



TRINITY COLLEGE DUBLIN

The University of Dublin

Pre-arrival Information for Non-EU Visiting Students 2008/09

Dear Student,

You have been offered a place as a visiting student at Trinity College Dublin during the coming academic year.

Please find below some general information which we hope will help you prepare for your arrival in Dublin. Please feel free to contact this office if you have any questions or concerns which haven't been addressed.

We look forward to meeting you and hope you enjoy your time in Dublin.

Kind regards,

Wendy

Wendy Bernard
International Office

Ph.: +353-1-896 2683 / 3150
Email: wendy.bernard@tcd.ie
Web: www.tcd.ie/international

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I. BEFORE YOU LEAVE HOME

1. Visa/Immigration Information

Students from many countries including Australia, Canada, Norway and the United States may enter the country without an entry visa however they must register with the Garda National Immigration Bureau (GNIB) in Ireland soon after arrival. The Irish Department of Foreign Affairs website <http://foreignaffairs.gov.ie/home/index.aspx?id=8777> lists those countries whose citizens do not need an entry visa.

All other non-EU Students should contact their nearest Irish Embassy for information before arrival. Please consult the website of the Irish Department of Justice at <http://www.inis.gov.ie/en/INIS/Pages/Irish%20Visa%20Information> or your nearest Irish Embassy or Consulate for full details on visa application procedures. The Irish Department of Foreign Affairs contains a list of Irish embassies, consulates and missions <http://foreignaffairs.gov.ie/home/index.aspx?id=285>.

For students who do not require an entry visa, the time allowed between entering the country and registering with the GNIB usually varies between 7 days and 1 month. This is at the discretion of the Customs Officers at the airport and depends on the paperwork you can produce. If you can produce your official letter of offer from Trinity College, you will most likely be given 1 month.

The Garda National Immigration Bureau is located at 13/14 Burgh Quay, Dublin 2, approximately a 5 minute walk from the campus. Its opening hours for students are Monday to Thursday, 9.30 am to 10.00 pm and on Friday from 9.30 am to 4.00 pm. In October, the GNIB usually opens on Saturdays for the registration of students only, though the opening hours for October 2008 have not yet been confirmed. Please check the GNIB's website (<http://www.garda.ie/gnib.html>) for up-to-date opening hours or enquire with the International Office.

In order to register with the GNIB, there is certain documentation you **MUST** present:

- 1) A letter confirming that your tuition fees have been paid. This should be obtained from the Student Fees Office, located off campus on the 3rd Floor in 5 College Green (open Monday to Friday, 10.00 am – 12.30 pm and 2.00 pm – 4.00 pm). If you are an exchange student and are not paying tuition fees you **must** get a letter from the International Office confirming same.
- 2) A letter confirming that you are a registered student at Trinity College. Prior to registration (Monday 1st September for Semester Start-up students and Wednesday 1st October for all others), the International Office can provide you with a letter stating that you are expected to register. This may or may not be accepted by the GNIB. If not, after registration you can get a letter from the Student Records Office stating that you are a registered student and go back to the GNIB.

If you require this letter you should request it at registration and it will be available for collection from the Student Records Office within 1-2 days. The Student Records Office is in House 5, Front Square and is open Monday, Wednesday and Friday, 10.00 am – 12.45 pm and 2.00 pm – 4.00 pm, and Tuesday and Thursday, 10.00 am – 4.00 pm.

- 3) Evidence that you have sufficient funds to support yourself whilst residing in Ireland. You will need to provide an up to date bank statement from an Irish bank (in your own name) showing a minimum balance of €1,000.00. It will need to have an official stamp on it which can be requested from the branch you open your account with. A receipt from an ATM machine will not suffice.
- 4) Your passport.
- 5) A registration fee of €100.00 payable by credit/debit card or bank giro. Cash, cheque or money order is not accepted.

An immigration officer interviews all visa applicants and if your documents are in order the process is usually straightforward; however the officer is entitled to seek further documentation.

More information can be found at http://www.citizensinformation.ie/categories/travel-and-recreation/travel-to-ireland/visas-for-travel-to-ireland/student_visas.

2. Accommodation

As I explained in my email of the 20th June, we have a limited number of student rooms available on and off campus. For further information on the type of rooms available and the rates for 2008/09, please visit the Accommodation Office's website at <http://www.tcd.ie/accommodation/StudentsandStaff/Students/>.

