

## Procedure for Registration and Invoicing of Non-EU PGR Students

### in College of Science

10.4.2017

#### Registration of Non-EU PGR Students

1. Student applies for a particular PhD or MSc program via the NUI **Postgraduate Application centre (PAC)**: <http://www.pac.ie/main.php?inst=gy&ln=e>.
2. PAC forwards the application to the **School** (e.g. School of Natural Science) for approval by supervisor and Head of Discipline: Completion of Graduate Research Proposal (GRP) form; necessary documents checked (proof of English language competency; references).
3. School asks **College of Science** for acceptance of the student
4. College of Science asks the **Postgraduate Admissions office** to send a Letter of offer to the student. This letter *must* specify the NUI fees and bench fees applicable.
5. A more detailed breakdown of the bench fees should be provided by the **supervisor** upon request to the Fellowship organization sponsoring the student. Note that bench fees should be established at first year and usually remain the same for each year of the project.
6. Student accepts offer via **PAC** and forwards Letter of offer to Fellowship organization.
7. **International office** can help with additional information required, for example regarding visa, health insurance, accommodation and travel.

#### Invoicing Non-EU PGR Students

8. When the student receives their financial guarantee, they need to send this to the **Fees Office** at [fees@nuigalway.ie](mailto:fees@nuigalway.ie).
  - If there are bench fees on the guarantee, the Fees Office will send the guarantee on to Research Accounts Office
  - The student/supervisor do not need to send the financial guarantee to Research Accounts, although they can do so if they wish to
9. The **Research Accounts Office** creates the bench fees invoice based on the information in the guarantee and sends it to the Fees Office.
  - The Research Accounts Office will confirm directly with the supervisor that the bench fees invoice has been sent to the Fees Office.

10. The **Fees Office** creates the registration fees invoice and sends both the fees and bench fees invoices to the funder.
11. Once the money is received, the **Research Accounts Office** will create a special research account for the bench fees that the supervisor can use.

### **Annual renewal**

12. Many Fellowship organizations will require Annual reports from the **supervisor** as prerequisite for annually renewing the financial guarantee. This should be done well in advance of the end of the current year to avoid delays on the financial guarantee for the subsequent year.
13. To obtain a new financial guarantee the **supervisor** may need to supply the Fellowship organization with up to date NUI fees and bench fees. A more detailed breakdown of the bench fees should be provided upon request to the Fellowship organization sponsoring the student.
14. Invoicing follows the procedure outlined above (points 7-9).