

# **INTERNATIONAL OFFICE**



## **SEMESTER/YEAR ABROAD: 2004-2005**

**Some information, advice and feedback  
on non-academic aspects  
of the  
semester/year abroad**

**Christine Burke International Office  
Editor  
March 2004**

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## INTRODUCTION

These notes are intended to give some general information and advice regarding the cost of living and other largely non-academic aspects of the semester/year abroad. The information in this booklet has been taken from surveys sent to students currently on their year abroad. It would be advisable to talk to your predecessors who have very immediate, detailed, vivid impressions and useful advice.

You should also contact the GLOBALINKS Society in DCU to meet with people from the host universities who are currently studying in DCU. They can give you a good idea of what life is like in the town/country you wish to visit.

Any suggestions for the improvement of this booklet will be very welcome.

Christine Burke, International Office  
Editor, March 2004

Please note that much of this information relates to last year. It is therefore advisable to consult university web-sites for up to the minute information.

**THE INFORMATION GIVEN IN THIS BOOKLET IS INTENDED TO ASSIST STUDENTS GOING ON THEIR YEAR ABROAD AND DOES NOT CONSTITUTE A CONTRACT BETWEEN THE UNIVERSITY AND SUCH STUDENTS.**

<p style="text-align: center;"><b>International Office</b> <b>Christine Burke</b></p>
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**Location:**

I am located in the International Office in CG26 on the ground floor of the Henry Grattan Building. Student opening hours are 09.30- 12.30 and 14.30-16.30, Monday to Friday.

**Contacting you:**

During term time if I need to contact you with information from the host universities or about other matters, I will do so *via* email or your home address. Please check your DCU email account on a regular basis, and ensure that Student Records in the Registry have your up-to-date home address – you can update your address via your portal page.

**Information files:**

There are information files on many of the exchange Universities in the International Office. Please call to the office during opening hours should you wish to look through the files and take notes. ***Material cannot be taken from the International Office.*** You will receive information packs from the Universities once places are confirmed. In many cases this information will be email/web-based. It is important to source as much information yourselves prior to departure by looking through the information files, looking at the universities Web pages, talking to your academic co-ordinators in DCU, talking to current fourth years who have spent a year abroad already, making contact with the DCU students currently studying in the universities you are interested in, and making contact with the exchange students who may be here from these universities.

**Socrates/Erasmus grant:**

Students attending a university in another EU country which is part of our Socrates network should apply for a Socrates/Erasmus Student Grant. There is an application form at the back of this booklet. Students are advised to complete the form as fully as possible and return to the Finance Office, **not to me**, by the **30 June 2004**. Depending on when the Socrates funds are received into the University, cheques will be issued to you by the Finance Office and sent to your home addresses. This usually happens in October. Small top-up grants in June/July 2005 may be a possibility but are **not guaranteed**.

At the time of going to press, we have not been informed regarding either the amount of money available or any restrictions on its distribution. However, there are normally restrictions on the minimum and maximum size of grants. For the past number of years our practice has been to have three categories of grant amount.

**Information packs/application forms for registration/accommodation:**

As soon as it has been decided which University you will attend, I will be in contact with your host University with your name and contact details and request that information packs/application forms are forwarded to you or to myself. With most universities, this

information is available on their websites. Different universities abroad have vastly different administrative procedures for dealing with exchange students.

**It is of utmost importance to complete fully and return any application forms required by the host university as soon as you get them.** This is particularly important in relation to accommodation forms if this applies to your university. Remember, this is your responsibility to do and follow up and not DCU's.

(DCU will not reimburse any costs relating to accommodation).

**N.B. DCU is not responsible for securing your accommodation abroad. We will provide you with whatever application forms are required by the host university and provide advice and information. Accommodation in the host country is ultimately your responsibility.**

### **Addresses abroad:**

As soon as you know, you must update your portal pages with your new term address. Among the important reasons for this requirement is the need which the University may have to communicate with you regarding your project, visits by academics during the year, or your grant or fee status.

### **E111 & E128 health insurance forms:**

If travelling to an EU country, it is recommended to have E111 and E128 certificates for medical insurance. They do not provide complete cover so it is recommended to take out additional medical insurance. For those students from Dublin, Kildare or Wicklow, completed forms to be returned by **Friday, 30 April 2004** to me directly and I will get them processed in bulk through the East Coast Area Health board and send them to your home addresses. Forms which are not completed correctly or returned after the deadline will not be handled. If you are not from these counties, then please make your own arrangements – you will need to get an E128 from your own health board as these forms differ in each health board. Further information on [www.erha.ie](http://www.erha.ie).

You are advised to also take out private insurance, and students travelling to non-EU countries are strongly encouraged to do so.

### **Letters confirming your student status:**

The Registry is the only office which can issue official letters confirming your student status should you require one.

### **Registering at DCU during your year abroad:**

While abroad on your third year, you must also be registered at DCU for this year. Registration forms will be available online before you leave Ireland and must be returned by post (Registry). You must register by the DCU deadlines; late registration charges will apply if you are late, and results will be withheld if you fail to register.

For any queries on this, please email: [student.records@dcu.ie](mailto:student.records@dcu.ie)

### **Recouping fees:**

Certain approved and compulsory expenses, such as semester/registration fees at some universities, Student Union contributions, are reimbursed by DCU.

This only applies at undergraduate level and for year abroad students.

**Original receipts** (not photocopies) to be sent to Christine Burke. All receipts from the students in each university to be sent on one or two occasions a year. Receipts for the academic year 2004/2005 given to me after 31 October 2005, will not be reimbursed.

Under no circumstances are any costs relating to accommodation in the host country reimbursed.

Remember! No receipts, no refunds.

### **Health Insurance Reimbursement:**

The cost of health insurance for certain categories of students will also be reimbursed up to a certain amount. This is particularly relevant to students going to Japan, Switzerland or the USA on their year abroad. This only applies at undergraduate level and for year abroad students. **Original receipts** to be sent to Christine Burke. Receipts for the academic year 2004/2005 given to me after 31 October 2005 will not be reimbursed.

### **Non-Academic queries/problems:**

I can be contacted by phone on +353 1 7005574 or fax on +353 1 7008698 or email at *christine.burke@dcu.ie* at any time if there are queries or problems before, during or after your stay abroad. My postal address is:

**Christine Burke  
International Office  
Dublin City University,  
Dublin 9, Ireland.**

## BEFORE LEAVING IRELAND

### **KEYNOTE**

The semester/year abroad if used properly constitutes a tremendous experience and opportunity, whether viewed in terms of academic and linguistic progress, career prospects, general education and experience, or enjoyment. While there may be some pitfalls and drawbacks, some of which are mentioned in these notes, the general consensus is that the only thing wrong with the semester/year abroad is that it has to end.

