



Erasmus+



International Incoming Exchange Student Handbook

Welcome to Dublin City University

Dear Students,

On behalf of Dublin City University, I would like to extend a sincere and warm welcome to you all. We are delighted that you have chosen DCU to continue your university education and know that you will benefit greatly, both academically and personally, from your stay with us. The DCU community looks forward to the intellectual and cultural contribution which I know you will make to the University and in return, we will do everything possible to make your stay a rewarding one.

This booklet has been produced by the International Office in DCU with a view to assisting you in your preparations before you leave your home countries and during your period of stay at the University. We have endeavoured to provide important information and to touch on many aspects of importance to your future stay in Ireland. Should you require any further information or simply wish to discuss any difficulties you may be experiencing, please feel free to visit us in the International Office in All Hallows, Drumcondra.

I wish you a successful and enjoyable stay on campus.

Kathleen Gordon
International Exchange Mobility Officer

This Booklet has been produced by the International Office, Dublin City University. Please contact us with any further enquiries. We are located at:

DCU International Office

All Hallows - Senior House

Gracepark Road

Drumcondra

Dublin 9

Ireland

D09 N920

Tel: +353-1-7008693

E-mail: exchange@dcu.ie

Website: <http://www.dcu.ie/international/index.shtml>

Monday –Thursday 9.00– 13.00 & 14.00 – 17.00, Friday: 9.00– 13.00 & 14.00- 16.00

All information in this booklet is correct at the time of print. However, the University is not bound by any error or omission herein.

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The International Office at Dublin City University

Staff:

<http://www.dcu.ie/international/people/index.shtml>

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Ms Bridget Carey	-	Global Recruitment Manager
Ms Kathleen Gordon	-	International Exchange Mobility Officer
Ms. Audrey Byrne	-	International Mobility Officer
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Ms. Sinead Carr	-	International Officer
Mr Christopher Brennan	-	International Assessment
Ms Ann McCarry	-	International Programmes Coordinator
Ms Akanksha Mehta	-	International Programmes Assistant
Ms Ann Donnellan	-	International Programmes Support
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Opening Hours and Contact Details:

Monday –Thursday 9.00– 13.00 & 14.00 – 17.00 & Friday: 9.00– 13.00 & 14.00- 16.00

*DCU International Office
All Hallows - Senior House
Gracepark Road
Drumcondra
Dublin 9, Ireland D09 N920*

Immigration Regulations

a) Student Visas:

Students from countries which are not members of the European Union will need a study visa to study in Ireland. There are, however, some exceptions to this rule. Please ensure that you consult the following website for up-to-date information on student visas and other immigration-related issues: <http://www.inis.gov.ie>.

Your local Irish Embassy or Consulate will also be able to advise you.

In Ireland, the contact details of the relevant government department are:

Department of Foreign Affairs,
Visa Section,
13-14 Burgh Quay,
Dublin 2

Telephone (within Ireland): Lo-call 1890 551 500

(Helpline available 10:00am to 12:30pm Monday, Wednesday and Friday excluding Public Holidays)

Telephone (from outside Ireland): + 353 1 6167700

(Helpline available 10:00am to 12:30pm Monday, Wednesday and Friday excluding Public Holidays)

Email: visamail@justice.ie

Applicants are asked to supply the following information when applying for a visa to their local Irish Embassies:

- Valid passport number
- Date of issue and expiry of passport
- Date, place and mode of arrival in Ireland
- Letter from DCU indicating that they have been offered a place as an exchange student
- Evidence of sufficient funds to cover living and other expenses for the proposed stay
- Recent passport photographs
- Visa application fee (non-refundable)

We would advise you to contact your nearest Irish embassy or consulate to obtain information about other necessary documents, which may vary according to your home country.

