



dublin
international
study
centre

Welcome to
your new home

A guide for students preparing to join us
at **Dublin International Study Centre** for
progression to **University College Dublin**

Welcome to your new home

Dublin is a fantastic place to live and study. This friendly and welcoming city will be your new, exciting home away from home, a place where you will create new memories that you'll treasure for life.

We want to help you settle into your new home quickly and easily, so that you can concentrate on your studies and start enjoying student life in Dublin. This guide provides all of the important information you need to prepare for travelling to and living in Dublin, Ireland and studying at Dublin International Study Centre (ISC).

For up-to-date information before your arrival, visit:
dublinisc.com/welcome

Address:
Dublin International Study Centre
Richview Newstead Block A
Belfield, Dublin
D04 K3H4
Ireland

Useful websites:

University College Dublin:
ucd.ie

Dublin International Study Centre: dublinisc.com

Education in Ireland:
educationinireland.com

Irish Council for International Students: internationalstudents.ie

Discover Ireland: ireland.ie

Visit Dublin: visitdublin.com

Weather: met.ie



Dollymount Strand Beach



The Spire of Dublin



St Patrick's Day celebrations



Irish Film Institute



County Wicklow, 'The Garden of Ireland'

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Get ready to join us at the International Study Centre

You will find useful information on our Welcome Hub to help you to prepare for starting your programme. Before you join us, there are six things you need to do first.

1 - APPLY FOR YOUR VISA (IF REQUIRED)

Most international students (non-European Economic Area) need a visa to come to Ireland, although there are a number of countries where you may not require a visa.

To check whether you need a visa and to apply if required please visit the Irish Naturalisation and Immigration Service (INIS) website: inis.gov.ie

IF YOU DO NEED A VISA

Step 1: Complete the online application form.

Visit: www.visas.inis.gov.ie

Step 2: Follow the instructions on the summary application form you will receive, which will include information on where to submit your form and documents

Step 3: Submit the documents, outlined below. Documents must be sent to the local Irish Embassy/Consulate/Visa Office.

- Summary application form (printed, signed and dated) providing full details of your previous education
- An explanation for any gaps in your educational history
- Two colour passport photographs – not more than 6 months old

- Current passport (valid for 12 months after your arrival date in Ireland), and a copy of previous passports, if applicable.
- Signed letter of application including your full contact details
- Letter of Acceptance from Dublin ISC confirming and specifying acceptance on your course of study. This letter should confirm the amount of fees payable and fees paid for the course. Our visa letter will provide proof of this.
- Evidence of course fees paid
 - a) A copy of an Electronic Transfer of Funds from the applicant to the bank of the centre/ valid receipt showing course fees lodged to an approved student fees payment service
 - b) Visa letter

If the course fees are:

- a) in excess of €6,000, at least this amount must be paid before applying for the visa
- b) less than €6,000, this must be paid in full before applying for the visa

- Evidence you have the academic and English ability to follow your chosen course
Such evidence will include exam results AND qualification certificates AND English certificates. While not a mandatory requirement, it is recommended that all applicants take a English language test approved by the Irish Government, and provide the original certificate with their visa application. Any certificate must have been issued within 2 years of the expected start date of your course.

- Evidence of sufficient funds to support yourself during your studies

For all academic courses due to begin after 1 July 2023, student must show evidence (e.g. bank statement) that you have immediate access to at least €10,000. This is the estimated cost of living in Ireland for a student for one academic year.

For the latest details please visit: inis.gov.ie/en/INIS/Pages/Study

The bank statements must show full contact details of the bank – name, address, telephone number and include the name, address and account type of the account holder and the account number.

If you are a sponsored student, then details of the relationship is required. Evidence of ready access may include the sponsor's employment letter with contact details of the employer – name, address and landline phone number, and four recent payslips.

If you are funded by a scholarship, please provide details of the funding and a letter to support this.

- Evidence of private medical insurance **See point 6**
- Details of any previous visa applications for any country and visa refusal letters (if applicable)
- Birth certificate (for unaccompanied students under 18 years)
- Consent of parent(s)/ legal guardian(s)

You may be required to provide your Biometrics information as part of the application process. You need to submit the required documents to avoid your application being refused.