*‘Enjoy your year to the fullest - it’s up to you to make the most of it’*

### **INTEGRATION**

It is also important to try to integrate into the life of the foreign university as quickly as possible rather than always sticking together or limiting social contact to English-speaking students (sharing accommodation with native speakers can help).

*‘Meet lots of people, make lots of friends - memories of such will hold your year abroad in your memory for ever’*

*‘Get involved, the year abroad is what you make of it’. ‘Get to know the natives, you can’t socialise enough’*

*‘Go for every opportunity that comes your way - you might never get it again’.*

*‘Make friends, make friends, make friends’.*

### **OUR AMBASSADORS**

The following is a quotation from some notes prepared by academic staff, and is worth repeating here:

*‘Those attending a foreign university/school in a group bear a considerable responsibility. Their behaviour both in academic matters and on a social level will determine very largely the opportunities open to students coming in later years and the reception that they will receive. It is therefore essential that students maintain a responsible attitude towards their work and in particular attend all seminars and classes for which they are registered. Students are also required to take assessments and exams. Remember that you represent Dublin City University abroad’.*

## GENERAL INFORMATION

### **ATTENDANCE**

In many foreign universities there is a greater emphasis on attendance at lectures and other academic exercises than is perhaps customary in Ireland and the UK. An academic lifestyle, therefore, which might be just about acceptable in Ireland could be taken much more seriously in continental Europe. The length of lectures might also be found unusual by Irish standards (e.g. two-hour, three-hour, and even four-hour sessions), and flexibility might also be called for regarding evening lectures and seminars.

### **BUREAUCRACY**

Students here in the University sometimes complain about bureaucracy. However, you will find it even more formidable in the case of our European partners. You are strongly advised that all requests for forms to be completed, passport size photographs, birth certificates, signatures etc. should be complied with accurately, completely, and promptly. As in Ireland, there is often a human face and a flexibility behind the bureaucracy, but don't count on it. It is useful to bring out a supply of passport-sized photographs and photocopies of any relevant documentation.

*'Extremely complicated procedure'.*

*'Bureaucracy in Germany is never-ending ...registration at the college is an extremely lengthy process'.*

### **VISITS BY DCU STAFF**

You will normally be visited by DCU academic staff during the year (at least in the case of the European placements). These visits are an important part of your academic year, and the IML, IBL and AL Programme Boards have emphasised that you are obliged to be available to meet the DCU staff member during these visits.

# FINANCE

## GRANTS/SCHOLARSHIPS

Students in receipt of a Higher Education Grant or a VEC Scholarship will, obviously, continue to receive this during their year abroad. It is important that you obtain a letter from the Registry stating that you are a full-time fee-paying student of the University for the forthcoming academic year, which will be spent studying in a university abroad. This letter should then be sent to your grant authority. Where the maintenance component of a grant or scholarship has been based on the assumption that the student was living at home, **the increased 'away from home' grant** will be paid during the year abroad. It is very important to note that your grant cheque is worthless in a foreign country, so do not have it forwarded to you there. The best arrangement is to ask the Finance Office (in writing) to forward the cheque to your bank; then ask your bank to send a draft in the foreign currency (or Euro) to your address abroad. The AIB campus sub-office is prepared to offer this service to account-holders, and most banks will probably do the same. Another method is to provide the Finance Office with the name and address of a member of your family or a friend, and arrange with your bank to allow this person to cash the cheque for you. In the absence of any specific instructions the Finance Office will post your cheque to your home address in Ireland. It may also be possible to obtain your cheque before leaving the country if you go to the County Council or VEC office and ask for it.

## CURRENCY TRANSFER AND BANKING

In general, it is important to bring sufficient money that is ready to use for the early part of your stay. Opening a bank account on arrival is a good idea, and it can take a week or more to get an account number. In Japan cheques are not normally accepted as in Ireland. Obviously, there are continental counterparts to Banklink and Pass cards, and there is a similar delay in obtaining them. Telex or Western Union can transfer money to a foreign account from Ireland. This is very fast but costly. It would be a good idea to set up 24-hour banking and Internet banking to make it easier to check your account in Ireland. If you are planning to use your Irish ATM cards make sure that they have 'Cirrus' or 'Plus' on the back of the card. Many put money into visa accounts and use the card as an ATM card.

*'Make sure you organise your money well in advance. Buy a money belt. Make sure you check your name and account number on all transactions, as Germans are not familiar with Irish names'.*

## COST OF LIVING

As stated in the University Prospectus, 'the cost of living abroad (including travel and coming home for Christmas) is normally not greater than the cost of other years of the degree for those living away from home'. 'Among the reasons for this are the high subsidies for accommodation and catering in continental universities.' 'The living expenses of a student living away from home for the eight-month academic year will be approximately €6,900.00. This is exclusive of course fees and living expenses during holiday periods and obviously depends on each individual student'.

The following factors related to the cost of the semester/year abroad should be borne in mind:

- \* Students going to another EU country normally receive a SOCRATES grant.
- \* Dublin students in receipt of a grant or scholarship qualify to receive the 'away from home' level of maintenance grant for the year abroad.
- \* Many EU countries (e.g. France, Germany) have subsidised catering on campus, and in some cases university accommodation is also subsidised. In the case of France, there is a very generous rent rebate, which makes a significant impact on the net cost of the year.
- \* Book costs for the year abroad tends to be very low, due to the continental system of high reliance on free class handouts.
- \* Likewise, student discounts on public transport and on airfares are a distinct help.
- \* Some students receive payment during part or all of the year due to obtaining an assistantship, 'stage' or work placement.
- \* Many students work part-time during the year (but beware of legal restrictions in some countries).
- \* A lot of students stay abroad after the end of the academic year to get a summer job. This has obvious implications for the total net cost of the year abroad. Having been there during the year, you are normally able to obtain the better jobs, and you are not incurring additional travel expenses for the employment.
- \* The year abroad is a year in which budgeting skills really come into their own. For students who have been living at home during the first two years of their degree, it is important to realise that budgeting is an area that requires specific thought and planning. Being away from home for the first time and coping with a foreign environment, foreign prices and foreign currency can do strange things not only to budgeting skills but also to normal financial reticence.

*'One benefit of the year abroad is that it teaches you to organise yourself'.*

**NB:**

**The Student Assistance Fund is available for students who find themselves in financial difficulty while abroad. Please email [catherine.roche@dcu.ie](mailto:catherine.roche@dcu.ie)**

# HEALTH AND SAFETY

## HEALTH HAZARDS

It is important that you maintain a healthy lifestyle on your semester/year abroad, which should include a healthy diet, adequate exercise, and enough sleep. It is also important to realise that in many foreign countries some antibiotics and other drugs, which are available only on prescription in Ireland, can be bought over the counter. It is a good practice to attend a doctor for advice prior to using such medicine, and in any case only use medicines manufactured by reputable firms.

