSI to a non-EEA citizen is entirely conditional upon that individual securing a valid hosting agreement. RCSI reserves the right to revoke an offer of employment if an individual is unsuccessful in obtaining a valid hosting agreement.

Policy and Procedure

Before employee commences with RCSI

Any potential non-EEA citizen hires within RCSI, unless exempt, who have been offered a research position or academic post with 70% research activity and are funded by a research grant require a Hosting Agreement to commence employment. All potential new hires of RCSI are required to provide a copy of their passport, spousal visa and Stamp 4 Irish Residence Permit (IRP)/GNIB card six weeks prior to commencing employment to validate they do not require a hosting agreement.

Hosting Agreement Types

There are two types of hosting agreement applications as follows;

- **Hosting Agreement Single Application**- there is a minimum required salary of €23,181 to support this application.
- **Hosting Agreement Application with Dependants**- there is a minimum required salary of €30,000 to support this application.

Documentation Required for Application

In order to complete Hosting Agreement Human Resources will require the following;

Hosting Agreement Application- Single

Please forward the following to Human Resources:

- 2 passport sized photo's
- A copy of your passport, including signatory page
- A copy of all relevant qualifications
- HR will then issue you with 2 original copies of your hosting agreement
- Please sign both copies and return both copies to HR
- HR will send one copy of the finalised Hosting Agreement with both employee and HR signatures back to the employee (for entry to Ireland and for registration purposes at the Irish Residence Permit (IRP)/GNIB) and the other copy to EURAXESS Ireland for processing.

Please note it is the employee's responsibility to register with the Irish Residence Permit (IRP)/GNIB when you get to Ireland.

Hosting Agreement Application- with dependants

Please forward the following to Human Resources in respect of your spouse / dependents:

- Copy of passport
- 2 x passport photo's
- Copy of your marriage certificate (for spouse)
- Copy of birth certificate (for each dependent)
- HR will include your spouse / dependents on the hosting agreement application
- Your spouse / dependent can also register with the Irish Residence Permit (IRP)/GNIB upon receipt of the hosting agreement. Please ensure that they bring an original copy of the hosting agreement with them to the Irish Residence Permit (IRP)/GNIB
- Your spouse can then apply to the DETE for a spousal permit which will allow them work anywhere in the State. This permit will only be valid for the duration of your Hosting agreement. Please find further information in relation to spousal permits by following this [link](#). There is currently no fee for spousal applications

- HR will then issue you with 2 original copies of your hosting agreement
- Please sign both copies and return both copies to HR
- HR will send one copy of the finalised Hosting Agreement with both employee and HR signatures back to the employee (for entry to Ireland and for registration purposes at the Irish Residence Permit (IRP)/GNIB) and the other copy to EURAXESS Ireland for processing

Please note it is the employee's responsibility to register with the Irish Residence Permit (IRP)/GNIB when you get to Ireland.

Application Process

Applications should be submitted to Euraxess no later than 6 weeks prior to employment start date or as soon as possible. In renewal circumstances, the application should be commenced no later than 6 weeks before the date of expiry of the current Hosting Agreement. RCSI shall submit the Hosting Agreement application on behalf of the employee.

Steps for a Hosting Agreement application

Step 1

Candidates for employment with the RCSI must provide RCSI with a copy of his/her current passport, which will specify his/her nationality/citizenship. Non-EEA citizens will be required to obtain a Hosting Agreement (and potentially an entry visa) prior to commencing employment in RCSI.

Step 2

HR will then inform the prospective employee of the necessary information and documentation he/she must provide in order for HR to finalise the hosting agreement application for signing. Once the application form is completed and signed, RCSI will make an application for a hosting agreement to Euraxess.

Step 3

Euraxess will assess the Hosting Agreement application and if accepted, update their internal database. Submissions can take up to approximately 6 weeks to process; however, it may take longer depending on backlogs in Euraxess.

Step 4

RCSI HR will then issue the original Hosting Agreement application to the employee. The employee must retain their original hosting agreement (employee certified copy) as it is a valuable legal document which must be retained safely and securely by the employee.

Step 5

All visa required citizens must obtain an entry visa prior to entering Ireland. The individual should contact their local Irish embassy/consulate in relation to the visa requirements.

A hosting agreement does not entitle an individual to reside in Ireland. In order to lawfully reside in Ireland, the hosting agreement holder will have to attend the Irish [Naturalisation and Immigration Service](#) (Irish Residence Permit (IRP)/GNIB) with the required documentation within 90 days of arrival in Ireland to secure their residency stamp to reside in Ireland. Information relating to Irish Residence Permit (IRP)/GNIB registration can be found [here](#).

Duration and renewal

A contract of employment issued by the accredited institution for a research position must be in place for a minimum duration of 3 months. After two years continuous service on the scheme a hosting agreement is no longer required, researchers can apply for a [Stamp 4 immigration status](#), which enables researchers to move between sectors and employers without the need for any working permissions.

Stamp 4 application

If you have worked on a hosting agreement for 2 consecutive years you will no longer need a hosting agreement to work in Ireland. You should apply to your local immigration office for stamp 4 immigration permission. This permission allows you to work in RCSI without reliance on hosting agreement applications. The stamp 4 is a fixed term visa to be renewed annually. Further information on immigration permission is available at the following [link](#). Applications for a Stamp 4 should be made to the Irish [Naturalisation and Immigration Service](#) (Irish Residence Permit (IRP)/GNIB) no later than 6 weeks before the expiry of the Hosting Agreement. Employees are responsible to provide a copy of their Stamp 4 Irish Residence Permit (IRP)/GNIB card 6 weeks in advance of Hosting Agreement expiry date.

Changing employment/termination of Hosting Agreement

If the holder (employee) of a Hosting Agreement ceases, for any reason, during the period of validity, the original hosting agreement (employee certified copy) must be returned by the employee to EURAXESS Ireland for cancellation.

Please return Hosting Agreement to the following address;

EURAXESS Ireland/ Citizen Coordination Point and Service Centre Irish Universities Association
48 Merrion Square,

Dublin 2
Ireland
Telephone: +353 1 6764948
Email: mobility@iua.ie

Working Visa

All potential non EEA citizen employees of RCSI require a working visa; this is acquired by the individual. This process is managed solely by the employee; a copy should be submitted to Human Resources in advance of start date. Please note no payment will be processed until a copy of visa stamp is submitted to Human Resources Department.

Getting Further Help

The Human Resources department is available to support any member of staff in understanding or implementing the content of this policy and procedure.

HR Contact Details

For any queries in relation to Hosting Agreements please contact;

Contact: Human Resources Department
Email: HRqueries@rcsi.ie
Phone: (01) 402 2339

Further information and more detail on Hosting Agreements can also be found [here](#).

Policy Review

The Human Resources Department will ensure that this policy will be monitored and kept under review.