We have been advised that visa applications can take between 2 and 8 months to process, so it is advisable to secure a place early at the University, in order to avoid disappointment. Unfortunately the University has no control or influence over visa issues but will advise where possible. The student must apply for this visa him/herself.

b) Registration with the Immigration Authorities in Ireland:

All students from outside the EU or the EEA must register at the *Irish Naturalisation & Immigration Service (INIS)* upon arrival in Ireland. You need to make this appointment online using the following link: <http://dcu.ie/international/immigration.shtml>

You will need to take along:

1. A valid passport
2. A student visa (where applicable)
3. Student Card from DCU, valid for the current year
4. Evidence of financial support (e.g. current bank statement indicating your name / a letter of guarantee from a parent or guardian indicating the availability of sufficient funds to cover you during your period of stay in Ireland / letter from your sponsor, confirming financial status)
5. A letter from The International Office at DCU, indicating that you are a registered student at DCU

Once you register with the University, you will be issued with a DCU student ID card and will then be able to register with the authorities.

Address:

Garda National Immigration Bureau
13-14 Burgh Quay
Dublin 2

Opening hours:

08.00-10.00, Monday to Thursday; 08.00-16.00 on Friday; 10.00-14.00 on Saturday.

Oncampus Accommodation

Information regarding our accommodation services has already been sent to you. Please contact accommodation services directly to avail of this service. **Website:** <http://www.dcuaccommodation.ie>

Offcampus Accommodation

DCU is within walking distance of 2 privately run student accommodation housing. You can apply directly to these and be offered a room quickly once a deposit has been paid. More information can be found at their websites: www.shanowensquare.com and www.shanowenhall.com

Temporary Accommodation:

Upon arrival in Dublin you may need to stay in temporary accommodation if you have not secured accommodation prior to arrival. It is advisable to book a room in a youth hostel or Bed and Breakfast (B&B) prior to your arrival. The following information may be of use to in-coming students:

<p>Abbey Court 29 Bachelors Walk Dublin 1 Tel: +353 1 878 0700 Fax: +353 1 878 0719 Email: info@abbey-court.com Website: www.abbey-court.com</p>	<p>Abraham House 82/83 Lower Gardiner Street Dublin 1 Tel: +353 1 855 0600 Fax: +353 1 855 0598 Email: abraham@indigo.ie Website: www.abraham-house.ie</p>	<p>Ashfield House 19/20 D'Olier Street Dublin 2 Tel: +353 1 679 7734 Fax: +353 1 679 0852 Email: ashfield@indigo.ie Website: www.ashfieldhouse.ie</p>
<p>Avalon House 55 Aungier Street, Dublin 2 Tel: +353 1 475 0001 Fax: +353 1 475 0303 Email: info@avalon-house.ie Website: www.avalon-house.ie</p>	<p>Barnacles Temple Bar House, 19 Temple Lane Dublin 2 Tel: +353 1 671 6277 Fax: +353 1 671 6591 Email: tbh@barnacles.ie Website: www.barnacles.ie</p>	<p>Kinlay House 2-12 Lord Edward Street Dublin 2 Tel: +353 1 679 6644 Fax: +353 1 679 7437 Email: kinlay.dublin@usitworld.com Website: www.kinlayhouse.ie</p>
<p>Dublin International Youth Hostel 61 Mountjoy Square, Dublin 7 Tel: +353 1 830 1766 Fax: +353 1 830 1600 Email: dublininternational@anoige.ie Website: http://anoige.ie/</p>	<p>Isaac's Hostel 2/5 Frenchman's Lane, Dublin 1 Tel: +353 1 855 6215 Fax: +353 1 855 6574 Email: hostel@isaacs.ie Website: www.isaacs.ie</p>	<p>Jacob's Inn 21-28 Talbot Place Dublin 1 Tel: +353 1 855 5660 Fax: +353 1 855 5664 Email: jacobs@isaacs.ie Website: www.isaacs.ie</p>

Prices start from approx. €15 per night and weekly rates may be available

Private Rental Accommodation Websites

www.daft.ie

Recommended by students!