The incidence of **AIDS** is high in many of our partner countries, and adds a completely new dimension to any consideration of sexual activity. A detailed handout on this topic specially written by the University Nurse for students going abroad, entitled 'DON'T BRING IT HOME', is available from the Health Centre.

## ACCIDENTAL INJURY POLICY

DCU students are covered under DCU's Accidental Injury Policy 365 days a year for accidents only. Details are in the DCU Handbook and from the Finance Office.

## PERSONAL SAFETY

Students are advised to think carefully about personal safety. In particular, female students must develop awareness that normal Irish friendliness can be misinterpreted in a foreign country, and also be careful not to go out alone at night. It might be a good idea to buy a personal alarm. The advice regarding personal safety is not limited to female students. It is not intended to be alarmist, but it's better to be warned. Students should also be conscious of where and whom they receive their drinks from, as certain drugs i.e. rohypnol are easily available.

## HOMESICKNESS

For some of our students the year abroad will be the first time they will have been away from home for a prolonged period, and everyone, seasoned traveller or not, can be subject to occasional depression and homesickness.

*'At some stage every one will get homesick... don't dwell overly on how much you miss home, you'll only serve to depress yourself... it is very advisable to meet up with the others when you feel down and homesick... as the old Monty Python song goes 'always look on the bright side of life'*

## TRAVEL CHEATING

On many bus and metro systems abroad there is a system based on trust, with occasional spot-checks for tickets. Do not try to beat the system as there are strict penalties, including detention, for not having the proper ticket.

## FREE TIME

Give some thought to how you can best utilise your free time. If you are sufficiently on top of your work and if finances permit, these can be very useful periods for seeing a bit of the country or availing of the many cultural, sporting (e.g. skiing) or occupational opportunities available. In particular, the semester/year abroad is a very good opportunity to avail of the very rich cultural environment afforded by the host cities and countries.

## **CONTACTS (TELEPHONE)**

If you're feeling lonely or just in need of a chat pick up the phone. To dial Ireland use your foreign country's code +353 + 1 the local number minus the '0' e.g. ringing from Paris to Dublin: 19+353+1+ local number (minus the '0'). Its worth noting that you can make great saving on many of the discount telephone cards (Telewelt Germany) on offer. Also, look into seeing if you can swap your SIM card in the host country. (France, Belgium and Germany).

## **INTERNET**

Avail of the Internet, as it is a great way of finding information or just news from home fast. Irish Times website is <http://www.ireland.com>. There is also an email service if you wish to receive a daily summary. RTE website at <http://www.rte.ie>. Please check your student email also, as you will be getting information from DCU throughout the year to your class lists.

## **EU HANDBOOK**

You may find it useful to consult the relevant section of a Student Handbook published by the Commission of European Communities entitled 'Higher Education in the European Communities'. Copies of this are available in the DCU Library (Ref. 378.4).

## **PROS AND CONS**

Whichever country or university you are going to, bear in mind that much of the advance information you have received is partial and perhaps rather anecdotal. It is very easy for one country or university to be painted in a more attractive light than another is. It can often be the case that the various advantages and disadvantages of the different colleges and countries - insofar as they are real - more or less cancel each other out. Wherever you go enjoy yourself and learn from the experience. It might be useful if you could write a short 'survival' summary for subsequent students, your academics and the International Office.

## AUSTRIA

### ON ARRIVAL

On arrival there can be considerable bureaucracy '*long and tedious...filling in forms in triplicate*' and many offices close at 12 noon. Consequently you should ensure that you possess the appropriate documentation. Some require a leaving. A passport is required along with passport photographs – anywhere between 3 and 6, E128, E111, doctor's certificate from the hospital in the city you are going to reside in, a copy of the registration form with the Austrian Police, and declaration of residence accepted and stamped by the police. Keep a copy of all these forms in case you are stopped for inspection and make sure that you attend the welcoming meeting on the first day with your co-ordinators. On arrival to Vienna, you should meet with an International Relations Office employee for a 2-hour induction session so make sure that you go to the International Office in the main university building. This can be helpful for such things as ID cards and registration. Find the departments where most of the lectures are held and get a course catalogue to try and sort out your timetable as soon as possible.

### REGISTRATION

For Innsbruck University, the leaving certificate was not required and 3-4 passport photographs were required. Registration can be long with much form filling and students also have to register with the police/civil authorities within three days of arrival (passport, Inskriptionsblatt and Meldezettel). This can take up to 45 minutes and they close at 13.00. This is explained at the Erasmus meeting on day 1 with the co-ordinators and the university will explain what documents are required. It is advised that those travelling to Innsbruck should travel a week early to get settled in. In Innsbruck, the registration office opens from 09.00 and 12.00 and queues begin from 08.30.

There is an International Office in Innsbruck to advise and sort out problems with lectures and exams. They have been found to be very helpful when approached. There is a separate office run by students in Innsbruck to organise social events. You will get full information at the introductory meeting with the Erasmus co-ordinators.

### ACCOMMODATION

Innsbruck organises accommodation on campus prior to your arrival. The forms will be sent to you in Ireland and when filling it out, please include the deposit. The facilities in Innsbruck include washer/dryer, fridge, hob (no oven). However cooking utensils are not provided. It is advisable to bring along pots, pans, plates and cutlery. Rent is paid a month in advance. In Vienna, the campus residence is quite good, however you can expect to live with people from everywhere except Austria.

### TRAVEL

Direct flights go to Innsbruck and Vienna with other routes to Salzburg and Munich. The train fare from Munich to Innsbruck is about €25 and €40 return with a student card. A semester student discount ticket can be purchased for about €120. This can only be purchased once you register with the university. Austria has a very efficient rail network and fares are calculated according to distance. A vorteilskarte can be bought for about €15 from the train station (on presentation of your student ID and passport photograph). This will entitle you to 50% off trains in Austria and 20% outside Austria. Cycling is also very popular in Austria with many cycle lanes. You can rent bicycles at the train station. The monthly bus ticket costs about €35.

## **COST OF LIVING**

Austria has a reputation of being one of the most expensive EU countries. The estimated cost of living including travel, accommodation, food and social life is about €600 - €650 per month. Graz can be less expensive than Innsbruck and Vienna as it is not a tourist trap. Graz also offers a limited amount of tutorships. In Vienna the cost of living can be up to €950 per month. It is advisable to bring at least €700 in cash and set up internet banking before leaving Ireland and perhaps get a credit card for emergencies.