Processing time and visa decisions

Please allow a minimum time of eight weeks for student visas to be approved.

Visa decisions are published weekly (every Tuesday). You can search for the progress of your application using your Visa Transaction Number that will be allocated to you at the time you submit your application. Visit: inis.gov.ie

2 - COMPLETE OUR PRE-REGISTRATION FORM

It's important that we have up-to-date information for you. Fill out and verify the information in the form at any time as you finalise your study and travel plans. The form can be found on your Welcome Hub.

3 - BOOK YOUR ACCOMMODATION

During your time at the International Study Centre we strongly recommend booking student accommodation. Alternatively you can arrange your own private accommodation.

If you have requested accommodation on your application form, our Central Student Services Team will contact you directly regarding the options available. Ensure that you have provided your contact details to avoid any delay in processing your request.

You may prefer to arrange your own accommodation. Make sure that you have secured your accommodation before arriving in Ireland and let us know where you will be staying to ensure that there are no difficulties on arrival.

Students under 18 years old

Although students can arrange their own accommodation, students under the age of 18 must arrange the accommodation we have selected for them to ensure their welfare.

Email: dublinisc.css@studygroup.com

4 - BOOK YOUR TRAVEL

Once you receive your visa, you can book your travel. You should arrive ready for the first day of term to get a good start to your studies. If you have booked your accommodation with us, it will usually be available two days prior to the start of term.

You should not book any flights home until you have received your full academic calendar from the International Study Centre during induction week.

Please see page 9 for your suggested arrival airport.

Useful information and six things you need to do first before you join us (continued).

5 - COMPLETE THE GUARDIAN APPLICATION FORMS (UNDER 18 ONLY)

You will have received details to complete in order to consent to a guardian for you, either via our Godsil* partnership or with an alternative International Study Centre approved guardian. You will need to complete the form and your parent(s) will need to sign and have it notarised. You should make a copy, and bring one copy with you in your hand luggage and keep the other in your main luggage.

*Doesn't apply to sponsored students from Kuwait.

6 - ENSURE YOU ARE INSURED

It is essential that international students have the protection of personal insurance for the duration of their time in Dublin, Ireland as well as for registration with immigration.

When you applied to the International Study Centre, you will have had the option of taking insurance cover with StudyCare Insurance. This insurance policy covers loss of personal possessions as well as providing health and medical insurance. If you have not taken this option, please make sure you have secured your own policy.

For full information on StudyCare Insurance, visit: studygroup.com/studycare-ie

If you need help and advice, your local representative or your student enrolment advisor can help you.

In addition to personal insurance, all students enrolled in a programme of study at Dublin International Study Centre require Learner Protection Insurance. This is mandatory insurance cover recognised by the Department of Justice and approved by the awarding body, QQI and is automatically added to your booking when you receive your offer to study.

Learner Protection Insurance means that in the event that a study centre closes before the completion of a course, the centre will have a mechanism in place to either provide you with a suitable alternative or receive a refund of fees paid. The cost of your insurance is based on a proportion of your tuition fee and paid at the same time as you confirm your place on your course. Prior to your course start date, you will receive a certificate of insurance from the insurance provider, Arachas, confirming that you are covered.

For full information on Learner Protection Insurance, visit: dublinisc.com/learner-protection



What to bring with you to Ireland

You'll need to pack some important items, such as your passport and visa, in your hand luggage for easy access, while other non-essential items can be packed away in your suitcase.

i It is recommended that your passport should be valid for the duration of the course. If it expires during your studies, you will need to renew it in Ireland.

Top Tip

Check with your airline on what you can bring in terms of size and weight for hand and checked luggage.

