

Dear Student,

On behalf of the Nursing and Midwifery Allocations Office, we would like to welcome you to the DkIT. Clinical placements occur in each semester and take place throughout the North East region (Louth, Meath, Cavan, and Monaghan), with some placements also taking place in Dublin, and for the Midwifery programme, in Letterkenny. Your first Clinical placement will take place over a four-week period in **November-December 2026**. In order to prepare for this placement, you need to have completed the following;

- Registration with the Nursing and Midwifery Board of Ireland (NMBI)
- Garda Vetting
- Occupational health declaration.

****You cannot commence clinical placement unless this process is complete.***

Registration with NMBI - NMBI are the regulatory body for Nursing and Midwifery in Ireland. We will help you with this process during your induction week at the DkIT.

What do you need to bring to the DkIT to register with NMBI?

- Passport- the original **AND** a copy of the original, **OR** National Identity card **AND** a copy of the original

Garda Vetting. What do you need to bring to the DkIT on your first week?

- **2 forms of ID** are now required – **1 photo and 1 address**. The ID provided must be on the list of accepted documents and no other forms of ID are accepted. (Accepted documents can be viewed at the end of this letter)
- The ID and a photocopy of the ID is required for the application, no scanned copies are accepted, **photocopy only** as per the updated process.
- The **signature must be signed with a pen** and must be a handwritten signature. The second page on the Student Form (ID Documentation Validation) should also be printed and submitted as part of the application form.
- Reminder –**Living Abroad Yes/No** is mandatory at the top of the form, and the students should clearly mark this with a circle in pen. ***'Have you lived abroad since the age of 16 years, for 6 months or more'***
- The Police document and a copy of the document can be submitted at the time and if needed this can be added to the application on receipt for any student who needs to obtain the document.



Tel: 353 42 9370200
Fax: 353 42 9370201
Web: www.dkit.ie
E-Mail: reception@dkit.ie
E-Mail: first.surname@dkit.ie

- All applications must be submitted in person by the applicant. **No email/scanned applications are accepted.**

You will need **ONE** of the following photo ID documents to complete the Garda vetting process.

- Passport from the country of citizenship / National Identity Card (EU/EEA/Swiss Citizens)
- Irish driving licence/ learner permit/ Irish Certificate of Naturalisation

You will **ALSO** need **ONE** of the following proofs of Address to complete the Garda vetting process;

- Bank Statement (excludes Revolut)/ Building Society Statement/ Credit union Passbook/ utility bill (Within the last 6 months), Government Department correspondence/ local council letter confirming residency.

***For individuals under the age of 18, you will need to produce two of the following documents;
Birth certificate, Passport/student School attendance form***

If you have lived abroad for more than 6 months, police clearance is required. Please contact the relevant embassy for guidance. We recommend you begin this process as soon as you receive your DkIT offer.

****If Garda vetting/Police clearance is not complete, you will not be able to proceed with placement. You will be required to complete this 4-week placement in the summer of 2026.***

Occupational health vaccinations and declaration – You will be meeting with the occupational health nurses, who will inform you of the requirements.

We look forward to meeting you and welcoming you to the DkIT.

Joyce Dromgoole/Alannah Denny

Nursing and Midwifery Allocations Officers

T. joyce.dromgoole@dkit.ie (General Nursing & Midwifery)

T. Alannah.denny@dkit.ie (Intellectual Disability Nursing & Mental Health Nursing)



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Checklist of Documents Needed for Clinical Placement.

For Garda Vetting, please bring one of the following photo ID documents

Passport from Country of Citizenship (the original and a photocopy of the original)

Irish Driving licence/ learner permit (the original and a photocopy of the original)

Irish Certificate of Naturalisation

National Identity Card

You will **ALSO** need one of the following proofs of Address to complete the Garda vetting process

Bank Statement (excludes Revolut)/
Building Society Statement/ Credit union Passbook/
Utility bill (Within the last 6 months),
Government Department correspondence
Local council letter confirming residency

Police clearance documents only if you have lived abroad for more than six months since the age of sixteen. Please contact the Embassy of the country you have lived. Please start this process as soon as you receive the offer of your course. *(Please refer to the Garda vetting documentation)*

NMBI - Please bring one of the following documents

Passport - the original and a photocopy of the original

National identity card and a photocopy of the national identity card

Also required are the following

Immunisation records *(please refer to the occupational health documentation)*



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Bank detail information – For payment of HSE clinical placement expenses and allowances



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