## **FOOD AND DRINK**

Local supermarkets such as Hofer, Merkur, Interspar, Zielpunkt, M-Preis and Billa are quite inexpensive. Fruit and vegetables are a must and the local markets are good value (e.g. Kaiser Josef Platz in Graz). All bread should be bought in the bakery. Shops close on Sundays and close at 17.00 on Saturdays.

## **MEDICAL COVER**

A registration fee for accident insurance is paid to the Students' Union. The Gebietskrankenkassa supplies the forms and cards that are required for most medical attention. For an additional amount per month, full health insurance can be acquired from this service. Doctors do charge and if you get a receipt you can claim from your insurance at home. There is no medical facility at Innsbruck University or in Vienna. There is a hospital adjacent to the university in Innsbruck. Healthcare items cost about the same as in Ireland and the pharmacies (Apotheke) are open during normal working hours and close on Sundays. As in Ireland, most pharmacies run a rota to cover out of hours. If you want to go snowboarding, you will have to take out extra insurance or cover with VHI.

## **WORK EXPERIENCE**

Austria, like Ireland can be expensive and many students find part-time work in Irish bars. Some also find work giving grinds.

## **STUDENT LIFE**

A buddy system operates in Vienna, where an Austrian student takes you under their wing. In Innsbruck there is an excellent sports complex off campus. Skiing and snowboarding is highly recommended. For opera and musical lovers, standing tickets can cost about €3.00. Joining the Students' Union in Innsbruck costs about €15. In Vienna, there tends to be quite a high work ethic with no sports facilities on campus. There are two main libraries in Innsbruck and some find them quite complicated to use. However they have a very large range of books available. In Innsbruck, there are very few computers (you must register to use them) and printers. In Vienna each department has its own library with a wide selection of books which are obtained by ordering the previous day on the computer. The computer facilities are quite limited in Vienna also and prepare to queue with limited opening hours. For travel around Austria and environs, Vienna and Venice are highly recommended. Ask the locals about tourist sites near the universities. However some students found the workload quite hard, especially if the course is through German so expect to do a lot of work. In Vienna, the best bank to go to is Bank Austria Creditanstalt adjacent to the university.

## **FINAL TIPS**

Bring all the useful documentation you can think of including a letter of introduction to companies for your project and proof of studentship with DCU. CD players are quite cheap in Austria. Bring over CV's in German and English along with enough passport

photographs, birth certificate, letter from DCU and driver's license if applicable. Don't forget your continental adapters if you are bringing a hairdryer.

In Vienna it was difficult to find suitable classes that did not clash in order to make up credits and computer access was difficult (some students had to buy a PC that was not too expensive - €180 for a second-hand one).

# FRANCE

## ON ARRIVAL

On arrival, leave your luggage except an overnight bag and your documents at the 'consigne manuelle' at the railway station. If you carry all to the university you may have to carry everything to the different places that you are sent. Once you have settled in your accommodation collect your belongings. It is advisable to find the International Relations Office on arrival. In Angers, the International Co-ordinator gave details about available courses, sporting facilities and AIESIC.

## REGISTRATION

As there is a lot of queuing and form filling – arrive early. You will need the following: translated birth certificate, passport, up to 12 passport photographs, a letter guaranteeing financial stability and the E111 and E128 health forms. If you are staying in France longer than three months you must get a 'Permis/Carte de Sejour' which is available when registering with the local authorities. In ENSC'L the applications are made on campus and after 4 weeks the cards are issued from the Prefecture in Lille. Again this may be time consuming and is advisable to do once you get your French student ID card and 'certificate de Scolarite'.

Included in orientation is a weeklong course of intensive French. Students are separated into groups and they must discuss/write/present a paper on different topics. The college year is broken into four with exams at the end of each quarter. It is quite normal to hold lectures on a Saturday.

## ACCOMMODATION

Some students may get a rent rebate. In order to avail of this you must have received your Carte de Sejour and then contact the local housing authority. When being placed in university accommodation arrive with the person that you wish to share with. You can also request to be placed with native speakers if you want to improve your French. Generally basic facilities include 2 hotplates, a sink and a fridge. Avoid the Villeurbanne area in Lyon as it involves a lengthy commute. If you are travelling to Nancy request accommodation in Boudonville or Monbois as they are quite near the university. In Angers the student accommodation is quite cheap. CROUS accommodation is recommended.

In Reims, the Bureau de Eleves (BDE) organises accommodation and it is important to apply before you leave DCU this year. In Reims you must also furnish your apartment, however the people renting before you usually sell on their furniture and appliances. However some students advise to stay away from the college residence (ACOBHA) as it can be unsafe in that area and it may be cheaper and safer to try and find accommodation in town. Try to avoid using agencies to find your accommodation as they can charge up to €200 finder's fee. When you find your accommodation you must remain there until your lease has expired otherwise you may be faced with losing two months rent.

## COST OF LIVING

Depending on where you are, the cost of living can be from €400 - €900 per month. To cover rent and deposit and initial expenditure it would be necessary to bring at least €800. Banks are open from 09.00 – 12.00 and from 14.00 – 16.00 and may be closed on Monday or Saturday. If you are lodging a draft, bring along your passport. If you are opening an account in France, apply for a Soc. Général bank account (good student deals)

however it may take up to 3 weeks to receive your ATM card otherwise make sure that your ATM card from home has either Cirrus or Plus. French bank charges can be quite high for their accounts (€1 for every withdrawal). However everyone in France uses a CB (Carte Bleu) for all purchases. The French generally do not carry cash so if you are planning to open an account in France this would be very useful and safe.

### **FOOD AND DRINK**

Supermarkets such as Carrefour, Super U, Auchan and Intermarche are good value and the markets are excellent for fresh fruit and vegetables. In Lille a meal at the local Flunch restaurant is recommended. In Nancy, Aldi and Lidl are the least expensive. ED is good in Reims (Monoprix is nice but too expensive) and in Mulhouse you can buy a smart card which entitles you to discounts on food. Alcohol in bars doubles in price in the evenings.

### **MEDICAL COVER**

Form E128 cover 70 – 80% of normal treatment and 99% of hospitalisation. VHI and BUPA are also good insurers. It is possible to take insurance cover called MNEF at a cost of about €60 for the year. You must keep your medicine containers as well as the receipts in France for reimbursement. Most universities have a nursing service but you must go to the General Practitioners Office for medical treatment. In Reims there is an obligatory medical test. Pharmacies are quite useful as they give first aid for free and all emergencies are treated in the local hospital.

### **WORK**

The main opportunities for work in France include teaching English and bar work.