Calling from Dublin? Once you're in Dublin, you don't need to include the '+353', just replace it with a '0'. For example, a number that internationally is +353 1 487 0460 becomes 01 487 0460

Things to pack in your hand luggage

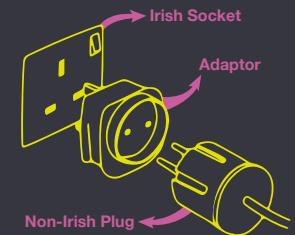
- ☐ Passport and visa
- ☐ Your offer letter
- ☐ Your education certificates including IELTS or other original Secure English Language Test
- ☐ Evidence of funding for your tuition fees and living costs, including sponsor letter (if you are being sponsored)
- ☐ Accommodation documents, if you are living on campus, please ensure that you have agreed to the University College Dublin Residences terms and conditions and that you have a copy of your booking receipt with you on arrival.
- ☐ Notarised letter naming your designated guardian in Ireland (if you are under 18)
- ☐ Any insurance documents
- ☐ Medical certificates including vaccination records
- ☐ Mobile phone
- ☐ Essential toiletries and medications (please check with your airline what's permitted)
- ☐ Enough money to live on in the first few weeks. We advise you do not bring large amounts of cash.

Things to pack in your suitcase

Dublin has a variety of shops so you'll be able to buy everything you need to live comfortably. Many of the personal items you wish to bring with you, such as clothes, accessories and books can go in your suitcase.

You must bring:

- Laptop computer and charger.*
- Comfortable clothing such as trainers, jeans, t-shirts, jumpers and a warm/waterproof coat. The dress code at the International Study Centre is informal.
- Study supplies e.g. pens and paper notepads – these may be less expensive in your country.
- Mobile phone and charger.
- At least one travel adaptor plug – 240v with a three-pin plug (like the one pictured below).



i Your accommodation may provide a bedding and catering pack. Check the accommodation section at: dublinisc.com

If you have booked private accommodation, you will need to check what is supplied.

*You must have a PC or Mac based computer available for use in order to access course materials, Learning Management System (LMS) / Virtual Learning Environment (VLE) platform and undertake assessments - it is important that all students are prepared with the appropriate technology. Linux, Chromebooks and Windows 10S/11S Mode are not supported.

Please note it is not possible to complete your assessments on an iPad or a Chromebook and these are not suitable substitutes for one of the above. While it is possible to access and interact with most course content using various tablets and smartphones, such as iPads, iPhones and Android devices, these devices will not work for assessments.

PC

Operating System: Windows 10 or a more recent version of Windows (Note: Windows 10S/11S Mode are not compatible operating systems)

Memory: 4 GB RAM

Hard Disk Space: 200 MB of free hard disk space

Hardware: Webcam and Microphone

Software: Installation of Zoom for Virtual Classrooms

Web Browser: Google Chrome or Microsoft Edge (Chromium version)

Mac

Operating System: Mac OS/X 10.15 or a more recent version

Memory: 4 GB RAM

Hard Disk Space: 200 MB of free hard disk space

Hardware: Webcam and Microphone

Software: Installation of Zoom for Virtual Classrooms

Web Browser: Google Chrome or Microsoft Edge (Chromium version)

