**Template Letter for Potential Overseas Donors**

Beaumont Hospital Headed Paper

*[include contact details for living donor co-ordinator]*

[Name and address (overseas) of potential donor]

Hospital No/ID (if available)

Date of Birth

Dear [Donor’s name]

**RE: PROPOSED LIVING KIDNEY DONATION FOR IRISH RECIPIENT:**

***(NAME, HOSPITAL ID, DOB, ADDRESS IN IRELAND)***

We understand that you wish to be considered as living kidney donor for *your [relationship donor to recipient].*

Thank you for providing us with some preliminary medical information, which indicates your suitability for proceeding to the next stage of the donation process. To ensure a thorough assessment of your medical suitability to donate a kidney and so that you have an opportunity to discuss this in detail, you will need to travel to Ireland to attend Beaumont Hospital, Dublin, for further tests and consultations. **As you know, we have provisionally organised for you to attend for these appointments starting [Day, Date]** and so you should request a visa to start as close to this date as possible and then arrange your travel accordingly (see below). Please read this letter carefully before proceeding any further.

**Next Steps:**

**1. Your application to travel to the Ireland**

To travel to, enter and stay in Ireland for 6 months you will need to satisfy Irish immigration requirements. You will need to make an application to your local Irish Embassy or Consulate for an Ireland Visitors Visa (entry clearance), specifying your intention to donate an organ for your relative. Your relative, the potential recipient of your kidney, must ordinarily be resident in Ireland and entitled to a kidney transplant in Ireland. Your relative must check this information with the hospital in Ireland before you submit an application, otherwise it will not be valid.

You will find all the information you require to apply for your visa on the Irish Immigration website: http://www.... or at your local Irish Embassy or Consulate. To avoid unnecessary delays in processing your application, which will be referred to Ireland for a decision by your local Irish Consulate, you should ensure you read the information carefully before completing your application to make sure you provide all the necessary information needed to satisfy the requirements set out in the guidance and here in this letter. This should avoid any unnecessary delays or uncertainty about travel dates. As your visa application will be considered in Ireland, you should allow at least 4 weeks (maximum 12 weeks) from the time of application. If successful, your visa will then be issued for **6 months,** starting on the date you have agreed with us and as stated on the visa application form.

**2. Your medical testing and donation in Ireland**

We need to plan your further medical assessment and surgery carefully and in advance, in order to ensure we complete the kidney donation process within 6 months. Once you have completed the assessments in Ireland, we will be able to confirm whether or not you are a suitable donor and, if you still wish to donate, we will schedule a date for the living donor transplant operation for you and your recipient as soon as possible. You will need to recover in Ireland after the surgery for up to 4 weeks before you travel back to your own country. You must arrange to stay with your family throughout your stay in the Ireland, or make independent accommodation arrangements before your arrival in the Ireland (you will have to provide evidence of this in your visa application to travel to Ireland). It is particularly important to make sure that you can stay with your family when you are discharged from hospital so that you are not living alone while you recover from your surgery.

**3. Your checklist to proceeding**

To help us plan everything as smoothly as possible for you with the minimum of delay, you can help us by doing the following:

1. Ensure you have discussed with the transplant coordinators in Beaumont Hospital when you wish to travel to Ireland **before submitting your application**. This is essential in order to allow enough time for the hospital to arrange your tests in advance, to start as soon as possible after your arrival in Ireland and to provide you with enough time to recover and convalesce after your operation. Prior to this discussion you should consider the date that you think you will be able to make travel plans and Irish reception arrangements (staying with your family). You will need to allow at least 4 weeks (but no more than 12 weeks) between the date you intend to submit your visa application to the Irish Embassy or Consulate and the date you wish to travel. Once this information has been discussed and agreed with the hospital you will have a date and all the relevant information for your visa application.
2. Follow the guidance on the website when applying for your visa to ensure that you have met the Irish Immigration requirements in full **before** you submit your application.

3. Attach this letter to your visa application, and submit it together with all your other documents for your visa application to your local Irish Embassy for consideration by an Entry Clearance Officer. If your application is approved, your visa will be issued to start on the specified date, previously agreed with the hospital. Please keep a copy of all these documents for yourself for future reference.

4. **It is your responsibility to advise the hospital directly if there is any delay in submitting your visa application to your Irish Embassy or Consulate overseas or in approving it so that we know when to expect you and to adjust dates accordingly.**

**Costs**

It is important that you know which costs and expenses are covered during your visit. The cost of your medical treatment specifically for the purposes of donating a kidney (donor assessment, +/- donor surgery and out-patient appointments) will be covered by the Irish Health Care System whilst you are in Ireland, but this is not available to you once you have returned to your own country at the end of the 6 month period. Whilst you are in Ireland, any treatment outside of the donor process, including dentistry, is not covered by the Irish Health Care System and, if you do not have medical insurance, you will be expected to pay for this yourself or return to [Country of residence for donor] for treatment. You are, therefore, advised to obtain medical insurance before you travel. If you are unable to proceed with the donation as planned following assessment in Ireland, you will not be entitled to claim these expenses.

Please ensure that you and your family have read this letter and fully understand the information before proceeding with a visa application. I will be co-ordinating your donor assessment at the hospital. Please contact me directly or via your recipient if you are not clear about any aspect of this letter. My contact details are at the top of this letter.

Yours sincerely

Living Donor Co-ordinator/member of Transplant/Referring Team

Cc: [potential recipient]