### **STUDENT LIFE**

Lyon III and Mulhouse have excellent Sport and Recreation Facilities and most facilities are free (except Paris ESIT and Reims). You may have to pay up to €10 to join the Students' Union and they generally organise weekly nights out. In Reims, the main advantage of joining the SU is for discounted Christmas Ball tickets. In ENC'L the Students' Union is chiefly concerned with entertainment and runs a recreation room with TV and table tennis. There are numerous foreign students' societies such as AELL and they organise anything from horse riding to Skiing. In Paris, the Cite Internationale is the centre of social life as opposed to the university. Bars are not common on campuses. Facilities in ESSCA include gym, soccer, volleyball and go-karting.

The Library facilities in ENSC'L and ESSCA are not the greatest with very few computers that have restricted access. This seems to be the case also in Reims with 32 computers for the entire college. If you have a laptop bring it.

Some students may be shocked at the amount of work ahead of them and that the exams may be quite difficult. However they do find that by the second semester things settle down and the initial barriers such as language and culture ease.

### **FINAL TIPS**

Self-catering facilities can come as a quite a shock so bring along kettles, iron, electric rings and utensils or budget for them on arrival. Other items to bring include mobile phone (unblocked), gameboy, shaver, hairdressing kit (available in Argus as gents haircuts are very expensive in France) and phone chargers. An international plug will also be required. Keep all receipts for anything from rent rebate to medical insurance. Paris is

notorious for pickpockets. Have all documentation translated including your CV. Many students take laptops, as the computer facilities are quite sparse.

Places to visit include the Champagne Caves, Mass in Notre Dame and if you are a clothes/shoeaholic Zara is a must. If you are a camping enthusiast you will be pleased that the campsites are very cheap and have great facilities.

Reims can get quite cold so be prepared. In Reims it was found that interaction with management of the school was quite difficult and that the different nationalities had different work ethics so be prepared for more group projects and late study nights. Go out in Le Tigre, shop in Cora and invite friends and family over. Watch out for the cheap champagne. If you have a car, visit the vineyards and you have a great opportunity of seeing other parts of mainland Europe – Stuttgart, Strasbourg and Luxembourg are only 2 – 3 hours away. If in Lille visit the Musée des Beaux Arts, Musée d'Artillerie, Euro Lille Commercial Center and the Marche de Noel (at Christmastime).

Bordeaux – It is worth paying more to live in a good, well-lit, central area and try to live with French people. Don't go anywhere on your own after dark.

# BELGIUM

## REGISTRATION

Registration can be complicated, requiring form filling, E111, E128, Certificat d'Etudes, passport, many photos and a registration fee. EU nationals should register at the Police Aliens Office in the district they are living. Apply for the Carte de Sejour early as there is an amount of bureaucracy.

## ACCOMMODATION

College accommodation is recommended because you meet other students and get to speak the language.

## TRANSPORT

The train appears to be the cheapest form of transport in Belgium. A `O-Pass` entitles the bearer to ten single train journeys anywhere in the country. In your spare time, if you wish to travel around Belgium, there are tourist offices in all but the smallest villages. They offer a comprehensive service, often stocking free booklets and providing an accommodation booking service. Don't forget that cycling is also a viable way of seeing this country. Whether you have your own bike or have hired one, it is possible to take your bike on the train. Don't forget your adaptor and items such as a hair dryer and an alarm clock.

## FOOD AND DRINK

Supermarkets are definitely the best value for money (e.g. Aldi in Louvain). If you are a vegetarian, the "Maison de L'Ecologie" in Namur has a wholefood shop downstairs and a restaurant upstairs. There are bar facilities on campus at Louvain and Namur. Remember Belgium is famous for its cuisine, beer and chocolate.

## MEDICAL COVER

At both Louvain and Namur, there is an on-campus medical service. In general, prescribed medicines are approximately double their Irish counterparts. However, it is possible to claim back up to 75% of the price from a "Mutalite" – pay the doctor etc, give the receipts to the Mutalite and the refund will be posted to you.

## STUDENT LIFE

Louvain has excellent sport and recreation facilities. The biggest sports complex in the Benelux is in Louvain and they also have an Olympic size swimming pool. Despite the fact that Namur does not possess an on campus complex, it does offer other facilities such as football, basketball, aerobics and karate. For part-time work, giving English classes tends to be the most popular.

A trip to Brussels is recommended.

# SWITZERLAND

## **ON ARRIVAL**

Switzerland is a non-EU country and it will therefore be necessary to have all the correct documents entering the country.

## **REGISTRATION**

Registration is typically Swiss – very organised. Students attend a meeting the week before classes and get handed all the paperwork. Once all forms have been handed in (don't forget photos), you will receive the first half of the grant. A visit to the Office Cantonal de la Population in your region will provide you with a resident visa for one year. Remember you will encounter a university tax each semester.

## **ACCOMMODATION**

In general students attending Geneva University, were allocated on campus residences. The campus residences are `top class accommodation` and are excellent value for money. All residences are fully equipped with major appliances.

## **TRAVEL**

The international airport in Geneva is located only a short distance (10 mins) from the city. It has an excellent transport system. A student discount card is available which gives unlimited use for a month. Avail of the excellent efficient rail network to get around the rest of Switzerland and Europe at discount prices.

## **COST OF LIVING**

Switzerland is one of the most expensive countries to live in Europe.

## **FOOD AND DRINK**

Eating out is expensive in Geneva. Students recommended going across the border to France to do their shopping as it was a lot cheaper.

## **MEDICAL COVER**

Your E111 and E128 forms will not be applicable here, and it is highly advisable to take out medical insurance. Generally there are no on campus health centres, and health care prescriptions are approximately 30% dearer than at home.

## **WORK EXPERIENCE**

Visas are required if you wish to work (max 20 hrs) in Geneva, and can be arranged at the employment office in the university for free. Work can be found in the Irish bars or alternatively teaching English.

## **STUDENT LIFE**

Geneva University organises a variety of recreational trips for students, including reasonably priced skiing trips. Public sport centres are free to students with a valid ID card. As the campus is quite fragmented, students found little social life on campus and the bars that they did visit were not aimed for students.

# GERMANY

## ON ARRIVAL

In Germany there is an emphasis on welcoming foreign students, and each university has a special foreign students office (Akademische Auslandsamt). Among other things, these offices organise orientation programmes and a calendar of social and cultural events throughout the academic year. Try to arrive in Germany on a weekday, preferably during office hours, otherwise you may not be able to get your room and will have to make alternative accommodation arrangements. Some universities organise co-ordinators to collect students from the airport.

## REGISTRATION

The necessary documents for registration include: passport and photographs, DCU letter, grant documentation, registration forms, receipt to prove payment of travel pass (Sozialbeitrag), rent contract or lease and the E111/E128 form. It is compulsory to register with the Civil Authorities (RATHAUS). In Trier, students can register during orientation week.