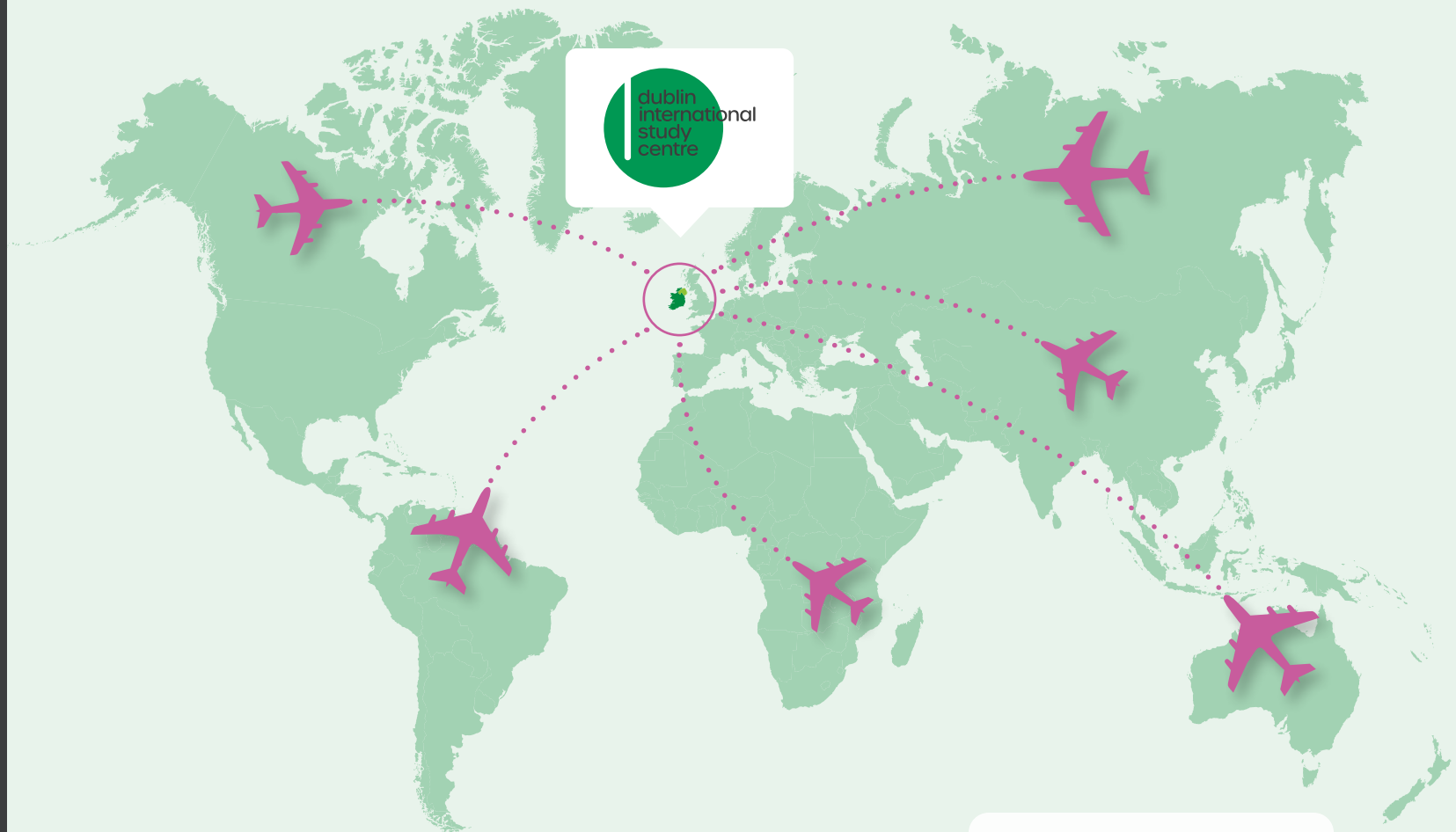
Arriving in Dublin, Ireland

Travelling to a new country can be a little overwhelming. To make it easier for you, we've outlined the process below so that you know exactly what to expect when you arrive.

If you are from outside the European Union (EU), when you reach border control, please enter through the Non-EU entrance. Please be prepared for an immigration interview with Irish Naturalisation and Immigration Service (INIS) staff. It is common for international students to be stopped at the border, so please don't worry if this happens to you. Border Patrol will most likely just want to check that you are safe to enter the country. You must be able to answer some questions in English and have a basic conversation without the assistance of an interpreter – failure to do so may result in you being denied access to the country, at which point you will have to return home. Please note that the Irish border control can be very busy, so you may have to wait in a queue to see an Immigration Officer. After collecting your luggage and making your way through customs, you will reach the arrivals hall.

Welcome to Dublin, Ireland!

For up-to-date information visit:
dublinairport.com/at-the-airport/passenger-information/customs-immigration



Top Tip

Make sure you have original, paper copies of all your documents, not in digital formats on smart phones, tablets or other electronic devices. Keep them in your hand luggage in case you need to show them at the Irish border.

Getting to Dublin ISC from Dublin Airport

Dublin Airport is the closest international airport to Dublin International Study Centre

Taxi transfer

Most students get a taxi at the airport upon arrival - as there are taxi ranks at the airport and you should have no trouble finding an available car.

If you would prefer to book in advance, you can either make this booking yourself via a taxi company of your choosing, or we can book it for you and add the fare fee to your account.

If you would like our support in arranging a taxi for you, please email the CSS team to request this and include your flight details in the email.

dublinisc.css@studygroup.com

Check your room confirmation for details of where and when to collect your keys, particularly if you are arriving late at night or early in the morning when residence receptions may not be open. If you are arriving when the reception is not open, check your room confirmation for out of hours key collection information.

