

Leaving Ireland for Europe?



Practical information on things to do before leaving Ireland

January 2018

Where can I get information about living and working in another European country?

You can **contact your local Intreo EURES (EUROpean Employment Services) Adviser** who specialises in providing information on working in Europe. They will be able to give you details about the country you are planning to move to, and can give you advice on finding and accepting a job abroad. They will also have access to job listings in different European countries, so you will be able to get an idea of what type of work is available.

You can find your local EURES Adviser by contacting your [local IntreoOffice](#) or by checking online at www.eures.europa.eu. You can also get in touch by emailing eures@welfare.ie or call +353 (0)1 6732710.

What documents do I need to get before I leave Ireland?

In addition to your passport, other useful documents to bring with you include:

- Your birth certificate
- Your driving licence and/or international driving permit
- Your student card
- Any visas or work permits you may need
- European Health Insurance Card and/or other documents relating to health insurance
- Your CV
- Any relevant certificates from education or training courses you have completed
- References for work
- A record of your employment and social insurance contributions in Ireland
- Contact names and numbers of your family/friends/next-of-kin in Ireland
- Contact information for your nearest Irish embassy/consulate in the country to which you will be travelling

How much money do I need to bring with me?

You should keep in mind that it may take some time to find a job in the country you are going to, and even when you do find a job, you might not get your first pay cheque for a few weeks. You should budget for expenses you may have before you receive your first pay cheque.

The types of expenses you may have include the following:

- temporary housing while you are looking for permanent housing
- housing deposit (usually equivalent to one month rent)
- one month rent in advance
- transportation costs when looking for work
- transportation to and from work
- food
- clothing

If possible you should also **bring a credit card**, as it is accepted in most places and can provide you with emergency funds if anything goes wrong.

Can I get a record of my employment in Ireland?

Before you leave Ireland, you should **get form E104 and form U1 (formerly E301) from the International Records Section of the Department of Social Protection**. These forms provide details of your Irish social insurance record and will be required if you need to claim sickness, maternity or unemployment benefits while you are living in another European country.

For your own records you should also keep a record of your employment history (for example contracts, payslips, letters from employers, references).

How can I get forms E104 and U1 (formerly E301)?

If you want to bring forms E104 and form U1 (formerly E301) with you, you can request the forms by completing an application. You can **download the application form** at <http://www.welfare.ie/EN/Forms/Documents/e301.pdf> or by going to http://www.welfare.ie/en/Pages/Claiming-Benefits-Abroad_holder.aspx. You should complete this form and send it to the International Records Section of the Department of Social Protection (contact details on page 5). You should include a copy of your P45, a copy of your P60 and your address abroad.

How long does it take to get forms E104 and U1 (formerly E301)?

Processing your application **can take up to a few months** as sometimes it is necessary for the Department to make enquiries with your former employers. You may contact the International Records Section by phone one month after you submit your application. The more documents you can supply (your P45 and P60) the easier it is to issue the forms.

If you don't bring your E104 or U1 (formerly E301) with you, or if you have not received them and you need to claim a sickness or unemployment benefit in another European country, the country you have moved to should contact Irish authorities to get a record of your insurance contributions. A request from another EU member state for your social insurance record will be prioritised by the Department of Social Protection.

What if I am retiring or being posted by my employer to another European country?

If you are in receipt of an Irish State Pension (Contributory) and are moving to another EU/EEA country or if you are being posted abroad by your employer to another EU/EEA country, you should request **form S1** (which replaced forms E106, E109, E120 and E121) prior to your departure from Ireland as it shows that you are still covered by the Irish health system for a future period.

Contact the **Overseas Section of the Health Service Executive** on 01-6352000 for more information on how to apply.

I am getting Jobseeker's Benefit. Can I transfer it to another European country?

If you have been getting Jobseeker's Benefit in Ireland for at least 4 weeks, it is possible to transfer it to another European country covered under EU Regulations 883/2004 for **up to 13 weeks**, if you are looking for work there. Your Jobseeker's Benefit will be paid directly to you at the same rate as it was paid in Ireland.

To do this, you must inform your local social welfare office at least four weeks in advance of leaving Ireland and ask for a completed Form U2 (formerly Form E303). You must bring this form to the social services office of the country you are travelling to and register with the unemployment services there within seven days of your arrival.