The Accommodation Office will notify you directly if you are successful in securing Trinity housing and will send you further information on charges, move in dates, etc. As students often arrive in Dublin a number of weeks before teaching begins and cannot get access to their Trinity housing until late September/early October, we recommend booking in to a hostel for the interim period. Please note SSP students will have access to their rooms on Saturday 30th August.

If you have any questions about your housing application, or about accommodation in general, **please contact the Accommodation Office directly** at +353-1-896 1177/1327 or at residences@tcd.ie.

Accommodation Advisory Service

If you do not secure Trinity housing, or wish to find your own accommodation, an "Accommodation Advisory Service" (<http://www.tcd.ie/accommodation/StudentsandStaff/UsefulInformation/PrivateRentedAccommodation/>) will operate from the beginning of September to the end of Freshers' Week. It will be located in the Arts Building on campus and open from Monday to Saturday. Here, students can get access to lists of houses and apartments for rent and there are telephones which students can use free of charge to contact prospective landlords.

The staff of the Advisory Service will give advice on location and costs of accommodation, and will provide any other necessary information to help students new to Dublin orient themselves in the city. The service also has information on tenants' rights and other health and safety information. It provides a great opportunity to meet other students looking for housing and the possibility of joining together to share a house or apartment.

Temporary Housing

Students who are **NOT** offered Trinity housing, including those attending for the Michaelmas term only, can apply for up to 2 weeks temporary housing on campus while they search for long-term accommodation. The rooms are available from 1st - 24th September inclusive, at a rate of €27.00 per night. The rooms must be vacated by 25th September. Spaces are limited so it is advisable to reserve a place early. Linen is provided and there are facilities for light self-catering.

Further information and the application form can be found at <http://www.tcd.ie/accommodation/StudentsandStaff/UsefulInformation/PrivateRentedAccommodation/>. Please note this temporary housing is only offered to students who have not secured accommodation in advance of arrival. If you are offered a room on campus, you cannot apply for temporary housing. If you arrive in Dublin before your room on campus is available, we suggest you book in to a hotel or hostel for the interim period.

If you have not secured housing in advance of your arrival, we strongly advise you to arrive as early in September as possible in order to maximise your chances of finding suitable and affordable accommodation. It is also worth pointing out that other universities in Dublin begin earlier than Trinity College. As a result, if you are seeking accommodation, the earlier you are able to arrive, the more choice you will get.

3. Financial Matters

General

The currency in Ireland is the Euro (€). There are 7 Euro notes; in different colours and sizes they are denominated in 500, 200, 100, 50, 20, 10 and 5 Euro notes. There are 8 Euro coins denominated in 2 and 1 Euro coins, then 50, 20, 10, 5, 2 and 1 cent coins.

All of the major Irish banks are close to the university, and Bank of Ireland and Allied Irish Bank (A.I.B.) both have a branch with an ATM on campus.

Tuition Fees

Undergraduate tuition fees for the academic year 2008/09 are as follows:

Arts, Humanities and Social Sciences	€15,459.00
Engineering, Mathematics and Science	€20,256.00
One term	€6,292.00
Semester Start-up Programme	€1,670.00

In addition, students must pay a Sports Centre Charge of €75.00 and a Students' Union levy of €8.00.

In order to register for the SSP or during Freshers' Week, we will need to have received your tuition fees **in full**. You will not have access to the library or computer facilities (email/internet) until you have registered. Please bear in mind that electronic transfers can take up to **ten working days** to clear in to Trinity's bank account. Please note that besides paying by electronic transfer, you can also pay by **credit card** using our e-payment facility. The e-payment facility can be found on the Fee's Office website on https://tcdlocalportal.tcd.ie/pls/fees/fees_app.main.

If you would like to check that your fees have been received in advance of your arrival in Dublin, or if you need an official receipt, please contact the Student Fees Office at +353-1-896 1611 (or check the website for email contacts http://www.tcd.ie/Treasurers_Office/gen_contacts.php#feescontact). You will need to quote your student number.

Estimated Cost of Living in Ireland 2008/09

The following average figures represent approximate living costs for one academic year and depend on a student's lifestyle and living standards. They exclude items such as holidays, travel to and from Ireland, entertainment, stationary, laundry, clothes and toiletries.