The Aufenthaltserlaubnis is a permit of stay and is obtained from the Entwolnetmeldeamt. The following is necessary for the permit: Copy of rental contract, 2 passport photos, a letter guaranteeing your financial status, the AOK medical insurance, health insurance form and proof from the university that you are a student there. If you do not get the permit of stay from the police station or town hall you may not get a Lohnsteuerkarte (work permit).

In Leipzig, they give you a timetable of when and where to register with the different authorities. You will have to register with the Burgeramt (City Council), then the Ordnungsamt fur Auslander (foreigner's office). It can take up to a week to complete.

During Freshers' week there is a tour of the university and information on classes and activities are distributed. Orientation is a series of language classes and is very important.

In Trier, students attend a talk on Business Studies and information on the credits that they can get for each subject. There is also an intensive 3-week course in German. This includes classes from 9 – 12, meetings with tutors from 1 – 5 and excursions at the weekend at some evenings.

In Leipzig the 3-week course includes classes in the morning and city excursions in the afternoon including museums, trips to Dresden, Wiemar and concerts.

## ACCOMMODATION

University residences are state subsidised and this type of accommodation is recommended. Early application is desirable as some are quite far from the university. In Trier and Berlin, Studentenvonheims are recommended and if you wish to live with German speaking students try the Wohngemanschaft in Bayreuth. Accommodation consists of a communal kitchen, bathroom on each floor and washer/dryer facilities. Electricity is normally included in the rent.

Flats and apartments are more expensive and it is important to read the contract carefully. Costs range from €220 – with a deposit of one month's rent. 'Warm' in Germany means that all expenses such as gas and electricity are included in the rent whereas as 'kalt'

means that they are not included. In some contracts the flats are unfurnished. Some useful items to bring include kettle, iron and hairdryer and the international adapters. It is important to keep all your receipts.

## **TRAVEL**

Many major towns such as Jena, Saarbruecken and Koln offer city travel for the semester that is included in the registration fee.

The Tram is a very efficient method of transport, especially in Leipzig. A 'Semesterticket' can be purchased and with that you have unlimited access to all trams and buses (including night buses) for the 6 month semester.

Bicycles are easily hired and a great way to travel. They can be hired from train stations participating in the Fahrrad am Bahnhof scheme from April to October. Holders of rail passes receive a 50% discount and bikes can be returned to any station. A junior pass can be bought by those under 26 and gives a 50% reduction for travel throughout Germany. The Ausbildings card entitles you to travel on any mode of transport for the same price. ESB Reutlingen has a very good travel office whereby you can participate in the Mitfahrzentralen system. You can register if you require a lift anywhere.

## **COST OF LIVING**

The cost of living ranges from €500 - €800. Deutsche Bank 24 is recommended to those opening accounts, as there are no fee charges. 24-hour Internet banking is a must for those keeping their Irish accounts.

## **FOOD AND DRINK**

Aldi, Plus, Real, Lidl, Edeka, Kaufland and Pennymarkt are quite cheap and most shops close on Sundays. In Trier you can go for free breakfast at the International Centre every second Saturday. Food can cost about €50 per month.

## **MEDICAL COVER**

Many German universities have no medical facilities on campus. There are numerous doctors' surgeries located in the towns and cities. To avail of the medical facilities, get a certificate from AOK (state health insurance agency) which is issued on production of the E111 and E128 forms.

## **WORK EXPERIENCE**

Teaching English and bar work are the most common types of part-time work and proofreading is gaining in popularity. Students are only allowed work part-time.

## **STUDENT LIFE**

There is a strong emphasis on study and academia. However many universities offer a wide variety of sports facilities from gyms to tennis to football. Other interests include film, discos, and Drama Soc. There is a lot to see in Germany from castles to exhibitions. On the first Sunday of every month there is free entry into museums in Berlin. Joining the Students' Union gets you more access to organised parties and events. Nights out should work out less expensive than Ireland.

In Leipzig, the library is modern with good facilities, however there are less computers and printers than in DCU. The university in Leipzig is located around the city and there is a mixture of old and modern buildings. The Moritzbastei (known as the 'mb') is

Germany's largest student venue and is open all week with discos, concerts and live music. German students tend not to join societies, mainly clubs. However there is a very good society called WILMA for foreign students and they organise many excursions. In Paderborn, join Eurobiz.

In FH Reutlingen as in Paderborn the library is very small and there are limited computer facilities available. Many students buy a laptop.

Cologne has lots of separate and specialized libraries and you must order books in advance. They can be quite small. Many students end up using Internet cafes, as the computer facilities in Cologne are limited. In Cologne and Koln there is a buddy scheme in operation.

There is no campus in Tuebingen – the university is spread all around the town.

If you are going the European School of Business in Reutlingen be prepared for long lectures and frequent exams. The Library is very small and there are about 20 computers in the Business building.

### **FINAL TIPS**

Bring CV in English and German and driver's license if applicable. Bring along laptop, utensils, German guide and mobile phone. Electric items are quite inexpensive in Germany. Bring references, academic German notes, Economics book and exam results.

Berlin is only 2 hours from Leipzig and Prague is only 3 hours by train. Good towns to visit include Tubingen, Bodensee and the Stuttgart Volksfest is worth a trip.

# SPAIN

## **ON ARRIVAL**

Arrive early in September, avoid arriving around Sept. 23<sup>rd</sup> as it's a holiday. In Las Palmas there is a welcoming meeting with the Heads and the International Office. In Salamanca the students met with their co-ordinator and were spoken to only in Spanish.

## **REGISTRATION**

This is a relatively simple task as compared to other European countries, although in Seville registration is done separately for different subject areas, which means registering several times. Registration usually takes place one week before classes begin. Numerous photographs are required particularly at Barcelona and Madrid where each lecturer receives one. Photographs are quite cheap if you get them taken in Spain. It is not necessary to register with the Civil Authorities except for the NIE (Numero de Identificacion del Empleo). If you want to work and open a bank account. Go early, as the Spanish take a 'siesta' in the afternoon and you will find most services closed after 13.30.

For those going to Granada, make sure you get a letter from DCU saying that you are studying at the faculty of Translation and Interpretation.

## **ACCOMMODATION**

Despite the definite improvements in student residence facilities offered, private apartments in Spain are generally well equipped, inexpensive and popular with our students, particularly if they share with Spanish students. Expect to pay at least one month's rent as a deposit – in many cases it will be two month's. In Madrid check the 'Casa Compartidos' section for rooms and 'La Segundo Mano'. A proof of income letter is often requested in order to rent a flat in Madrid or a letter of guarantor from the Bank. You will not need this for a Piso Compartido. In Barcelona there is a newly constructed campus village for over 3,000 students. In Malaga check out the 'Viajes Solera' Living with Spanish people was highly recommended by other students.

