Welcome to DCU

General Pre-Arrival Information

International Office
Dublin City University
Tel: +353-1-7007411
E-mail: international.office@dcu.ie
Web address: http://www.dcu.ie/international
Welcome to Dublin City University! We are delighted that you have chosen to study at DCU. We hope that you find your time here exciting, challenging and enriching and we look forward to getting to know all of you better over the coming weeks and months.

This handbook contains information which is very important to your start at DCU. It is essential that you read the following pages carefully so that you are up to date with the latest information on academic, immigration matters, money matters, health & safety and the support available to you at DCU. We have also included some helpful advice and information such as local transport and working.

The International Office works very closely with colleagues in Student Support and Development, Registry and the academic schools to ensure that students are supported throughout their journey at DCU. Detailed information on the range of supports and services available to students through Student Support and Development is available on the DCU website. For queries regarding your programme of study you should speak directly with your Programme Chair or Module Lecturer. If you are not sure where you should direct your query or require any other help or information please contact the International Office by one of the methods listed below.

**Wishing you every success over the coming months!**

**The International Office Team**

International Office, DCU All Hallows Campus, Gracepark Road, Drumcondra, Dublin 9

Opening Hours: Monday to Thursday 9.30am - 5.00pm

Friday 9.30am - 4.00pm

Closed for Lunch: Monday to Friday 1.00pm - 2.00pm

[www.dcu.ie/international/index.shtml](http://www.dcu.ie/international/index.shtml)

00353 (1) 7007411  
international.office@dcu.ie

@DCU.International.Office  
@DCUIntl  
@dcuInt

Disclaimer: Every effort has been made to ensure the accuracy of all information and the University is not bound by any error or omission therein. We advise students to check relevant websites and their DCU student email account for any updated information, particularly regarding immigration.
Key Steps to Take

• Accept your offer
  Postgraduate Students—accept your offer on PAC
  Undergraduate students—please email international.office@dcu.ie

• Ensure Your Funding is in place
  Contact your bank or scholarship body

• Pay your Tuition Fees / Submit Financial Guarantee

• Provide Final Documentation to meet condition of your offer
  (if applicable)

• Purchase your Health Insurance

• Apply for your Student VISA
  (if necessary)

• Accommodation: Investigate and pay for short-term/long-term Accommodation.

• Arrange Your Travel

• Confirm Airport pick-up service (details entered on this online form)

• Finance - Arrange cash/money for initial arrival period
1. **Bank Payment/Telegraphic Transfer**
   - Allied Irish Bank Plc
   - Swords Road,
   - Santry
   - Dublin 9
   - Bank Sort Code: 93-22-21
   - Account Number: 43170288 (DCU)
   - Bank Swift Code: AIBKIE2D
   - IBAN: IE12 AIBK 9322 2143 170288

2. **Credit Card**
   - All credit cards/laser cards, except American Express, are acceptable.
   - Please note a daily limit of €1,500 applies to all LASER CARDS only.

3. **International Student Payment System**
   - DCU uses the PaytoStudy service which offers students the opportunity to pay their tuition fees directly from their home country. It reduces international transfer costs and ensures that DCU receives your fee payments quickly. If you would like to discuss this service please do not hesitate to email: info@paytostudy.com. Further instructions can also be found here.

In order to effect speedy and efficient payment to the student account, please quote with all submissions your
   1. DCU Student ID number (8 digit)
   2. Programme/course to which you are applying
   3. Full Name: First name and Family name

Please also ensure you keep a receipt of payment, which will state your RP (Reference) number. You will be required to produce this at registration.

**Your DCU Student ID Number**

Your 8-digit DCU Student ID Number is displayed on the top of your Offer Letter. Please familiarise yourself with this number as you will need it at Registration and throughout your student life at DCU.

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**Programme Costs**

Click [here](#) for full Undergraduate and Postgraduate listings with fees.
All students coming to Ireland must be covered by valid health insurance for the duration of their stay.

