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Welcome!
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 international 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

00353 (1) 7007411 exchange@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

- Provide Final Documentation to meet condition of your offer
  - (if applicable)
- Apply for a EHIC card or 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
- Familiarize yourself with your 8-digit DCU student number

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 anybody other than you and includes your parents and friends.
Immigration Regulations

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 check the most up-to-date information on student visas and other immigration-related issues at http://www.inis.gov.ie. Your local Irish Embassy or Consulate will also be able to advise you.

Required information when applying for a visa:
- Valid passport number
- Date of issue and expiry of passport
- Date, place and mode of arrival in Ireland
- Offer Letter from DCU
- Evidence of sufficient funds to cover living and other expenses for duration of stay
- Recent passport photographs
- Visa application fee (non-refundable)
- Other documents may be required by local consulates

Applications can take between 2 and 8 months to process, so it is advisable to confirm your place early at the University and book an appointment early. The University has no influence over visa issues but will advise where possible.

Registration with the Immigration Authorities in Ireland
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. Make an appointment online for a date here. Be sure to select a date that is after orientation week.

Required documents
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. International Student Confirmation letter (available from letter request service)

Address:
L:\International\Enrolments\2019 - 2020 Entrants\Exchange 2019-20\Documents for Website\Incoming Student Handbook Sept 2019_August19.doc
Health Insurance

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 you access to the public healthcare system while in Ireland. The services you are entitled to and typical waiting times may be different in Ireland than in your home country. You may also be liable for certain payments you would not expect to cover if at home. You may also choose additional private cover (see below), though this is not a requirement.

Private Health Insurance in Ireland
Students from outside the EU are required to have private health insurance in place prior to entering Ireland. You may arrange private health insurance in your own country or through an Irish health insurance company. We 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 policy is underwritten by ACE Europe.

2. Click on www.studyandprotect.com

3. Fill in the Quick Quote Form and select your preferred Insurance Product (Standard insurance satisfies Irish immigration requirements).

4. Make your payment by credit card and check your inbox for the insurance certificate. Retain the insurance certificate for reference and present to Immigration authorities if requested.

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. You are advised to read the information carefully to allow them make an informed choice and to contact the company directly should any queries arise.
Vaccinations
All visiting students should ensure that they have received complete courses of all immunisations appropriate to their age that are recommended for their home country. If not already included, the following immunisations are also recommended:
* MMR (Measles, Mumps, Rubella)
* Meningitis C

Ideally, you should complete the vaccination cycle at least 8 weeks prior to your arrival in Ireland.

Working in Ireland
Studying at university level, particularly in a new country, is very intensive and it may not be possible to maintain a part-time job during busy study and exam periods. Although the entitlement to work 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. If you do choose to work, the current minimum wage in Ireland is €9.80/hour.

Entitlement to Employment
EU / EEA citizens who are students at DCU have no restrictions on the number of hours they may work.
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 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. The Irish Naturalization and Immigration Service also expects proof that you will have sufficient funds to cover your period of study in Ireland.

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 the social welfare office that is local to your Irish address. You will need to take the following documentation along with you when you make your application:
- Proof of Address (gas/electricity bill in your name or bank statement) or ‘International Student Confirmation Letter’ available from the online letter request service.
- Passport or other photo ID
- INIS Registration Card (if non-EU/EEA)

Application Process
PPS number applications will only be accepted with a pre-booked appointment from the Department of Social Protection. Appointments can be made online. Before arriving for your appointment ensure you have been allocated a date, time, and desk number. Without these you may not have a valid appointment. Take all required documentation with you to your appointment. Following successful registration you will be advised of your PPS number by letter to the address on the application form within 5 working days.
Accommodation

On-Campus Accommodation
DCU has some student accommodation on-campus. Information on how to either reserve a room or join the waitlist is provided by the International Office when you have accepted your offer. As a room on-campus cannot be guaranteed, we strongly advise exchange you to explore all off-campus accommodation options.

Off-campus Accommodation
As a room is not guaranteed we strongly advise you to also explore off-campus accommodation facilities early in order to ensure a place to stay for the duration of your programme and to avoid any disappointment.

