



# Required Documents Reference Guide

## Atypical Working Scheme

## Immigration Service Delivery





## Required Documents Reference Guide – Atypical Working Scheme

### Atypical Scheme Category

The documents you need depend on the type of permission you are applying for. Select from the categories below to view the specific list of documents.

1. [Non-EEA Nurse seeking recognition of qualifications](#)

2. [Internship](#)

3. [Locum doctor in the Hospital Sector](#)

4. [Locum doctor in the Primary Care Sector \(General Practice\)](#)

5. [Postgraduate Medical Training Fellowship](#)

For **all other types** of permission, please provide documents listed in the [General Application](#) category.

#### Note:

##### Document Quality

All documents submitted must be **ink-signed and dated** (signed and dated with a pen) and scanned or photographed documents can be accepted in PDF, PNG or JPEG format. Digitally inserted signatures will not be accepted. All documents must be of good enough quality to be legible by processing staff.

##### Payments

All **payment amounts** included in a document **must be in Euro €**

If you are still unsure you can submit a query by email to [atypicalworkingscheme@justice.ie](mailto:atypicalworkingscheme@justice.ie) Due to the volumes of applications, it would greatly assist us, if you only contact us if it is absolutely necessary.



Atypical Working Scheme category	Required Documents	Additional required documents depending on your circumstances
<a href="#">General Application</a>	<ul style="list-style-type: none"> <li>• A colour copy of your entire valid passport</li> <li>• A letter from Irish-based host body confirming offer, including job description, weekly salary in Euro for the time period in the State, and duration of contract for which the applicant is required in the State</li> <li>• A contract, signed and dated by the applicant and their employer outlining the terms of employment for the period in the State , including Salary (with details of any allowances, benefits-in-kind, or 'top-ups' itemised separately), job description and duration of time in the State</li> <li>• If the application is submitted by a representative, a letter, signed and dated by the applicant, authorising that representative to act on their behalf in relation to their application must also be provided</li> </ul>	



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<a href="#">Non-EEA Nurse seeking recognition of qualifications</a>	<ul style="list-style-type: none"> <li>• A colour copy of your entire valid passport</li> <li>• A contract, signed and dated by you and your employer outlining the terms of employment for the period in the State, including salary (with details of any allowances, benefits-in-kind, or 'top-ups' listed separately), job description and duration of time in the State</li> <li>• A letter of authority signed and dated by you, if your legal representative is applying on your behalf</li> </ul>	<ul style="list-style-type: none"> <li>• A valid and in-date letter of approval issued by the Nursing and Midwifery Board of Ireland (NMBI)</li> <li>• Confirmation from Host Body of commencement date of Clinical Adaptation Placement or evidence of invitation to RCSI Aptitude Test</li> </ul> <p><b>*Please note</b> that permission under the Scheme will only be granted on the basis of a suitable contract of employment at a facility that is licensed and registered in line with the requirements of applicable national law or for a defined community nursing role at an appropriate organisation complying with all relevant requirements. Agency work is not permitted under the Atypical Working Scheme.</p> <p>The contract of employment can be permanent but must have a minimum duration of 2 years. The contract must specify a date of commencement. The date of commencement cannot be before the date of RCSI Aptitude Test or commencement of Clinical Adaptation. The contract cannot include any requirement that the nurse engage in work in any location for which permission has not explicitly been granted under the Scheme. The contract must be signed and dated by both parties. A letter of offer is not equivalent to a contract of</p>