Making your own way

i If you are travelling directly to your accommodation, the safest way is by taxi from Dublin Airport. Prices for journeys to different parts of the city are posted at the official taxi ranks, found on the forecourts directly outside Terminals 1 and 2.

Keep your information up to date

It's really important that you keep your contact details up-to-date via our Pre-Registration Form in case we need to contact you at any point.



i Journey time from Dublin Airport is 30-40 minutes by taxi (depending on traffic)

Your welcome week

On your first, exciting day with us it is important that you start on time.

It's vital that you start on time so that you don't miss out on meeting your new classmates and enjoying all of the great social activities that have been planned for you.

We will work with you in your first week to find out about your academic levels and how we can best support you in your studies.

What to bring with you to the Centre

Please bring the following documents, so that we can register you on the course:

- Evidence of your Secure English Language Test
- Passport and visa
- Sponsor letter (if you are being sponsored)

During your Induction Programme you will learn about:

- **Opening a bank account**
If you bring a banker's draft in euros with you (payable to yourself) or arrange for it to be sent, you can open a bank account once you have registered for your course.

In order to open a bank account you will need:

- a passport
- proof you are a student – we will issue you with a letter
- proof of a home address in Ireland

- **Your chosen programme**
Get your all-important timetable and find out what you need to achieve to progress to the University.
- **Registering with the University**
Once you are registered with the University you will get your student card and be able to set up and log on to the University's internet network.

You will also get information about the University sports facilities and gym memberships.

- **Registering with the Irish Naturalisation and Immigration Service (INIS)**
You will need to register with the INIS during your first weeks with us and have up to 90 days to do so. Staff at the ISC will help you with this. You will need:
 - Your passport
 - Bank Statement of an Irish bank account in your name, showing a balance of at least €4500 (if you did not require a visa to come to Ireland)
 - Offer letter (original)
 - Letter from the International Study Centre
 - Your insurance policy
 - Statement of Attendance from previous college (only if you have been studying in Ireland already)

If you are **over 18**, you will need to pay a fee of €300 by credit card, laser card or bank giro (cash is not accepted).

If you are **under 18**, this fee does not apply, but you will need to supply additional documents:

A letter from your parent or guardian permitting you to study in Ireland stating:

- Name and address of the centre
- Notarised letter naming your designated guardian in Ireland. If you do not have a designated person your student advisor can help you.
- Photocopies of the bio-data pages of the parent or guardian passport – photograph and signature must be visible.

We want you to feel at home as quickly as possible. If you have any worries, you can always approach any of our friendly staff and they will be very happy to help.

If you have any problems or queries during your induction programme, please email the Student Experience Team.

Email
dublinisc.css@studycgroup.com

Advice on settling in

Say hello to your new neighbours. Living in a student residence is a great way to make new, life-long friends. Other students around you, both from Ireland and abroad, will be feeling the same as you. Talking to each other will really help you settle in. Why not take the first step by introducing yourself?

Join in! There will be events planned at the International Study Centre as well as plenty of clubs and societies to join.

Don't forget to set your morning alarm on your first day – you'll need plenty of time to get ready.

Daria, Ukraine Studied International Foundation Year in Business, Economics and Finance

"My first week was orientation week where they told us everything about University College Dublin, the International Study Centre, Dublin and Ireland. We had walks around campus and had lunch together to get to know one another."



Your campus



Campus map



Dublin International Study Centre
Richview Newstead Block A,
Belfield Dublin, D04 K3H4, Ireland