Peer-to-peer services
- DCU Students’ Union
- Student facebook group: st pats/marino accommodation

Private Student Residences

Please note that these are privately managed and not linked to Dublin City University or DCU Rooms

- Gateway Student Village
- Shanowen Square
- Shanowen Hall
- Schoolhouse Court
- Uni Nest
- Hazelwood student accommodation managed by two separate companies:
  - HazelWood
  - Harrington Property Management

Private Rental Accommodation

There are a number of commercial websites that students use to find rooms in shared houses or apartments. Some sites are free to use, some charge fees for their services, and as with all on-line transactions be alert for fraudulent posts and suspicious activity.

- CollegeCribs
- Daft
- EasyRoomMate
- HomeStay
- HostingPower.ie*
- Property.ie
- SpotaHome*

*company charges a fee for its services

Filters that identify areas close to the University include:

- Dublin 5: Artane, Killester, Raheny, Donnycarney
- Dublin 7: Phibsboro
- Dublin 9: Beaumont, Santry, Drumcondra
- Dublin 11: Glasnevin, Finglas
**Short Term Accommodation**

You may need to book a local hostel or B&B if you arrive before you can move into your room on campus. The following list may be useful:

<table>
<thead>
<tr>
<th>Hostel Name</th>
<th>Address</th>
<th>Phone Number</th>
<th>Email Address</th>
<th>Website Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbey Court</td>
<td>29 Bachelors Walk, Dublin 1</td>
<td>+353 1 878 0700</td>
<td><a href="mailto:info@abbey-court.com">info@abbey-court.com</a></td>
<td><a href="http://www.abbey-court.com">www.abbey-court.com</a></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:abraham@indigo.ie">abraham@indigo.ie</a></td>
<td><a href="http://www.abraham-house.ie">www.abraham-house.ie</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:ashfield@indigo.ie">ashfield@indigo.ie</a></td>
<td><a href="http://www.ashfieldhouse.ie">www.ashfieldhouse.ie</a></td>
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</tr>
<tr>
<td>Abraham House</td>
<td>82/83 Lower Gardiner Street, Dublin 1</td>
<td>+353 1 855 0600</td>
<td><a href="mailto:abraham@indigo.ie">abraham@indigo.ie</a></td>
<td><a href="http://www.abraham-house.ie">www.abraham-house.ie</a></td>
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<tr>
<td>Ashfield House</td>
<td>19/20 D’Olier Street, Dublin 2</td>
<td>+353 1 679 7734</td>
<td><a href="mailto:ashfield@indigo.ie">ashfield@indigo.ie</a></td>
<td><a href="http://www.ashfieldhouse.ie">www.ashfieldhouse.ie</a></td>
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<tr>
<td>Avalon House</td>
<td>55 Aungier Street, Dublin 2</td>
<td>+353 1 475 0001</td>
<td><a href="mailto:info@avalon-house.ie">info@avalon-house.ie</a></td>
<td><a href="http://www.avalon-house.ie">www.avalon-house.ie</a></td>
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<tr>
<td></td>
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<td></td>
<td><a href="mailto:tbh@barnacles.ie">tbh@barnacles.ie</a></td>
<td><a href="http://www.barnacles.ie">www.barnacles.ie</a></td>
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</tr>
<tr>
<td>Barnacles</td>
<td>Temple Bar House, Dublin 2</td>
<td>+353 1 671 6277</td>
<td>barnacles.ie</td>
<td><a href="http://www.barnacles.ie">www.barnacles.ie</a></td>
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<tr>
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<tr>
<td>Kinlay House</td>
<td>2-12 Lord Edward Street, Dublin 2</td>
<td>+353 1 679 6644</td>
<td><a href="mailto:kinlay.dublin@usitworld.com">kinlay.dublin@usitworld.com</a></td>
<td><a href="http://www.kinlayhouse.ie">www.kinlayhouse.ie</a></td>
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<tr>
<td></td>
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<tr>
<td>Dublin International Youth Hostel</td>
<td>61 Mountjoy Square, Dublin 7</td>
<td>+353 1 830 1766</td>
<td><a href="mailto:dublininternational@anoige.ie">dublininternational@anoige.ie</a></td>
<td><a href="http://anoige.ie/">http://anoige.ie/</a></td>
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<tr>
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<tr>
<td>Isaac’s Hostel</td>
<td>2/5 Frenchman’s Lane, Dublin 1</td>
<td>+353 1 855 6215</td>
<td><a href="mailto:hostel@isaacs.ie">hostel@isaacs.ie</a></td>
<td><a href="http://www.isaacs.ie">www.isaacs.ie</a></td>
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<tr>
<td>Jacob’s Inn</td>
<td>21-28 Talbot Place, Dublin 1</td>
<td>+353 1 855 5660</td>
<td><a href="mailto:jacobs@isaacs.ie">jacobs@isaacs.ie</a></td>
<td><a href="http://www.isaacs.ie">www.isaacs.ie</a></td>
</tr>
</tbody>
</table>