<http://www.dcustudentaccommodation.com/>

www.rent.ie

<http://isaccommodation.com/>

Cost of Living

We are often asked, particularly by international applicants, to give some indication of the cost of living for a third level student. This is quite a difficult exercise, as the cost of living depends to some extent on each individual student. For example, spending on travel and social life can vary widely from student to student. The following, therefore, are only very approximate estimates of the monthly living expenses of a student living away from and at home during the academic year. Please note, these are approximate costs and will vary for individual students.

Monthly cost of living away from home: approximate costs for academic year 2016/17

Self Catering	€
Rent: shared house or apartment (approx.)	350 (single) 470 (double)
Light/heating/power	62
Food	240
Travel (Monthly commuter ticket)	91.5 (30 day Bus)
Books and other academic necessities	53
Clothes, laundry, medical, etc.	30
Internet/Phone	50
Social life, other travel, miscellaneous	144
Total	€1020.5 (single), €1140.5 (Double) per month

Lodgings (renting a room with a family)	€
7-day partial board (approx.)	500
Food in University	140 (average €7 per day)
Travel (monthly commuter ticket)	91.5(30 day Bus)
Internet/phone	30
Books and other academic necessities	53
Clothes, laundry, medical, etc.	55
Social life, other travel, miscellaneous	144
Total	€1013.5 per month

A great new website called www.itsyourmoney.ie is very practical in helping students budget for the academic year.

Working in Ireland

a) Entitlement to Employment

Non-EU/EEA students are entitled to work up to 20 hours part-time per week and full-time during the university holidays whilst studying in Ireland. The current hourly rate of payment for a student is approximately €9.25

The entitlement to take up employment ceases once your student visa expires. Following completion of your studies, if you wish to continue in employment, you will require a work permit to do so.

Although this entitlement to work certainly eases the financial burden on international students, we would advise that you do not rely solely on this source of income during your stay here. The *Garda National Immigration Bureau* also expects proof that you will have sufficient funds to cover your period of study in Ireland.

b) Personal Public Service (PPS) Number:

All employees in Ireland have a PPS number for tax purposes. Therefore, if you intend working in Ireland, you must apply for a PPS number. Applications are made through your local social welfare office. You can find the location of your nearest social welfare office by looking in the Irish Golden Pages directory under 'Government Departments'.

You will need to take the following documentation along with you when you make your application:

- Passport
- Garda Registration Card
- DCU Student Card
- Proof of Address (gas/electricity bill in your name or bank statement)
- Letter from The International Office at DCU stating that you are a student at the University

Academic Calendar, Registration, Orientation, Portal Pages

a) Academic Calendar:

The full academic calendar for DCU can be accessed at:
https://www.dcu.ie/timetabling/ac_18_19.shtml

b) Registration:

In order to attend classes at DCU and to take advantage of the various discounts which come with being a student in Ireland, you must be registered at the University and be issued with a student ID card. You will be registered in advance of your arrival and you will be issued your student ID card during Orientation.

Please have with you your Acceptance Letter from DCU.

c) Orientation Programme:

For Year Long and Semester 1 exchange students, the Orientation Programme usually begins on the week before classes commence in September.

For new exchange students in Semester 2, the Orientation Programme usually takes place on the Thursday and Friday before classes commence in Jan/Feb.

d) Student Portal Pages:

At registration, you will be issued with information about your student portal page which contains your biographical details. This page is an extremely useful tool for students as it provides information such as examination timetables, results of examinations and details of the modules for which you are registered.

It is crucial that you check your portal page at frequent intervals during the academic year and inform Registry if any of your personal information is incorrect.

If you have technical difficulties, please contact Information Systems & Services, ISS.ServiceDesk@dcu.ie

Student Services at DCU

Detailed information regarding the services made available by DCU to registered students can be found at <https://www.dcu.ie/students/index.shtml>. The following provides a brief overview of these services. DCU is committed to ensuring that all students on campus are treated with respect and that their stay – whether long or short – is a completely satisfying and enriching one.

a) Student Health Services

The Health Service provides a totally **free** and **confidential** supportive service on campus.