**Students from EU Member States**

Students from EU Member States should apply for a European Health Insurance Card (EHIC) in their own country before travelling to Ireland. This card will grant students the same access to Irish medical services as is the case for Irish citizens. Please keep in mind that the Irish health care system might differ from the health care system in your own country, and you may be liable for certain payments you would not be expected to cover at home. Students may also choose additional private cover, though this is not a requirement.

**Students from outside the EU**

Students from outside the EU are required to have private health insurance in place prior to entering Ireland. Students may arrange private health insurance in their own country or through an Irish health insurance company. We would advise all students to review existing schemes offered in their own country for suitability. If this is not an option, please see details of an arrangement DCU has negotiated below.

1. The insurance system is operated by an Irish insurance broker called Study and Protect. Medicover Standard Insurance cover costs €130 for Third Level students, which is good value. The policy is underwritten by ACE Europe.
2. The company can send you an insurance certificate once you pay the amount of €130 by credit card. You must have a valid Mastercard or Visa to operate this system.
3. Click on: [www.studyandprotect.com](http://www.studyandprotect.com)
4. Fill in the Quick Quote Form and select your preferred Insurance Product.
5. Make sure you provide your correct email address as your certificate will be sent to this.
6. Make your payment by credit card and you will receive the certificate shortly which you can then submit to the Visa Office (for visa requiring countries) and retain for evidence with immigration authorities on arrival in Ireland.

Please note that while DCU has negotiated this arrangement for its students, the University does not accept responsibility for the purchase of health insurance on behalf of a student. Students are advised to read the information carefully to allow them make an informed choice. They should contact the company directly with any queries.
EU/EEA Citizen

You do not require an entry visa for Ireland if you are a EU citizen. However, you should bring confirmation of your place at DCU and some proof that you have sufficient financial resources for your stay.

Non-EU Citizen

If you are not an EU citizen, the situation varies, so please contact your nearest Irish Embassy or Consulate to find out whether or not you require a VISA to enter Ireland. The Department of Justice & Equality provides a list of those non-nationals who require a VISA when entering Ireland.

Irish Naturalisation & Immigration Service
Department of Justice, Equality and Law Reform
13/14 Burgh Quay
Dublin 2
www.inis.gov.ie

Information on how to apply for a VISA together with a guide to supporting documentation can be found on INIS website.

Unfortunately the university has no control or influence over visa issues but will advise where possible.
On Arrival at Dublin Airport
If you come from outside the EU/EEA you will be requested to complete a landing card with your personal details when your arrive. You will need to hand this in to the Immigration Officer at Passport Control. You may also be asked for the following documents which we advise you to have in your hand luggage so they can be checked quickly and easily.

Important Documents to bring

Non-EU Students
- Passport
- Entry Visa (if applicable)
- Evidence of Private Health Insurance
- DCU Offer Letter
- Letter from DCU, stating that you have paid your fees in full

EU/EEA Students
1. Passport
2. European Health Insurance Card
3. Confirmation of your place at DCU
4. Proof that you have sufficient financial resources
Immigration/Entering Ireland

All non-EEA nationals, whether visa required or not, are subject to Immigration controls upon arrival in the State. In order to ensure that you do not experience any difficulties when entering Ireland from a Non-EU country, you must be able to give the Immigration Officer any documents necessary to explain your visit. Should you experience any difficulties please contact us at +353-1-700 7411 (during business hours).