Prices start from approx. €15 per night and weekly rates may be available
Arriving to Dublin & DCU

DCU is located near Dublin Airport on the north side of the city. There is no direct bus connection to DCU from the airport. If you are a Non-EU/EEA student, you will be required to complete a landing card at your port of arrival. You may also be asked to produce the following documents, so make sure they are easily accessible:

- valid passport
- visa (if applicable)
- evidence of health insurance
- DCU offer letter
- letter from DCU stating you have paid your fees in full

EU/EEA students may be asked for these documents on arriving in Ireland:

- valid passport/national identity card
- European Health Insurance Card
- confirmation of your place at DCU
- proof of sufficient financial resources

Airport Collection Service

The DCU International Office offers an airport collection service for international students. DCU student volunteers will be based at Dublin Airport to assist new students who arrive between 7.00 am—7.00 pm and who have accommodation confirmed in

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

If you are staying elsewhere, or will arrive outside the scheduled pickup times, we recommend that you use public transport. We will contact all students with information about the Airport Pickup Service nearer to Arrival Day.

Taxis from Dublin Airport to DCU

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. If you are staying at All Hallows the entrance is on Gracepark Road.

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. North Wall is closer to DCU and Dun Laoghaire is quite far from the campus. If arriving by boat be prepared for an expensive taxi journey or look for suitable public transport options.

Buses to DCU

There is no direct bus link from Dublin airport to DCU. Students may take Dublin Bus routes 41 and 16, or Airlink 747 or 767 from the airport to Dublin city centre. Bus tickets can be purchased on board but you will need to pay the exact value as change is not given.

DCU is on a number of bus routes from the city centre. DCU Glasnevin is served by the following bus routes

- Ballymun Road (Stop # 37/4680): routes 4, 9, 11, 13
• Ballymun Road (Stop # 92/128): route 17a
• DCU Helix (Stop # 7571): routes 31D, 42D, 44, 70D, 104
• Swords Road (Stop # 205/213): routes 1, 16, 41
• Collins Ave (Stop # 135021): routes 109a (from Kells), 126 (from Naas)

DCU St Patrick’s and All Hallows are served by routes 1, 11, 13, 16, 33, 41, 41a,b,c, 44, 126
More information on buses that service near DCU can be found at: http://www4.dcu.ie/info/get_to.shtml

Full timetables of buses are available from www.dublinbus.ie.
Planning your Academic Year

Selecting Modules
- Identify the Stream to which you have been admitted:
  - HMSAX / BSSAX / IESAX / ECSAX / SHSAX
  - HMSAO / BSSAO / IESAO / ECSAO / SHSAO
- Select modules *only* from the list for that stream
- Check that the modules you choose are available in your Semester of study:
  - 1 = Fall / Semester 1; 2 = Spring / Semester 2; 0 = Full academic year
- Check whether assessment is by examination or continuous assessment.
  Examinations for Semester 1 take place in January 2020
- You may register for no more than 30 credits in each semester.

The lists remain provisional until registration is complete. You are advised to check during August when a more up-to-dated list will be available.

Although we do everything to ensure the availability of your chosen modules, in some cases the level of interest may not be high enough for the module to run or may be so high that places are not be available for all students who apply.

The full academic calendar for DCU can be accessed [here](#).