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You may transfer your Jobseeker's Benefit payment more than once while you are unemployed provided you do not exceed the total maximum period of 13 weeks.

Note: If you return to Ireland on or before the expiry of the 13 weeks in the other European country, you will continue to be entitled to Jobseeker's Benefit in Ireland if you return here. However if you transfer your Jobseeker's Benefit payment to another European country and stay there for longer than 13 weeks you will lose your entitlement to it if you return to Ireland. You will need to apply for a means tested payment instead (for example Jobseeker's Allowance).

Can I transfer Jobseeker's Allowance or Supplementary Welfare Allowance to another European country?

No, you cannot. Jobseeker's Allowance and Supplementary Welfare Allowance are means tested social assistance payments and cannot be transferred to another country.

If you are getting Jobseeker's Allowance you can go on holiday for a maximum of two weeks and get the two weeks payment on your return. You must notify your social welfare local office before taking your holiday.

Will I get a once-off lump sum benefit payment if I leave Ireland?

No, you will not.

Can I get tax back when I am unemployed or when I am leaving Ireland?

If you have worked and paid tax since the 1st January and if you are now unemployed and/or leaving Ireland, then you may be entitled to a tax refund if you have unused tax credits. If you have not paid any tax, you will not be due a refund.

To claim a tax refund, you need to **complete a form P50**. It is available online at <http://www.revenue.ie/en/personal/tax-refunds.html> or from any Revenue office. You should fill in the form P50 and send it to your local Revenue (tax) office along with Parts 2 and 3 of your P45 given to you by your employer. If you are due a refund, your local Revenue office will send you details of the refund and a cheque for the amount overpaid.

You can find the contact details for your local Revenue office at the following link:
<http://www.revenue.ie/en/contact/index.html>.

Can I get a refund of my social insurance contributions (PRSI contributions)?

Refunds of PRSI contributions can only be made to employers and employees in certain limited circumstances, usually in cases **where contributions have been paid in error or paid at the wrong rate.**

This can be due to

- a change of class of contribution
- income or earnings under the threshold or over the ceiling
- health contributions paid in error
- errors in calculation
- PRSI paid in error where certain exemptions apply such as in maintenance payments or Maternity Benefit or Illness Benefit cases

For more information on PRSI refunds see:

http://www.welfare.ie/EN/OperationalGuidelines/Pages/prsi_refunds.aspx

If you think you are eligible for a refund you should contact the PRSI Refunds Section in the Department of Social Protection who will send you a refund application form to fill out.

The application form is also available online at:

<http://www.welfare.ie/EN/Forms/Documents/prsiref1.pdf>. You should complete the form and send it back together with a copy of the P60 for the previous tax year.

Should I give up my PPS number when I leave Ireland?

No, you cannot give up your PPS number. It is a unique reference number given you for life. You will be able to use the same number even if you come back to Ireland after many years.

Am I entitled to healthcare in another European country?

If you are planning a temporary stay in Europe for holidays or a business trip for example, you should apply for a **European Health Insurance Card (EHIC)** from your Local Health Office. This card allows you to access public healthcare services if you become ill or get injured when visiting other European countries. It does not cover private treatment or the cost of transporting you back to Ireland if you become very ill.

You can download an application form from www.ehic.ie or get it from your Local Health Office. You should apply for the card at least one month before travelling if possible. You will need to provide your name, address, date of birth and Personal Public Service Number (PPS No.). There is no charge for the EHIC card.

If you are planning to move permanently to another European country, your rights regarding access to healthcare will depend on which country you are going to, and your economic status – whether you are employed, self-employed, unemployed, retired, a student, or other.

More information on entitlement to healthcare in Europe is available from the European Commission website at <http://ec.europa.eu/social-securitycoordination> or at http://europa.eu/youreurope/citizens/health/settling-abroad/index_en.htm.

You could also contact your local **Europe Direct** information centre in Ireland. See <http://www.europedirect.ie/info-centres/> for a list of centres in Ireland.

I'm thinking about studying in Europe. Where can I find more information on this?

If you are considering studying in Europe, the **European Universities Central Application Support Service (EUNICAS)** can assist you with this. Many courses across Europe are offered through English and fees are often much lower than in Ireland. Entry requirements can also be quite different so it is important to do some research and seek advice before applying. See <http://www.eunicas.ie/>.