Permission to remain in the state

- Generally speaking, non-EU/Non-EEA students can be granted up to 90 days permission to remain as a visitor upon arrival, provided they can satisfy an Immigration Officer that they have sufficient funds to support themselves, that they have a valid visa if one is required and that they will not breach Irish immigration or other laws.
- Non-EEA students who wish to reside in the State for longer than 90 days must register with the Irish Naturalisation and Immigration Services (INIS) and apply for further permission to remain before their initial leave to enter expires.
- The Irish government charge a fee of €300 for the Irish Residence Permit or IRP (formerly GNIB card). This fee must be paid at time of registration with INIS.
- The Irish Residence Permit/IRP (formerly GNIB card) is a credit-card sized card which includes the student’s photo, residency details and date of expiry.
- DCU will provide students with detailed information on INIS registration process during Orientation period.
Accommodation

Finding suitable accommodation in a foreign country can sometimes be difficult and we would recommend that you organise this as soon as you have been made an offer to study at DCU. You first need to decide on whether you would like to live on or off campus. Each student will have his/her own preference and both forms of accommodation have advantages and disadvantages. In terms of cost, a single room on or off-campus will be approximately the same. Sharing a room with other students is usually less expensive.

We often find that students studying for one year (for example a postgraduate programme) prefer to book on-campus accommodation. Students coming to study in first year of a three or four year degree programme, tend to live on-campus for the first year and then explore possibilities of moving off-campus with friends.

On Campus Accommodation

DCU’s Accommodation Office will assist students in choosing the most suitable type of on-campus accommodation for their period of study in Ireland. The on-campus accommodation facilities provide options ranging from standard accommodation to more luxurious.

Full details are available at: www.dcuaccommodation.ie

Off Campus Accommodation

There is also accommodation available in the vicinity of DCU. Students can choose from private student apartments, renting a house with fellow-students or living with a family. Please remember that you should allow yourself ample time to search for a suitable accommodation type to meet your needs (2 weeks should suffice).

DCU Accommodation Office list various off campus accommodation on their web site which you might find of interest.

Other

DCU Student’s Union also regularly advertise accommodation on their “DCU Accommodation” Facebook Page.— click here.

When you arrive at DCU, you will also find notices displayed around the University providing information about properties to rent in the vicinity of the University. Please note that these are private landlords and DCU cannot guarantee the suitability of any accommodation off-campus.
If you arrive in Dublin early you may need to book a local hostel or B&B until you can move into your room on campus. The following websites are good for finding short-term accommodation in Dublin: www.dublintourist.com or Short-term Rentals: www.daft.ie

The following list of hostels, B&Bs and Guesthouses may also be of use if you need temporary accommodation when you arrive in Ireland.

**Hostels & Bed & Breakfasts**

**Hostels Abbey Court**  
29 Bachelors Walk, Dublin 1  
Tel: +353-1-8780700  
E-mail: info@abbey-court.com  
www.abbey-court.com

**Avalon House**  
55 Aungier Street, Dublin 2  
Tel: 353-1-4750001  
E-mail: info@avalon-house.ie  
www.avalon-house.ie

**Dublin International Youth Hostel**  
61 Mountjoy Square, Dublin 7  
Tel: +353-1-8301766  
Email: reception@anoige.ie  
www.anoige.ie

**Barnacles**  
Temple Bar House  
19 Temple Lane South, Dublin 2  
Tel: +353-1-6716277  
E-mail: templebar@barnacles.ie  
www.barnacles.ie

**Jacob’s Inn**  
21–28 Talbot Place, Dublin 1  
Tel: +353-1-8555660  
Email: info@jacobsinns.com  
Www.jacobsinns.com

**Isaac’s Hostel**  
2/5 Frenchman’s Lane  
Dublin 1  
Tel: +353-1-8556215  
E-mail: hostel@isaacs.ie  
www.isaacs.ie

**Guesthouses**

**Almanii B&B**  
217 Swords Road, Whitehall, Dublin 9.  
Tel: (01) 857 4902  
E-mail: almani@indigo.ie  
www.almanii.com

**EGAN’S HOUSE**  
7-9 Iona Park Dublin 9  
Tel: +353-1-830 3611  
E-mail: info@eganshouse.com  
www.eganshouse.com
International Student Welcome Service

An International Student Welcome Service is offered to all incoming International students. Please check this webpage for more information on specific date and arrangements.