**ERASMUS students: Information for the On-Line Learning Agreement**

University: Dublin City University
Erasmus code: IRL DUBLIN04
Address: DCU International Office, Drumcondra House DCU All Hallows Campus, Gracepark Road, Drumcondra, Dublin 9
Phone: +353 1 700 7411
Contact person / Responsible Person: Penny Storey
Email: exchange@dcu.ie
Homepage: [https://www.dcu.ie/international/Incoming-Students.shtml#](https://www.dcu.ie/international/Incoming-Students.shtml#)

**Registration**

You will be pre-registered for the modules selected on your application and will receive your student ID card during Orientation. There will be a two-week change of mind period after orientation if you need to revise your module selection

**Required Documentation:**
- Acceptance Letter from DCU - All students -
- Certificate of Attendance - ERASMUS students only

**Orientation Programme**

For Year Long and Semester 1 exchange and Study Abroad students, the Orientation Programme takes place **Monday, 16th September – Friday, 20th September 2019.**

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

Attendance at Orientation is mandatory and details of the program will be sent nearer the time.

**DCU Email Account**

All official DCU communications will go to your DCU email account. Please remember to check it regularly for important information, reminders and events from DCU, including the International Office.

L:\International\Enrolments\2019 - 2020 Entrants\Exchange 2019-20\Documents folder Website\Incoming Student Handbook Sept 2019_August19.doc
Certificate of Attendance – Erasmus Exchange
As part of the Erasmus programme, your home institution will provide you with a Certificate of Attendance. The DCU International Office will sign and stamp your certificate when you arrive at and a maximum of 3 days before you leave. Your official start date will be the first day of Orientation (16th Sept 2019) and your last date will be the last date of your lecturers or exams.

You can drop your Erasmus documents into the International Office on the All Hallows Campus and collect them after 3 days.

Student Portal Pages
At orientation you will be issued with information about your student portal page. This contains academic information such as details of the modules for which you are registered, examination timetables, results of examinations etc. You are required to check your portal page regularly during the academic year.

- If your personal information is incorrect inform Registry@dcu.ie.
- If you have technical difficulties contact ISS.ServiceDesk@dcu.ie

DCU Transcript of Records
Examination results will be available online from Wednesday 12th February 2020 for semester one students and Wednesday 17th June 2020 for semester two students. A hardcopy of your DCU transcript will be posted to your home address and to your home university by the end of March for Semester 1 students and by the end of July for semester 2 and full-year students. Ensure your address is correct on your student portal page.

Points of Contact
If you have academic queries regarding your programme or modules, your first point of contact should be your Lecturer or Programme Supervisor. If the issue is administrative or you need some practical advice you should contact the relevant team in the DCU International Office:

- **Study Abroad Students** should contact the Study Abroad Team in the International Office at study.abroad@dcu.ie
- **Exchange/Erasmus students** should contact the Exchange Team in the International Office at exchange@dcu.ie
Student Services at DCU

As a registered student of DCU you have access to a range of student support and developmental services. Detailed information can be found at [dcu.ie/students/a-z-guide](http://dcu.ie/students/a-z-guide).

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

**Student Learning**
We are a dynamic and evolving team actively responding to the learning needs of students. Our aim is to facilitate the transition from passive to active learning for students at DCU, by teaching study skills, nurturing critical thinking and building student confidence. We offer a flexible, free and confidential service and our resources are tailored to meet the needs of a diverse student population. If you have any concerns about your studies, get in touch and we will review your learning strategies and help you develop a personal learning plan.

**Information Systems Services**
Our mission is to collaborate with the DCU Community to transform the University through the integration and implementation of technology into many aspects; Teaching and Learning & Research Activity and Administration, while empowering all staff and students on all our campuses to work and learn collaboratively in new and exciting ways.

**Loop—DCU’s Online Teaching Environment**
Our online learning platform is called loop. Loop allows students to connect with course content, their teachers and fellow learners. It’s where students access their notes, participate in discussion fora, construct their ePortfolio and participate in webinars. Loop is an amalgamation of several different learning technologies into one platform. By creating this "brand" loop, we take the emphasis away from the individual technologies and their brands and concentrate on their pedagogical use.

**Registry**
Registry delivers administrative services to the University community, supports the implementation of academic policies and regulations and manages major student-related activities including admissions, registration, examinations and graduation. We are committed to providing high-quality services and support and are continuously adopting innovative approaches to the delivery of our services.