Map key

BUILDING INDEX

Agnes McGuire Social Work Building **1 E9**
 UCD Agriculture and Food Science Centre **2 D7**
 Ardmore Annexe **3 C8**
 Ardmore House **4 C8**
 Ashfield Residences **5 E9**
 Annex Newstead **6 F2**
 Belfield Office Park **7 D2**
 Belgrave Student Residences **8 E8**
 Bicycle Shop **9 B10**
 UCD Bowl **10 C4**
 Campus Services **11 D7**
 UCD Centre for Molecular Innovation and Drug Discovery **12 D6**
 Centre for Experimental Pathogen Host Research (CEPHR) **13 B8**
 Centre for Synthesis and Chemical Biology (CSCB) **14 D7**
 Charles Institute **15 C5**
 UCD Clinton Centre for American Studies (Belfield House) **16 B10**
 UCD Computer Centre **17 C5**
 UCD Computer Science and Informatics Centre **18 C6**
 UCD Conway Institute **19 B5**
 Crannóg House **20 G12**
 Daedalus Building **21 C9**
 Energy Centre **22 F3**
 UCD Engineering & Materials Science Centre **23 C9**
 Environmental Protection Agency **24 E1**
 UCD Geary Institute (Arts Annexe) **25 F9**
 Gerard Manley Hopkins Centre (UCD International Office) **26 D9**
 Glebe House **27 G11**
 Glenomena Student Residences **28 C11**
 Hanna Sheehy-Skeffington Building **29 E9**
 Health Sciences Centre **30 C5**
 UCD Humanities Institute Ireland **31 F9**
 Leinster Rugby **32 F2**

Irish Institute for Chinese Studies (UCD Confucious Institute) **33 C9**
 UCD James Joyce Library **34 D7**
 UCD John Hume Institute for Global Irish Studies (William Jefferson Clinton Auditorium) **35 B9**
 Medical Bureau of Road Safety (MBRS) **36 D5**
 Merville Student Residences **37 D11**
 National Hockey Stadium **38 D4**
 National Institute for Bioprocessing Research and Training (NIBRT) **39 C12**
 National Virus Reference Laboratory (NVRL) **40 C8**
 Newman Building **41 D8**
 NovaUCD **42 B12**
 Oakmount Crèche **43 G6**
 UCD O'Kane Centre for Film Studies (Observatory) **44 F7**
 O'Reilly Hall **45 C7**
 Our Lady Seat of Wisdom Church **46 E6**
 Pavillion **47 D4**
 Planning and Environmental Policy **48 E1**
 UCD Lochlann Quinn School of Business **49 D9**
 UCD Moore Centre **49a D9UCD**
 Research **50 C8**
 Restaurant **51 D9**
 Richview Buildings Laboratory **52 E1**
 Richview Lecture Building **53 F1**
 Richview Library **54 E1**
 Richview Memorial Hall **55 F1**
 Newstead Block A **56 F2**
 Newstead Block B (Main Bld) **57 F2**
 UCD Institute of Sport & Health **58 E3**
 Richview School of Architecture **59 E1**
 Roebuck Castle **60 G11**
 Roebuck Hall Residence **61 F11**
 Roebuck Offices **62 G11**
 UCD Rosemount Environmental Research Station **63 H4**

UCD O'Brien Centre for Science (Hub) **64 D6**
 UCD O'Brien Centre for Science (North) **65 C6**
 UCD O'Brien Centre for Science (West) **66 D6**
 UCD O'Brien Centre for Science (East) **67 C6**
 UCD Sports Centre **68 E5**
 St. Stephens **69 C10**
 UCD Student Centre **70 D5**
 Building 71 **71 D9**
 UCD Sutherland School of Law **72 D10**
 Systems Biology Ireland (SBI) **73 C6**
 Tierney Building (Administration Building) **74 C8**
 UCD Earth Institute - Richview **75 F1**
 Veterinary Hospital **76 B6**
 UCD Veterinary Sciences Centre **77 B6**
 Woodview House **78 B5**
 UCD Village **79 E10**
 Running Track **80 E2**
 University Club **81 C6**

ACADEMIC INDEX

UCD COLLEGE OF ARTS AND HUMANITIES NO.
 UCD School of Art History and Cultural Policy **41**
 UCD School of Classics **41**
 UCD School of English, Drama and Film **41**
 UCD School of History **41**
 UCD School of Irish, Celtic Studies and Folklore **41**
 UCD School of Languages, Cultures and Linguistics **41**
 UCD School of Music **41**

UCD COLLEGE OF BUSINESS NO.
 UCD Michael Smurfit Graduate Business School **49**
 UCD Lochlann Quinn School of Business **49**

UCD COLLEGE OF ENGINEERING AND ARCHITECTURE NO.