The Service is provided by an integrated team of health professionals - Nursing, Medical, Physiotherapy and Psychiatric Health Professionals. Open door access is provided daily (Mon- Fri) to the University Nursing Service with an Appointment System operating for the Medical and Physiotherapy Clinics.

Please refer to the link for opening Hours and contact details: <https://www.dcu.ie/health/index.shtml>

b) Health Insurance:

Under EU/EEA regulations, students from other member states who are attending a course of study are entitled to medical service in Ireland. In order to be eligible, for any of these services, you will be required to provide the Irish health authorities with documentation from your home country that validates your entitlement. You should therefore contact the Health Authority in your home country, well in advance of travelling to Ireland, to fulfil any registration requirements and to obtain the necessary forms that you will need. EU citizens should ensure they have applied for their EHIC card before travelling to Ireland

Students from non-EU countries are not covered for any free medical attention off-campus and must therefore have their own private insurance. Please note that heavy levies are charged for all hospitalisation and it is advised to make provision for adequate medical insurance.

Attendance at the on-campus Student Health Service is free for all DCU students. However, prescription bills must be covered by the individual student.

Private Health Insurance in Ireland:

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 insurance broker called O'Driscoll O'Neill in Ireland on behalf of Medcover. Medcover Medical Expenses Insurance costs €120 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 €120 by credit card. You must have a valid Mastercard or Visa to operate this system.
3. Click on: <http://www.odon.ie/dcu/> - Confirm the quote of €120, then continue.
4. Please choose Dublin City University (DCU) on the drop down menu.
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 and to contact the company directly should any queries arise.

c) Counselling Service:

The counselling service is available free of charge to all registered DCU students. The service aims to provide opportunities for the individual to explore issues of concern, and to discover/clarify ways of living more resourcefully in a safe and confidential environment. In short the service promotes self-development and self-awareness, and aims to enable the student take effective control of their lives. <http://www.dcu.ie/students/counselling/index.shtml>

d) Sports and Recreation:

The Dublin City University Sports Complex offers students and members of the public some of the finest facilities in the country, including an aerobics study, squash, handball and racquetball courts, a fitness suite and a swimming pool. Students are encouraged to make full use of these facilities and should consult the Website <http://www.dcu.ie/dcusport/index.shtml> for further details or drop by in person when on campus.

'Clubs and Socs' Day takes place once a year in the autumn semester. On this day, existing clubs and societies' members provide information about their activities and invite new students to join clubs and societies of interest to them. For students attending DCU in the spring semester only, visit the Clubs and Societies Office, which is located on the first floor of the Hub (Student Centre).

We would strongly recommend that international students participate in some of the sports and recreational activities offered by the University. This is a wonderful way to make new friends and make good use of your spare time.

e) Chaplaincy:

The Interfaith Ecumenical Centre, which is located just opposite the Henry Grattan building and welcomes students of all faiths and religions. It is a wonderful meeting point and presents yet another opportunity to meet interesting people and make new friends. The interdenominational team at the Centre will welcome you warmly upon arrival and discuss the many opportunities the Centre offers. <http://www.dcu.ie/students/chaplaincy/index.shtml>

f) Disability:

If you have a disability, the Disability Service will support you by offering friendly and confidential advice. In recent years the number of students with disabilities in DCU has risen. We have put a series of support services in place to help students participate in and enjoy university life. These support services cover the admissions process, living arrangements, attendance at lectures, assistive technology for study purposes and of course, help with examinations. <http://www.dcu.ie/students/disability/index.shtml>

g) The Careers Advisory Service:

This service is available to all past and present DCU students. It is available to help you to prepare for the future and to advise you on your career choices and job hunting strategies, on either an individual

or group basis. In addition to contact with the careers advisor, a careers education program consisting of workshops, seminars and lectures is provided. <http://www.dcu.ie/students/careers/index.shtml>

Transportation upon Arrival

a) Taxis from Dublin Airport to DCU:

DCU is located near Dublin Airport. If you are arriving by plane and planning to come directly to the University, you must take a taxi, as there is no direct bus connection.