**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.

While attendance at the on-campus Student Health Service is free for all DCU students, prescriptions for medication must be covered by the individual student. The campus service does not operate out-of-hours and there can be a waiting list for appointments.
**Student Advice Center**
Students may have questions which they wish to discuss about their studies, personal circumstances or professional development. Student Advisers are available to discuss these topics with students in our offices which are based over two campuses. On speaking with a Student Adviser, a student can be further referred to an individual staff member or another service unit for further advice when relevant. All students and staff are welcome to our offices. We also offer one-to-one life coaching and workshops, helping students identify goals and increase confidence and resilience that will help them reach their full potential.

**Disability and Learning Development**
Our aim is to create an environment that promotes equality, independence and success for students with disabilities and diverse learning needs in DCU. In line with best practice guidelines we coordinate a range of supports for students who are registered with the service to ensure they have equity of access to their studies. Students located on all campuses have access to our supports provided across the multi-campus environment.

**Careers Advisory Service**
This service 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.

**Religion & Spirituality**
The Interfaith Ecumenical Centre located just opposite the Henry Grattan building 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.

**Sports and Recreation**
DCU Sport offers state of the art facilities incorporating health and wellness to meet all your exercise and leisure needs. DCU Sport comprises the University Sports Complex, the DCU Sports Grounds and our 5-a-side Soccer Centre. We have a wide range of facilities at the University Sports Complex, including pool, tepidarium, sauna, steam room, spa pool, sports halls and studios as well as a fitness centre with over 100 pieces of equipment.

**Student Clubs & Societies**
There are over 150 Clubs & Societies in DCU that cater for all interests, hobbies and passions. Involvement in club and society activity gives you a welcome break from your academic studies and in addition will enhance your social life and help you make lifelong friends as well as creating memories to treasure for life. ‘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 join. 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).

**Students’ Union**
All students of DCU are automatically members of the DCUSU, which is made up of 14 executive officers, five of whom are full-time sabbatical officers elected and paid by the student body. Each class has two elected class representatives who sit on Programme Boards and on Class Rep Council to discuss all issues affecting the students of DCU.
Location of DCU Campuses

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.
Travel within Dublin & Ireland

Walking
Dublin is a relatively small city and is very walkable. As in any city try not to look like a visitor and be careful of your valuables when you are walking around and especially at night:
* Do not keep valuables in a backpack.
* Do not keep your phone in the back pocket of your jeans.
* If using a handbag or purse look for a cross-body strap and hold it in front of you.
* At night go out in a group, avoid quiet or deserted streets, and look out for companions.
* Step in to a shop or cafe to check maps

Cycling
If you are planning to buy a bike invest in a secure lock system, always lock the frame and wheels, and choose a well-lit spot. There are shared bike schemes in the city. As stations for Dublin bikes are concentrated in the city center a stationless sharing scheme like BleeperBike is a better option for travel to the DCU campuses.

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](http://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 and on campus from Usit NOW.
Monthly bus commuter tickets are available from the Students’ Union, the University Travel Shop or from Dublin Bus.

Leap Cards
A [Leap Card](http://www.dublinbus.ie) is the most convenient way to pay for local and regional transport in Ireland. The pre-paid card that you can top-up as needed is accepted on Dublin Bus, DART and LUAS services in Dublin as well as national rail and bus networks.

Dublin Bus
The livery of the Dublin Bus fleet is yellow with light blue and dark blue. Dublin Bus operates a network of services across Dublin city. Details of services [to DCU with information on useful APPS](http://www.dublinbus.ie).

Train
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. Drumcondra Train Station is currently the closest train station to the DCU campuses. DCU St. Patrick’s and All Hallows Campuses are approximately 10/15 mins walk north along the Drumcondra Road.
DCU Glasnevin campus is approximately 25/30 mins walk north along Drumcondra Road.
There are direct connections to Drumcondra from both Dublin Connolly and Dublin Heuston.
L:\International\Enrolments\2019 - 2020 Entrants\Exchange 2019-20\Documents for Website\Incoming Student Handbook Sept 2019_August19.doc
Students with an International Student Card (ISIC) and a Travelsave Stamp may avail of discounts on train journeys. For timetables, visit [www.irishrail.ie](http://www.irishrail.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](http://www.irishrail.ie/index.jsp?n=182&p=122).

**LUAS (Light Rail Train System)**
Dublin’s electric tram system does not service DCU but operates from Dublin City Center to the West (red line), North (Blue line) and South (green line). For more details please check [http://www.luas.ie](http://www.luas.ie).

