Welcome to DCU
General Pre-Arrival Information

International Office
Dublin City University
Tel: +353-1-7007411
E-mail: international.office@dcu.ie
Web address: http://www.dcu.ie/international
Welcome to Dublin City University! We are delighted that you have chosen to join us. 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 booklet contains information which is very important to your start at DCU. It is essential that you read the following pages carefully so that you are up to date with the latest information on academic, immigration matters, money matters, health & safety and the support available to you at DCU. We have also included some helpful advice and information such as local transport and working.

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

Wishing you every success over the coming months!

The International Office Team

International Office, DCU All Hallows Campus,
Gracepark Road, Drumcondra, Dublin 9
(Open Monday to Friday 9.30am – 5.00pm)
http://www.dcu.ie/international/index.shtml

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

@DCU.International.Office @DCUIntl @dcuint

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

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

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

- Pay your Tuition Fees / Submit Financial Guarantee

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

- Purchase your Health Insurance

- Apply for your Student VISA
  
  (if necessary)


- Arrange Your Travel

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

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

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

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

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

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

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

### Programme Costs
Click here [2017 Postgraduate Fees](#)  
Click here [2017 Undergraduate Fees](#)
All students coming to Ireland must be covered by valid health insurance for the duration of their stay.

**Students from EU Member States**

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

**Students from outside the EU**

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

1. The insurance system is operated by an insurance broker called O’Driscoll O’Neil in Ireland on behalf of Medicover.
2. Please see: [http://www.odon.ie/dcu](http://www.odon.ie/dcu)
3. Medicover Standard costs €120 and Medicover Superior costs €170.
4. These policies are underwritten by ACE Europe.
5. A valid Mastercard or Visa is required for payments.
6. Ensure you provide your correct email address as this will be used for correspondence.
7. O’Driscoll O’Neil will send you an insurance certificate once payment has been made. This certificate can be used when applying for a student VISA (if necessary) and should be also kept for evidence with immigration authorities on arrival in Ireland.

Please note that while DCU has negotiated this arrangement for its students, the University does not accept responsibility for the purchase of health insurance on behalf of a student. Students are advised to read the information carefully to allow them make an informed choice. They should contact the company directly with any queries.
EU/EEA Citizen
You do not require an entry visa for Ireland if you are a EU citizen. However, you should bring confirmation of your place at DCU and some proof that you have sufficient financial resources for your stay.

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

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

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

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

Important Documents to bring

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

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

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

**Permission to remain in the state**

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

Accommodation

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

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

On Campus Accommodation

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

Full details are available at: www.dcuaccommodation.ie

Off Campus Accommodation

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

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

Other

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

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

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

**Hostels & Bed & Breakfasts**

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

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

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

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

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

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

**Guesthouses**

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

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

An International Student Welcome Service will operate on 10th September 2017 only.

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

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

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

Arriving outside the scheduled Welcome Service Times

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

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

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

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

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

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

Registration

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

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

Access to Services before Registration

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

The University and Third Parties

Please remember, the University does not communicate with third parties about you, unless specifically instructed to do so in writing by you, e.g., your parents, friends.
We offer a number of support services to you as a student at DCU. There are also a number of developmental opportunities available to you also.

- **A-Z Guide for Incoming Students**
- **Student Advice Centre**
- **Disability & Learning Support**
- **Please Talk**
- **Careers Service**

**Student Learning**
Student Learning is here to help you manage your learning and develop your study skills. Whatever your level of study, you’ll find resources here to meet your learning need

- **Academic Development**
- **Information Systems Services**
- **Loop—DCU’s Online Teaching Environment**
- **Current Academic Calendar**

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

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

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

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

**Arts**
- **The Helix Arts Centre**

**Religion & Spirituality**
- **Inter Faith Centre**

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

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

Please click on the links above for further information.
We are delighted that you have selected DCU to be your new study destination. We know that your time in Ireland will be a unique and enriching experience for you. Our role is to try to do whatever is necessary to assist you in this transition from your home country. We hope you have a safe journey to Ireland and we look forward to welcoming you to DCU.

Website:  www.dcu.ie/international

Telephone  +353-1-7007411

Email:  international.office@dcu.ie

DCU International Social Media

Facebook  DCU International

Twitter  @DCUIntl

Pinterest:  dcu.ie

YouTube  DublinCityUniversity

Instagram  @dublincityuniversity

Weibo  DCUIreland
DCU is a multi-campus university just a short distance from Dublin city centre.

For information on public transport and cycling routes to get you to and from the different DCU campuses and to the City Centre please visit:

[www.dcu.ie/info/get_to.shtml](http://www.dcu.ie/info/get_to.shtml)

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