*'Don't live with your Irish friends, live with the Spanish.'*

The Oficina de Alojamiento in the university may be able to help you with accommodation (flat or student residence), so it is a good idea to write a brief letter to him/her to introduce yourself and say when you are planning to arrive. A simple notice on the university noticeboard will suffice to make contact with other students in a similar situation. Make sure that you arrive in Spain in the third week of September in order to start looking for somewhere to live. One way around the accommodation problem in Madrid is to attend the Spanish courses in September organised by the ERASMUS office: the students who take these courses get the pick of whatever accommodation the ERASMUS office has available.

On arrival plan to book into a 'pension' for a few days while looking for your accommodation, or better still, book in before you go. Flats have all the basics, except very few will have a kettle. In addition, don't expect heating or electric showers – they are uncommon. For those going to Malaga, it is advised that you live in central Malaga and avoid 'El Ejido'.

## **TRAVEL**

The best way to travel around both Madrid and Barcelona is by Metro. In Madrid, a monthly commuter ticket can be purchased which gives unlimited travel on buses, trains and the metro. If you don't avail of commuter tickets it is still advisable to buy a multi-journey ticket. Train tickets can be purchased from travel agents that display the RENFE sign. Students can receive a 20% discount up to the age of 21. Travel can also be cheaper if you get a resident's card.

## **COST OF LIVING**

The cost of living in Spain is roughly equivalent to that of Ireland, although expenses associated with entertainment tend to be less than here. As the capital city, Madrid is in the upper range. It would be advisable to open an account in Spain. Be prepared for lengthy bureaucracy however. The recommended place is 'Caja Duero', a local building society. It will also be necessary to register with the Policia Nacional. To open an account in Granada you will need your passport and your Granada ID.

Banks are usually open Monday to Friday 09.00 - 14.00 in summer plus Saturday 09.00am - 13.00pm in winter. If using the post office, the best time to go is mediadia when it can be fairly quiet. Do expect everywhere to close during siesta. Transferring money is expensive and if you want to keep you account in Ireland open, it would be advisable to avail of 24-hour Internet banking.

## **FOOD AND DRINK**

It seems to be cheaper to eat off campus in most universities. It may be a little cheaper to shop in the local supermarket (e.g. the 'DIA' chain in Madrid), or the hypermarket in Las Palmas, however it is more enjoyable and the service much friendlier in the many small shops where it might be cheaper. Other inexpensive places include Eroski, Supersol, Carrefour, Hyperdino and Lidl. El Corte Inglés is the most expensive. Do try and use the markets (mercado central) for fruit and vegetables. Try the special Catalan dishes in Barcelona they are both filling and good value for money. Please note that if you eat in a bar there are separate prices for eating at the bar, at the table or sitting out on the terrace. The price of alcohol is dependent on where it is bought.

## **HEALTH**

The E111 form is preferred to form E128. There is not normally a medical service available on campus and doctors will not see you unless you have you E111 and your passport. For minor health complaints go to a pharmacy (farmacia) but for more serious cases if required you can get the address of an English speaking doctor from the farmacia or the local police.

## **PROJECTS**

Even though this booklet primarily refers to non-academic matters it is worth mentioning areas such as projects. The advice seems to start your project as early as possible and not to leave it until the last minute. The Irish Trade Board in Madrid allows students to avail of their well stocked reading room and one of our previous graduates who worked in the commercial office there has put together a guide dealing with research in Spain. Students found that some of the City Centre library borrowing procedures was very tedious. Students on Socrates Grants in Salamanca can't borrow books. Computer facilities can be quite limited. The intensive Spanish course is highly recommended and can cost from €100 - €200 so be prepared for this extra cost. In Seville go to the Instituto de Idiomas on Calle Reina Mercedes to book the classes.

## **WORK EXPERIENCE**

You must register with the Policia Nacional before commencing work. If you are planning to teach English, you have a better chance if you have completed the TEFL course. It is difficult to get work in Granada. Don't rely on getting a job for you time in Spain.

## **STUDENT LIFE**

The emphasis in a Spanish university is on academic matters and extra-curricular activities are not as well developed as they are in DCU. Having said this, Madrid and Barcelona have very comprehensive sports facilities including a swimming pool. A wide range of cultural and sporting activities is normally available in the local community, and it is not difficult to make friends with people in Spain. If you are prepared to make the first contact, you will find your fellow students and other people very willing to talk to you. In general those who go to Barcelona find it a little harder to integrate at first due to the prevalence of Catalan. It has been suggested that you join a club just to go out and meet people. In Salamanca there is an Erasmus club and generally in Spain there is a good Erasmus network. In Las Palmas, the sports facilities are 30 minutes away.

## **FINAL TIPS**

A useful telephone number is 010 for information. If money is in short supply, teaching English pays the best rates, especially as other work is hard to come by. Share accommodation with Spanish people if possible. Watch out for pickpockets. Bring a kettle – they are in short supply in Spain and if bringing a hairdryer do not bring a hi-powered one, as the Spanish sockets will not take it. Don't forget you adapters. If you have a laptop, bring it.

Bring photocopies of your passport, CV (in English and Spanish), Letter from DCU and your birth certificate.

If you arrive early in September enrol on the Spanish language courses in the college, as they are a great help when your lectures start. Remember to budget for them.

There are great trips organised by the Erasmus Society such as trips to Sierra Nevada (skiing) and trips to Portugal.

# JAPAN

## INTRODUCTION

The academic staff will give a full briefing on the year in Japan.

## TRAVEL

It is advisable to book as early as possible as flights can get quite expensive. Some university representatives collect the students from the airport (Takasaki, Kufs, Tokyo) otherwise it is up to the students to make their own way (Kanazawa and Kobe). The travel system is quite efficient and easy to understand. The Japan National Trust has an English-speaking phone service for travel information. Inter-city rail travel is quite expensive so a commuter ticket is a worthwhile investment. There is a 20% discount for students but it is still quite expensive. The discount is not available in all cities. The price is dependent on the distance traveled and the ticket is only valid for the stops between your regular stations. To avail of the discount you must produce your student ID card however some universities may take this off you when your academic placement ends. Bicycles are very popular in Japan and some universities will supply a bicycle depending on how far away you are from the university. The subway is the best for evening and night travel.

## COST OF LIVING

The average monthly cost of living is between 75,000 – 120,000 Yen. This applies mainly to Tokyo and Kanazawa whereas Takasaki has been found to be a bit cheaper.