A taxi from the airport to DCU costs approximately €35. If you intend staying on the DCU campus, you should advise the taxi driver to enter the campus via the Ballymun entrance and ask to be brought to the 'Residences' which is clearly signposted on campus.

b) Buses to DCU:

There is no direct bus link from Dublin airport to DCU. Students may take a bus into Dublin city centre and then take one of the following buses to the campus. However, it is advisable to take a taxi if you are arriving with luggage.

DCU is serviced by the following routes: 4, 9, 11, 13, 44, 104

1. Number 44 and 104 stops in DCU Glasnevin Campus.
2. Numbers 11 services the city centre and Kilmacud from Wadelai Park and stops in O'Connell Street. The 11B also services the city centre and Belfield from Wadelai Park.
3. The 13 services the city centre and Merrion Square from Poppintree.
4. The 9 services the city centre and as far as Limekiln Avenue from Jamestown road.
5. More information on buses that service near DCU can be found at:

http://www4.dcu.ie/info/get_to.shtml

Students can get full timetables of buses from the main Dublin Bus Office in O'Connell Street. Website: www.dublinbus.ie

c) Ferry Terminals:

Sea ferries operate between France and Ireland and Great Britain and Ireland. Dublin has two ferry terminals, located at the North Wall and Dun Laoghaire. The ferry companies operating to and from Ireland are:

Stena Sealink:	+353-1-2047777	www.stenaline.ie
Irish Ferries:	+353-1-6610743	www.irishferries.ie
Brittany Ferries:	+353-21-4277801	www.brittanyferries.ie

d) Travel within Ireland:

Travel Rates for Students: Students can avail of a reduced rate for travel on trains and buses. Full details can be obtained at: www.dublinbus.ie

One of the advantages of having an International Student Identity Card (ISIC) is that it entitles you to certain travel concessions. Concessions available from Dublin Bus can only be gained if your ISIC card carries a 'Travel Save Stamp'. This stamp is available from the main Dublin Bus Office at 59 Upper O'Connell Street in the city centre. The current cost of the card and the stamp is €13 and is also available on campus from Usit NOW.

Monthly bus commuter tickets are available from the Students' Union, the University Travel Shop or from Dublin Bus.

Bus Eireann (Irish Bus): The central bus station in Dublin is located at *Busáras*, which is located in Store Street in the city centre. Bus Eireann has a network of buses that operates to and from all of the major cities in Ireland and offers further links to the smaller towns and villages. Bus timetables are available at <http://www.buseireann.ie/>

DART (Dublin Area Rapid Transport): Within the Dublin area, the DART train service runs along the coast from Howth in the north of Dublin to Bray in the South. The times of the DART vary between every five minutes during peak times and every half an hour on Sundays. The main stations servicing Dublin city centre are Pearse Station, Tara Street Station and Connolly Station. For more details please check the following website, <http://www.irishrail.ie/index.jsp?n=182&p=122>

LUAS (Light Rail Train System): This is a fairly recent addition to the Dublin transport system. Currently there are two transport lines: the Red Line from Tallaght in south west Dublin to the City

Centre, and the Green Line from Sandyford in south Dublin to Stephen's Green in the City Centre. For more details on fares and times please check, <http://www.luas.ie>.

Iarnród Eireann (Irish Rail): Irish Rail operates to all provincial cities from two stations in Dublin, Heuston Station and Connolly Station, both of which are located in the city centre. Students with an International Student Card (ISIC) and a Travelsave Stamp may avail of discounts on train journeys. For timetables, visit www.irishrail.ie

Hiring Cars: There are many car rental firms in Ireland. You will need a full driving licence to rent a car. If you are planning to drive in Ireland, it is advisable that you purchase a copy of 'Rules of the Road', which may be purchased through any bookseller, post office or directly from the Government Publications Sales Office, Sun Alliance House, Molesworth Street, Dublin 2.