**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/](http://www.buseireann.ie/).

**Private Bus Companies**
A range of private operators also provide bus services in Ireland. Often these are cheaper or more direct services than either Dublin Bus or Bus Eireann.

**Car hire**
Car sharing in Dublin is available through *GoCar*. For longer or overnight trips it may be more cost effective to hire from one of the many car rental firms in the city. You will need a full EU or International driver’s 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’ and remember that we drive on the left.
General Information on Ireland

Cost of Living

The cost of living depends on your individual situation and choices and spending on travel and social life can vary widely from student to student. Below are very approximate estimates of the monthly living expenses of a student living away independently and with a host family for an academic year.

Monthly cost of living away from home: approximate costs for academic year 2017/18

<table>
<thead>
<tr>
<th>Self Catering</th>
<th>€</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent: shared house or apartment (approx.)</td>
<td>425 (single) 500 (double)</td>
</tr>
<tr>
<td>Light/heating/power</td>
<td>50</td>
</tr>
<tr>
<td>Food (groceries + campus meals)</td>
<td>240</td>
</tr>
<tr>
<td>Travel (Monthly commuter ticket)</td>
<td>120 (30 day Bus)</td>
</tr>
<tr>
<td>Academic books, printing etc.</td>
<td>40</td>
</tr>
<tr>
<td>Clothes, laundry, medical, etc.</td>
<td>30</td>
</tr>
<tr>
<td>Internet/Phone</td>
<td>30</td>
</tr>
<tr>
<td>Social life, other travel, miscellaneous</td>
<td>150</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>€1085 (single), €1160 (Double) per month</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lodgings (renting a room with a family)</th>
<th>€</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-day partial board (approx.)</td>
<td>850</td>
</tr>
<tr>
<td>Food in University</td>
<td>140 (average €7 per day)</td>
</tr>
<tr>
<td>Travel (monthly commuter ticket)</td>
<td>120 (30 day Bus)</td>
</tr>
<tr>
<td>Internet/phone</td>
<td>30</td>
</tr>
<tr>
<td>Academic books, printing etc.</td>
<td>40</td>
</tr>
<tr>
<td>Clothes, laundry, medical, etc.</td>
<td>30</td>
</tr>
<tr>
<td>Social life, other travel, miscellaneous</td>
<td>150</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>€1,360 per month</strong></td>
</tr>
</tbody>
</table>

Useful Links

www.itsyourmoney.ie a practical website for helping students budget for the academic year.
https://www.dcu.ie/students/az/cost-living DCU Student Support advice on finance & budgeting

Banking and Currency

The unit of currency used in Ireland is the euro (€). One euro is made up of one hundred cents. Most banks are open Monday to Friday from 10am 4pm. Some branches will close for lunch. Only a small number of branches are open on Saturday mornings.

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.

Students staying for two semesters or more must open an Irish bank account. You are advised to open a bank account within your first two weeks in Ireland as it is required for some immigration processes. You may also be required to pay for your rent via a direct debit from an Irish bank account.
There is a Bank of Ireland branch on the DCU Glasnevin campus. They will have advisors to speak to students on the best type of account to open and what documents you are required to take with you to open an account. You must open a bank account in person in a bank branch.

**Documentation Required**
To open a bank account with the Bank of Ireland on Campus you must request an ‘International Student Confirmation Letter’ using the online letter request service. Please give your full address in Ireland when you request the letter. DCU International Office will scan a copy of this letter to Bank of Ireland and a hard copy will be available for you to collect.

You will need to take the following documents with you to the bank:
- Photo ID (Passport, National ID card)
- DCU Student Card
- Bank of Ireland letter from DCU (this can be used as ‘proof of address’)

After opening an account, you will be able to sign up for online banking and link to an account in your home country if necessary.

If you choose another retail banks in Ireland confirm what documentation they need to open your account. Other banks include:
- Allied Irish Bank (AIB)
- Ulster Bank
- National Irish Bank
- Permanent TSB

**Electricity**

The Irish electrical current is 220 volts. The most commonly used plugs are 3-pin flat.

You may need an adaptor and / or voltage convertor if you are bringing electrical appliances. Voltage convertors are available from most electrical stores.