DCU student volunteers will be based at Dublin Airport on this day to assist new students who arrive between 7.00 am—7.00 pm and who have accommodation confirmed in

- DCU Campus
- DCU St. Patricks Campus
- DCU All Hallows Campus
- Shanowen Square
- Shanowen Hall
- Gateway Student Village

Students staying elsewhere, or students who will not arrive during the scheduled pickup times on the Arrival Day will be advised to use public transport.

We will contact all students with information about the Airport Pickup Service nearer to Arrival Days.

Arriving outside the scheduled Welcome Service Times

If you plan to arrive on a date/time other than the Arrival Days we suggest that you travel to DCU by taxi. A Taxi will cost approximately €20-30 from Dublin Airport to DCU depending on the number of people travelling and items of luggage.

You can also take a bus, but you will need to walk a distance from the nearest bus stop to DCU.

If you wish to go by BUS to Dublin city centre from Dublin airport you should use numbers BUS 41 or 16. For details on Dublin Bus fares and regulations, please visit: Dublin Bus Fares and Tickets. We suggest that you always double check with the bus driver. Bus tickets can be purchased on the bus, but you will need exact change.

You can also avail of Dublin Bus Airlink service, 747 or 767 from Dublin Airport to the Dublin City Centre.
International Student Orientation

All International Students must participate in Orientation when they arrive at DCU. Details about orientation will be emailed to you nearer to the time.

When you receive the Orientation schedule, you should carefully identify the sessions relevant to you.

Registration

During registration students select their course modules and obtain their Student ID card.

DCU provides an online registration system for full undergraduate and postgraduate students. Details will be emailed by DCU Registry nearer to the time. Please note that some timetables may not be available until the week prior to the academic year. Information on how to access timetables online will also be provided during Orientation Period.

Access to Services before Registration

Prior to Orientation, there is nothing that you should do academically. If you arrive early, you should use this time to get to know Dublin and your surroundings as much as possible. The city has much to offer at all times of the year. Enjoy a few days in Dublin and don’t worry about the academic part until Orientation.

The University and Third Parties

Please remember, the University does not communicate with third parties about you, unless specifically instructed to do so in writing by yourself. “Third party” means somebody other than you, e.g. your parents, friends.
Student Support & Development
We offer a number of support services to you as a student at DCU. There are also a number of developmental opportunities available to you also.
- A-Z Guide for Incoming Students
- Student Advice Centre
- Disability & Learning Support
- Please Talk
- Careers Service

Student Learning
Student Learning is here to help you manage your learning and develop your study skills. Whatever your level of study, you’ll find resources here to meet your learning need
- Academic Development
- Information Systems Services
- Loop—DCU’s Online Teaching Environment
- Current Academic Calendar

Health & Wellbeing
- Student Health Service
- Counselling & Personal Development Service
- Useful Telephone Numbers
- Pharmacy on Campus

Registry
Registry manage major student related activities including admissions, registration, examinations and graduation.

DCU Sport
DCU Sport offers state of the art facilities incorporating health and wellness to meet all your exercise and leisure needs.

Clubs and Societies
- Office of Student Life
- Radio: DCUFM

Arts
- The Helix Arts Centre

Religion & Spirituality
- Inter Faith Centre

On-Campus Services
- Bank of Ireland
- Printing / Binding
- Hairdresser
- Bookshop
- Campus Restaurants
- Spar Convenience Store

Transport & Travel
- Location of DCU
- Public Transport
- Parking Facilities
- Campus Map
- Discover Ireland

Please click on the links above for further information.
DCU is a multi-campus university and during your time here you should acquaint yourself with all three DCU Campuses—DCU Glasnevin, DCU St Patrick’s and DCU All Hallows. Travelling between the campuses—from DCU Glasnevin to St Patrick’s and All Hallows in Drumcondra, is easy. All campuses are excellently served by a regular Dublin Bus service and can be easily walked/cycled to.