General Information on Ireland

a) Banking and Currency: Students should open a bank account as soon as possible after arrival. In order to open a bank account, you will need two forms of identification. One should have your photograph on it and the other one should show your home address in your own country. It can take up to two weeks for the international transfer of money through the banking system. You should allow for this when deciding how much currency to bring with you in order to meet your initial expenses in the first few weeks after arrival.

The unit of currency used in Ireland is the euro (€). One euro is made up of one hundred cent.

b) Electricity: The Irish electrical current is 220 volts. The most commonly used plugs are 3-pin flat. As Irish voltage is different to US/Canadian voltage, you will need to bring/buy a voltage convertor if you are bringing electrical appliances. Voltage convertors are available from most electrical stores.

c) Emergency Services: Whilst in Ireland, dial 999 or 112 for the emergency services. You will be asked which service you want – 'Garda' (police), ambulance or fire brigade – and the area in which the incident has occurred. Please have these details ready when you make the call.

d) Public Holidays in Ireland:

List of Public and Bank Holidays of Ireland in 2018		
Day	Date	Holiday
Monday	March 19	St. Patrick's Day Holiday
Friday	March 30	Good Friday
Monday	April 02	Easter Monday
Monday	May 07	May Bank Holiday
9 more rows		
Public Holidays in Ireland in 2018 Office Holidays https://www.officeholidays.com/countries/ireland/index.php		

e) Weather: Ireland has a temperate climate with summer temperatures ranging from 16 – 24 degrees. In winter the temperature rarely drops below freezing point, but the winters can be quite damp. The following chart gives an indication of what you can expect in each month in Ireland:

Month	Average Daily Max (°C)	Average Daily Min (°C)	Average Monthly Rainfall (mm)
January	8	1	67
February	8	2	55
March	10	3	51
April	13	4	45
May	15	6	60
June	18	9	57
July	20	11	70
August	19	11	74

September	17	9	72
October	14	6	70
November	10	4	67
December	8	3	74

Useful Addresses in Dublin

Bord Fáilte (Tourism Board) Baggot Street Bridge, Baggot Street, Dublin 2 Tel: +353-1-6024000 Website: www.ireland.ie	Iarnród Eireann (Irish Rail) Head Office Connolly Station Dublin 1 Passenger Information: +353-1-8366222 Website: www.irishrail.ie
Bus Atha Cliath (Dublin Bus) 59 Upper O'Connell Street, Dublin 1 Tel: +353-1-8734222 Website: http://www.dublinbus.ie/	Irish Council for International Students (ICOS) 41 Morehampton Road, Dublin 4 Tel: +353-1-6605233 Website: www.icosirl.ie
Bus Éireann (Irish Bus) Busáras (Central Bus Station) Store Street Dublin 1 Tel: +353-1-8366111 Website: http://www.buseireann.ie/	Department of Justice & Equality, (INIS & Visa Section) 13-14 Burgh Quay Dublin 2 Tel: +353-1-6167700 Website: http://www.inis.gov.ie
Dublin Tourism Centre Suffolk Street, Dublin 2 Tel: +353-1-6057700 Website: www.visitdublin.com	USIT Now 19-21 Aston Quay, Dublin 1 Tel: +353-1-6021600 <i>And</i> The Hub, DCU Tel: +353-1-7005461 Website: http://www.usit.ie/

Before you leave home.....REMEMBER

- Make sure that your travel arrangements enable you to be in Dublin for the Orientation Programmes (details will be provided by email nearer the time)
- Make sure you have made appropriate accommodation arrangements
- Make sure you have received your letter of acceptance from DCU as an exchange student and bring it with you to registration and to the accommodation office
- Please remember to have the following with you on arrival in Ireland
 - Your passport
 - Your visa (if necessary)
 - Some other form of identification
 - Health insurance forms
 - Your Offer letter from DCU, accepting you as an Exchange student

We look forward to welcoming you soon at Dublin City University!