**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.

**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. **You should pack a waterproof coat and shoes and a good umbrella.** The following chart gives an indication of what you can expect in each month in Ireland:

L:\International\Enrolments\2019 - 2020 Entrants\Exchange 2019-20\Documents for Website\Incoming Student Handbook Sept 2019_August19.doc
<table>
<thead>
<tr>
<th>Month</th>
<th>Average Daily Max (°C)</th>
<th>Average Daily Min (°C)</th>
<th>Average Monthly Rainfall (mm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>8</td>
<td>1</td>
<td>67</td>
</tr>
<tr>
<td>February</td>
<td>8</td>
<td>2</td>
<td>55</td>
</tr>
<tr>
<td>March</td>
<td>10</td>
<td>3</td>
<td>51</td>
</tr>
<tr>
<td>April</td>
<td>13</td>
<td>4</td>
<td>45</td>
</tr>
<tr>
<td>May</td>
<td>15</td>
<td>6</td>
<td>60</td>
</tr>
<tr>
<td>June</td>
<td>18</td>
<td>9</td>
<td>57</td>
</tr>
<tr>
<td>July</td>
<td>20</td>
<td>11</td>
<td>70</td>
</tr>
<tr>
<td>August</td>
<td>19</td>
<td>11</td>
<td>74</td>
</tr>
<tr>
<td>September</td>
<td>17</td>
<td>9</td>
<td>72</td>
</tr>
<tr>
<td>October</td>
<td>14</td>
<td>6</td>
<td>70</td>
</tr>
<tr>
<td>November</td>
<td>10</td>
<td>4</td>
<td>67</td>
</tr>
<tr>
<td>December</td>
<td>8</td>
<td>3</td>
<td>74</td>
</tr>
</tbody>
</table>

**Public Holidays in Ireland**

<table>
<thead>
<tr>
<th>Date</th>
<th>Weekday</th>
<th>Holiday Name</th>
<th>Holiday Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Jan</td>
<td>Tuesday</td>
<td>New Year’s Day</td>
<td>National holiday</td>
</tr>
<tr>
<td>17 Mar</td>
<td>Sunday</td>
<td>St. Patrick’s Day</td>
<td>National holiday</td>
</tr>
<tr>
<td>19 Apr</td>
<td>Friday</td>
<td>Good Friday</td>
<td>Observance</td>
</tr>
<tr>
<td>22 Apr</td>
<td>Monday</td>
<td>Easter Monday</td>
<td>National holiday</td>
</tr>
<tr>
<td>6 May</td>
<td>Monday</td>
<td>May Day</td>
<td>National holiday</td>
</tr>
<tr>
<td>3 Jun</td>
<td>Monday</td>
<td>June Bank Holiday</td>
<td>National holiday</td>
</tr>
<tr>
<td>5 Aug</td>
<td>Monday</td>
<td>August Bank Holiday</td>
<td>National holiday</td>
</tr>
<tr>
<td>28 Oct</td>
<td>Monday</td>
<td>October Bank Holiday</td>
<td>National holiday</td>
</tr>
<tr>
<td>24 Dec</td>
<td>Tuesday</td>
<td>Christmas Eve</td>
<td>Observance</td>
</tr>
<tr>
<td>25 Dec</td>
<td>Wednesday</td>
<td>Christmas Day</td>
<td>National holiday</td>
</tr>
<tr>
<td>26 Dec</td>
<td>Thursday</td>
<td>St. Stephen’s Day</td>
<td>National holiday</td>
</tr>
<tr>
<td>31 Dec</td>
<td>Tuesday</td>
<td>New Year’s Eve</td>
<td>Observance</td>
</tr>
</tbody>
</table>
Useful Addresses in Dublin