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		<p>employment in national employment law and cannot be accepted. The contract of employment must be provided as a single scanned document and cannot include any handwritten text which cannot be verified as having been viewed and agreed to by both parties.</p> <p>Should an application for permission be resubmitted, following refusal, any new contract of employment provided must be newly signed and dated by both employer and employee in order to demonstrate that all parties are aware of, and agree to, any amendments so made. Any amended pages of the contract must also be signed and dated by both parties.</p> <p>Permission under the Atypical Working Scheme is granted solely for the purposes of gaining recognition of non-EEA nursing qualifications via Aptitude Test or period of Clinical Adaptation, and application for an Employment Permit from the Department of Business, Enterprise and Innovation. No work of any other kind is permitted in the State until such time as that an Employment Permit has been granted to work as a nurse.</p> <p>Work as a Health Care Assistant while availing of permission under the Scheme is not permitted under any circumstances.</p>
<a href="#">Internship</a>	<ul style="list-style-type: none"> <li>• A colour copy of your entire valid passport</li> <li>• A letter from Irish-based host body confirming offer, including job description, weekly salary in Euro for the time period in the State, location(s) of employment, and duration of contract for which you are required in the State</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of support from your academic institution. The letter must outline expected date of completion of studies and indicate if the proposed internship is beneficial or integral (that is, required in order for graduation) to the course currently being studied. This</li> </ul>



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	<ul style="list-style-type: none"> <li>• A contract, signed and dated by you and your employer outlining the terms of employment for the period in the State, including salary (with details of any allowances, benefits-in-kind, or 'top-ups' listed separately), job description and duration of time in the State</li> <li>• A letter of authority signed and dated by you, if your legal representative is applying on your behalf</li> </ul>	<p>letter must include your student number and be stamped and signed by your academic institution.</p>
<a href="#">Locum doctor in the Hospital Sector</a>	<ul style="list-style-type: none"> <li>• A colour copy of your entire valid passport</li> <li>• A letter from Irish-based host body confirming offer, including job description, weekly salary in Euro for the time period in the State, location(s) of employment, and duration of contract for which you are required in the State</li> <li>• A contract, signed and dated by you and your employer outlining the terms of employment for the period in the State, including salary (with details of any allowances, benefits-in-kind, or 'top-ups' listed separately), job description and duration of time in the State</li> <li>• A letter of authority signed and dated by you, if your legal representative is applying on your behalf</li> </ul>	<ul style="list-style-type: none"> <li>• Confirmation of your current registration with Irish Medical Council</li> </ul>
<a href="#">Locum doctor in the Primary Care</a>	<ul style="list-style-type: none"> <li>• A colour copy of your entire valid passport</li> <li>• A letter from Irish-based host body confirming offer, including job description, weekly salary in Euro for the time period in the State, location(s) of employment, and duration of</li> </ul>	<ul style="list-style-type: none"> <li>• Confirmation of Current Registration with Irish Medical Council</li> </ul>



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<a href="#">Sector (General Practice)</a>	<p>contract for which you are required in the State</p> <ul style="list-style-type: none"> <li>• A contract, signed and dated by you and your employer outlining the terms of employment for the period in the State, including salary (with details of any allowances, benefits-in-kind, or 'top-ups' listed separately), job description and duration of time in the State</li> <li>• A letter of authority signed and dated by you, if your legal representative is applying on your behalf</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant tax clearance certificates as outlined in the terms of the Scheme here <a href="#">Doctors Providing Locum Services in the Primary Care Sector (General Practice)</a></li> <li>• If permission has previously been granted under the Scheme, confirmation must be provided from each Primary Care provider relevant to that previous permission of the specific dates and locations in which locum services were provided during the course of that permission</li> </ul>
<a href="#">Postgraduate Medical Training Fellowship</a>	<ul style="list-style-type: none"> <li>• A colour copy of your entire valid passport</li> <li>• A letter of authority signed and dated by you, if your legal representative is applying on your behalf</li> </ul>	<ul style="list-style-type: none"> <li>• Confirmation of current registration with Irish Medical Council</li> <li>• Letter Confirming offer of Fellowship Placement. The letter must provide details of the nature, purpose, and duration of the training programme.</li> </ul> <p><b>*Please note:</b> If you have already been granted permission for a two year training programme, any request for an extension to your permission must include confirmation from the National Doctors Training and Planning office of the Health Services Executive that your request for an extension is supported by that office</p>