UCD School of Architecture, Planning and Environmental Policy **49**
 UCD School of Biosystems and Food Engineering **23**
 UCD School of Chemical and Bioprocess Engineering **23**
 UCD School of Civil Engineering **57**
 UCD School of Electrical and Electronic Engineering **23**
 UCD School of Mechanical and Materials Engineering **23**

UCD COLLEGE OF HEALTH AND AGRICULTURAL SCIENCES NO.

UCD School of Agriculture and Food Science **2**
 UCD School of Medicine **30**
 UCD School of Nursing, Midwifery and Health Systems **30**
 UCD School of Public Health, Physiotherapy and Sports Science **78**
 UCD School of Veterinary Medicine **77**

UCD COLLEGE OF SOCIAL SCIENCES AND LAW NO.

UCD School of Archaeology **41**
 UCD School of Economics **41**
 UCD School of Education **62**
 UCD School of Geography **41**
 UCD School of Information and Communication Studies **41**
 UCD School of Law **72**
 UCD School of Philosophy **41**
 UCD School of Politics and International Relations **41**
 UCD School of Psychology **41**
 UCD School of Social Policy, Social Work and Social Justice **29**
 UCD School of Sociology **41**

UCD COLLEGE OF SCIENCE

UCD School of Biology and Environmental Science **66**
 UCD School of Biomolecular and Biomedical Science **64**
 UCD School of Chemistry **12**
 UCD School of Computer Science **18**
 UCD School of Earth Sciences **66**
 UCD School of Mathematics and Statistics **65**
 UCD School of Physics **65**

CAMPUS INFORMATION SERVICES

SERVICES

Bicycle Shop **9 B10**
 Campus Bookshop **34 D7**
 Centra Supermarket **79 E10**
 Copi-Print **34, 41 D7, D8**
 Laundry **28, 61 C11, F11**
 Mail Room **56 F2**
 Pharmacy **70 D5**
 Sports Centre Barber **68 E5**
 Student Desk **73 C8**
 Student Health Service **70 D5**
 Students' Union **70 D5**
 Students' Union Shop **22, 34, 64 C9, D7, D6**
 UCD HR **62 G11**
 UCD Village Welcome Desk **79 E10**

GATES OPENING TIMES*

R138 Entrance **24 hours**
 Clonskeagh Entrance, (Mon-Sun) **07.00 - 00.00**
 Owenstown Entrance (Mon-Sat) **07.00 - 00.00**
 Fosters Avenue Entrance **07.00 - 00.00**
 Richview Entrance (Mon-Fri) **07.00 - 00.00**
 Richview Entrance (Sat) **07.00 - 18.00**
 Merville House Pedestrian and Cyclist Entrance **07.00 - 00.00**
 Newstead Gate (Mon-Sun) **24 hours**
 Roebuck Castle, Pedestrian & Cyclist Entrance **24 hours**
 Greenfield Park, Pedestrian & Cyclist Entrance **24 hours**
 Roebuck Pedestrian & Cyclist Entrance (Mon-Fri) **07.00 - 18.00**

* Gate opening times may change due to Bank holidays or for operational reasons

Your checklist

As soon as possible

- ☐ Have you checked your contact information and provided other details in the Pre-Registration Form?
- ☐ Have you paid the required fees for your tuition, accommodation and insurance (if applicable)?
- ☐ Have you booked your accommodation?
- ☐ Have you applied for and received your visa?

Up to one month before you depart




- ☐ Have you checked the information in your Pre-Registration Form?
- ☐ Have you organised money to bring with you?
- ☐ Have you received confirmation of your room allocation?
- ☐ Have you made a copy of your passport and other essential documents?

What to bring with you on your first day

Please bring the following documents, so that we can register you on your course:

- ☐ Passport and visa
- ☐ Sponsor letter (if you are being sponsored)
- ☐ Evidence of your English Language ability

Why not join our social network

 facebook.com/dublininternationalstudycentre
 instagram.com/dublinisc
 youtube.com/dublininternationalstudycentre
#MyDublinStory

Dublin International Study Centre is run by Study Group in collaboration with University College Dublin.

For more information visit: studygroup.com