<table>
<thead>
<tr>
<th>Address</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bord Fáilte (Tourism Board)</strong></td>
<td>Tel: +353-1-6024000</td>
</tr>
<tr>
<td>Baggot Street Bridge, Baggot Street, Dublin 2</td>
<td>Website: <a href="http://www.ireland.ie">www.ireland.ie</a></td>
</tr>
<tr>
<td><strong>Iarnród Eireann (Irish Rail)</strong></td>
<td>Tel: +353-1-6605233</td>
</tr>
<tr>
<td>Head Office, Connolly Station, Dublin 1</td>
<td>Website: <a href="http://www.irishrail.ie">www.irishrail.ie</a></td>
</tr>
<tr>
<td><strong>Bus Atha Cliath (Dublin Bus)</strong></td>
<td>Tel: +353-1-8734222</td>
</tr>
<tr>
<td>59 Upper O’Connell Street, Dublin 1</td>
<td>Website: <a href="http://www.dublinbus.ie">http://www.dublinbus.ie</a></td>
</tr>
<tr>
<td><strong>Irish Council for International Students (ICOS)</strong></td>
<td>Tel: +353-1-6605233</td>
</tr>
<tr>
<td>41 Morehampton Road, Dublin 4</td>
<td>Website: <a href="http://www.icosirl.ie">www.icosirl.ie</a></td>
</tr>
<tr>
<td><strong>Bus Éireann (Irish Bus)</strong></td>
<td>Tel: +353-1-8366111</td>
</tr>
<tr>
<td>Busáras (Central Bus Station), Dublin 1</td>
<td>Website: <a href="http://www.buseireann.ie">http://www.buseireann.ie</a></td>
</tr>
<tr>
<td><strong>Department of Justice &amp; Equality, (INIS &amp; Visa Section)</strong></td>
<td>Tel: +353-1-6167700</td>
</tr>
<tr>
<td>13-14 Burgh Quay, Dublin 2</td>
<td>Website: <a href="http://www.inis.gov.ie">http://www.inis.gov.ie</a></td>
</tr>
<tr>
<td><strong>Dublin Tourism Centre</strong></td>
<td>Tel: +353-1-6057700</td>
</tr>
<tr>
<td>Suffolk Street, Dublin 2</td>
<td>Website: <a href="http://www.visitdublin.com">www.visitdublin.com</a></td>
</tr>
<tr>
<td><strong>USIT Now</strong></td>
<td>Tel: +353-1-6021600</td>
</tr>
<tr>
<td>19-21 Aston Quay, Dublin 1</td>
<td>Website: <a href="http://www.usit.ie">http://www.usit.ie</a></td>
</tr>
<tr>
<td><strong>And</strong></td>
<td>Tel: +353-1-7005461</td>
</tr>
<tr>
<td>The Hub, DCU</td>
<td>Website: <a href="http://www.usit.ie">http://www.usit.ie</a></td>
</tr>
</tbody>
</table>
There’s an App for that!

Our top 10 apps for students:

- SafeZone—the DCU Campus Safety App that offers aid in emergency or high risk situations or if First Aid is needed
- CultureMee—practical travel advice and dealing with ‘culture shock’
- Journey Planner – to help plan your journey on public transport. This app covers all our Ireland.
- Dublin Bus – this app will give you real time travel information as well as routes and timetables for Dublin bus.
- Groupon – check out all of the latest deals for Dublin!
- Discover Ireland - It’s Ireland in your pocket! Get up-to-date info on what’s happening, places to eat and much more.
- Entertainment.ie – this app lists every screen in every cinema in Ireland, along with music, clubbing, theatre and comedy.
- Dublin Culture Trail - Videos and photographs present Dublin’s museums, galleries, and historic buildings, while introducing the people and artists behind them.
- Lovin Dublin - helps you find the best events, hidden gems and free things to do in Dublin
- Instagram – because you will need to document all the amazing times you’re going to have!

(p.s. we have included mainly Dublin apps but there are also some great apps available to help you explore other parts of Ireland such as Cork or Galway!)
Before you leave home...............

- Make sure that your travel arrangements enable you to be in Dublin for the Orientation Programme

- Have all your documents saved and in hard copy. Please remember to have the following with you on arrival in Ireland
  - Your valid passport
  - Your visa (if necessary)
  - A driver’s license if you wish to hire a car
  - Some other form of identification
  - EHIC card or other Health insurance documents
  - Your Offer letter from DCU

- Make sure you have made appropriate accommodation arrangements, know what items are provided and what items you must provide for yourself, and when you can move in

- Know how to get from your point of arrival to your accommodation and from your accommodation to DCU

- Familiarise yourself with the layout of Dublin city

- Make sure you have an adequate supply of any medication you need

- Unlock your phone so you can get a local SIM card

- Bring an adaptor so you can charge your phone and laptop