## MONEY MATTERS

Carry travelers' cheques in yen, as they are cheaper to exchange than the dollar equivalent. Cash is also important, as bank drafts are difficult to change. You should open a bank account on arrival and be advised that the ATM machines are usually only open during business hours (latest 19.00) and ATM cards only work in the branch where the account is held. Citibank are a good bet as an international credit card can be used to access your account at home.

In Kyoto, there is no bank on campus and the nearest bank closes at 15.00. As there are only two ATM machines in Kyoto, it is advisable to take enough money out once a week.

The post office is very quick and reliable and in most cities there is one 24-hour post office. The normal closing time is 17.00. There is a post office beside Ichigaya campus.

## FOOD AND DRINK

Eating on campus and at work is less expensive as convenience stores can be quite dear. However some reports from Ichigaya are not good – they do not change the menu and the only options are Ramen or Chicken Curry and they don't think that students need to eat on Wednesdays. The supermarkets are the best for value and range. Dairy products are not as popular in Japan and may tend to be more expensive than Ireland. The set menu or Teishoku is good value. If you need cooking utensils, there are shops called Ghyaku Yen (99 shop).

## ACCOMMODATION

During the academic placement accommodation will normally be in one of the campus residences – do not expect ensuite and the choice of homestay is only applicable to

Takasaki. It is important to pay accommodation one month in advance, to be home by curfew and to conform to Japanese hygiene standards. Homestays are a great opportunity to increase your level of Japanese. Most accommodation includes washing machine, drier, microwave, TV and radio.

### **MEDICAL COVER**

It is important that you take out medical insurance for the time that you are in Japan. If you are with VHI check what percentage of cover they will give you during your work placement as some of the company policies only cover 90% of medical costs. The USIT insurance does not cover accidents involving skiing, alcohol or drugs. BUPA Ireland also offers medical insurance.

Those going for a full year of study in Japan must join the Japanese National Health Insurance Scheme by law that also covers dental care. Joining is by presenting your 1 – year visa and foreign registration card to the local ward office and by filling out the necessary form. If you do have insurance, you must pay your medical bill initially and settle afterwards with the insurance company. There is a medical service available in most universities such as Tokyo, Sophia, Kanazawa and Takasaki. Prescription drugs can only be obtained from doctors and can work out about € - €10 more expensive than Ireland.

### **REGISTRATION AND STUDENT LIFE**

In Tokyo, registration is organised by each university. At Sophia there is a half-day form filling session where courses are chosen. The registration at Kanazawa is straightforward. Every foreigner must register as an ‘Alien Citizen’ with the Civil Authorities within three months of arrival.

The library in Kyoto has a good selection of dictionaries, magazines and newspapers from around the world. There can be long queues for computers at certain times of the day however the computer room staff tend to be very helpful and patient. Library and computer facilities are quite limited in Ichigaya whereas as Yotsuya do have better facilities.

Joining student clubs is an excellent way of meeting other students, however be prepared for a full-time commitment. It may be quite difficult to meet Japanese students, as they tend to take classes in other campuses. However the social life for the foreign students is quite good. At Tokyo there is no Sports Centre however Sophia, Kanazawa and Takasaki have a wide range of facilities, some of which are fee-paying including gym and dance studio. You will be expected to pay for admission to museums and galleries.

If you change your address while in Japan, you must present your ID card and passport to the City Hall and it will be updated within 2 weeks.

### **FINAL TIPS**

There is a lot to see in Kyoto – temples and shrines are located in busy shopping areas. Festivals such as the ‘Jidai-Matsuri’ and ‘Kurama Fire’ are well worth a visit as is the illumination of ‘Kionizotera’.

Bring mosquito repellent, a good map, all healthcare items and lots of deodorant. In addition carry spare passport photographs and a driver’s license if applicable.

As there is a luggage limit of 20Kg it would be advisable to freight your belongs overland. Buying appliances is quite inexpensive in Japan. Those with a completed TEFL course will find the pay very good in Japan for teaching English.

Study before you travel, as you may be lost in the first few weeks and practice your Japanese over the summer. Get as much information as possible on your thesis at home as the Internet will be your only source for the European language section of your thesis.

Talk to students who have been to Japan last year, as they will provide a much more comprehensive view than any brochure.

If you are bringing any electrical appliances, please note that Japan runs on 110v.

<p><b>DCU Academic Coordinators</b>  <b>Semester/Year Abroad 2004/2005</b></p>
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## APPLICATION FOR SOCRATES GRANT

This form is for the use of students on the University's programmes in AL, IML, IBL, CL, EB, PF/G, travelling to foreign universities for one year with which we have a SOCRATES agreement.

All information provided on this form, and all correspondence in connection with the application, will be treated in strict confidence, and will not form part of the University's general student records.

This form, when completed, should be returned to the **FINANCE OFFICE**, in an envelope marked 'Confidential: SOCRATES Grants', to arrive not later than the **30<sup>th</sup> June 2004**.

This form has been designed to assist us in identifying those in greatest need. It is in your own interest to complete the form as fully as possible. Supplementary information may be attached on a separate sheet, but not as a substitute to completing the form.

The giving of false information on this form will render the application invalid, and may be referred to the Discipline Committee.

Name of Applicant: \_\_\_\_\_ Age: \_\_\_\_\_

Student Number: \_\_\_\_\_ Degree Course: \_\_\_\_\_

Host University: \_\_\_\_\_

Full Postal address: \_\_\_\_\_  
(for correspondence  
during the Summer  
prior to departure) \_\_\_\_\_

Are you eligible for a Higher Education Grant, VEC Scholarship, or other such award? If not, state the reasons. If you are in receipt of such an award, or of a DAAD Scholarship or similar form of support, please give full details:

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Please give details of any work placement or assistantship (or 'stage') which is part of your year abroad:

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Please give details of any remission of fees or other forms of support you have received from this University either in the past or in the current academic year, or any application for same which is still being considered or which you intend to make:

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Please give the details of any loans from banks etc. which you have taken out:

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Gross Parental Income (Please note this must be given by all applicants under 26)

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Number of dependant children in family:

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Please give all additional relevant details regarding your financial situation, including the amount of money you currently have or expect to receive in the near future, and foreseeable expenses associated with the year abroad other than the usual living and travel expenses:

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Please give the names and addresses of two referees and indicate their status (i.e. why they are in a position to act as your referee). These should not be members of your family, but should be persons resident in Ireland who are aware of your circumstances and who can therefore provide independent corroboration of the information given by you. You should tell your referees that their names are being used.

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Status \_\_\_\_\_ Status \_\_\_\_\_

I certify that the information given on this form is correct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN TO THE FINANCE OFFICE**

*If you have any questions on this application form, please direct them to Catherine Roche in Student Affairs: Tel: 7005492, [catherine.roche@dcu.ie](mailto:catherine.roche@dcu.ie)*