Other information on your rights and entitlements within Europe

The **'Europe Legal Advice Service'** provides free advice on your rights within the European Union and can clarify European law that may apply to your case.

You can make an appointment with a European Legal Advisor by phone at 01-634 1111, by email at eu-ie-info-request@ec.europa.eu or through the European Commission Representation in Ireland at European Union House, 18 Dawson Street, Dublin 2.

Queries can also be submitted via a web form or the free phone number 00800 678 91011. Advice is provided through your own language and within a week of your request.

Your Europe Advice website: <http://europa.eu/youreurope/index.htm>

Web form link: https://europa.eu/european-union/contact/write-to-us_en

Useful Contact Details

Irish Government offices

EU/International Records Section

Department of Social Protection, McCarter's Road, Ardaran, Buncrana, Co. Donegal, Ireland

Tel: 1890 690 690 (from within Ireland)

If you are calling from outside the Republic of Ireland please call +353 1 471 5898

Website: <http://www.welfare.ie/>

PRSI Refund Section

Department of Social Protection, Oisín House, 212-213 Pearse Street, Dublin 2, Ireland

Tel: 01 673 2586 (from within Ireland)

If you are calling from outside the Republic of Ireland please call + 353 1 673 2586

List of **local social welfare offices** in Ireland:

<http://www.welfare.ie/EN/ContactUs/Pages/localoffice.aspx>

List of **Irish Embassies and Consulates** abroad: <http://www.dfa.ie/home/index.aspx?id=285>

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Crosscare Migrant Project – January 2018
www.migrantproject.ie

Contact Crosscare

Crosscare Migrant Project

1 Cathedral Street, Dublin 1, Ireland

Tel: +353 (0)1 873 2844

Email: migrantproject@crosscare.ie

Website: www.migrantproject.ie

Crosscare Housing & Welfare Information

1 Cathedral Street, Dublin 1, Ireland

Tel: + 353 (0)1 872 6775

Email: housingandwelfare@crosscare.ie

Website: <http://crosscare.ie/index.php/information-advocacy>

Irish websites

- www.citizensinformation.ie - information on public services and entitlements in Ireland
- www.welfare.ie – information on social welfare in Ireland
- www.revenue.ie – information on tax in Ireland
- www.redundancy.ie – information about redundancy and redundancy payments
- <https://www.workplacerelations.ie/en/> -Information on Irish employment and equality legislation
- www.inou.ie - The Irish National Organisation of the Unemployed (INOUE)
- <https://www.dfa.ie/travel/travel-advice/europe/> Department of Foreign Affairs travel advice for European countries
- <https://www.jobsireland.ie/#/home> Jobs Ireland has a search option for jobs in Europe
- www.eurodesk.ie - Eurodesk (free information service for young people)
- <http://www.eunicas.ie/> European Universities Central Support Service (EUNICAS) assists with information and practical support to apply to college in Europe.

European websites (available in all European languages)

- www.europa.eu – official EU website
- <http://europa.eu/youreurope> - Your Europe website - help and advice for EU Nationals and their families
- <http://europa.eu/europedirect> - Europe Direct website – EU information service
- <http://ec.europa.eu/eures/> - EURES website - information on living and working in Europe

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www.migrantproject.ie

- <http://ecas.org/> - European Citizen and Action Service (ECAS)
- http://ec.europa.eu/ireland/press_office/index_en.htm - European Commission Representation in Ireland

Useful publications

Your Social Security Rights in Ireland – a Guide for EU Citizens -

<http://www.welfare.ie/EN/Policy/EU/Pages/SocialSecurityRightsIreland.aspx>

Available in English, Irish, French, Polish, German, Lithuanian, Spanish and Latvian

EU Guidelines – <http://www.welfare.ie/EN/Policy/EU/Euguide/Pages/euguideindex.aspx>

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Government of Ireland
Emigrant Support Programme



An Roinn Gnóthaí Eachtracha agus Trádála
Department of Foreign Affairs and Trade

Disclaimer: *Crosscare Migrant Project has made every effort to ensure that the information in this guide is accurate; however, policies and legislation can change at any time. All information should be clarified with the relevant government department or authority before any decision is made. Please contact Crosscare Migrant Project if you have any questions.*