Type	€
Rent	5,400.00
Utilities	630.00
Food	3,150.00
Books	1,000.00
Commuting	750.00
Total	10,930.00

- Rent is based on student accommodation sharing
- Commuting is based on a standard student monthly ticket (bus & rail)
- Travel costs have not been included e.g. flights
- Miscellaneous living expenses (entertainment, stationery, laundry, clothing, etc.) are not included

Opening a bank account

There are several national banks in Ireland and two of them, A.I.B. Bank (www.aib.ie) and Bank of Ireland (www.boi.ie), have facilities on campus. The former is in the Hamilton Building and the latter adjacent to the Atrium under the Dining Hall. Both of these banks have dedicated student officers who deal with general financial issues.

To open any bank account, you are required by law to show valid proof of identity, complete with photograph and proof of address. It is the easiest to open a bank account in a branch on campus as they will accept a letter from Trinity College as proof of address. The letter confirms that you are a registered Trinity College student and should list your home and Dublin addresses. You can obtain this letter from the International Office on arrival. There are normally no fees charged on student bank accounts. During Freshers' Week, both banks will have stands throughout the campus where you can get further information.

Bringing Money to Ireland

It is not advisable to bring a large amount of cash with you to Ireland. Simply bring a small amount in Euro for your arrival/ first day. The University does not have any facilities to keep cash safe for you. In order to have cash at your disposal after your arrival, it is safer to bring Travellers' Cheques as these are insured against loss and theft. Travellers' Cheques can usually be cashed in any bank or post office. Also enquire with your bank at home if you can use their debit and / or credit card in Ireland as this could be another safe alternative to obtain cash immediately after your arrival.

Once you have opened a bank account in Dublin (see above), money can be transferred by electronic / wired transfer into your new account. Before you leave home talk to your local bank to find out all the details about making transfers to your account in Ireland (e.g. maximum amount, how long does it take, how much does it cost) so that you can plan the best long-term procedure for your situation.

4. Health Insurance

All full-time registered students are eligible to use the College Health Service throughout the year. Detailed information regarding services can be accessed on the College Health Service website - http://www.tcd.ie/College_Health/. Essentially, the service offers on-campus primary health and psychiatric care and is open to students between 10.30 am and 4.40 pm Monday to Friday excluding lunchtime. The Health Centre is located in House 47.

Non-EU students are advised to guard against the problems of accident or serious illness by ensuring they have adequate insurance cover for medical treatment and hospitalisation before leaving their home country. Please check with your Insurance Company at home that you are sufficiently insured for your period of study in Ireland. If you do not already have insurance cover, you may wish to insure with one of the three health insurance providers in Ireland:

VHI Healthcare - www.vhi.ie / Quinn Healthcare - www.quinn-healthcare.com / Hibernian Health (formerly Vivas Health) - www.vivashealth.ie

5. Term Dates

The term dates for the academic year 2008/09 are as follows:

Semester Start-up Programme

Monday 1 st September	Teaching Begins
Friday 26 th September	Teaching Ends

Michaelmas Term

Monday 29 th September	Freshers' Week - Orientation/Registration
Monday 6 th October	Teaching Begins
Friday 5 th December	Teaching Ends *
Friday 12 th December	Michaelmas Term Ends *

Hilary Term

Monday 5 th January	Teaching Begins
Friday 6 th March	Teaching Ends *
Friday 13 th March	Hilary Term Ends *

Trinity Term

Monday 30 th March	Teaching Begins
Friday 8 th May	Teaching Ends
Monday 18 th May	Exams Begin
Friday 12 th June	Exams End

* Please note certain departments hold term tests in the week between the end of teaching and the end of term. We advise you not to book flights home at the end of the Michaelmas or Hilary terms until you have met with the Faculty Advisor in your department(s) to ascertain if this affects you. Additionally, you should not book flights home in May/June until exam timetables have been posted and you know the dates of your exams.

II. ARRIVING IN DUBLIN

1. Immigration / Customs

Immigration

At the port of entry into Ireland (for most students Dublin Airport) all students must pass through the Passport and Immigration Control. All students (even if you do not need an entrance visa) are advised to bring certain documents to show the immigration officer at the point of entry into the country:

- your valid passport;
- your entry visa (only if applicable);
- your Trinity College acceptance letter;
- your return airline ticket (helpful but not strictly necessary)

If your documents are in order you will receive a passport stamp indicating the time period during which you have to register with the Garda National Immigration Bureau (GNIB) in Dublin in order to receive your permission to stay and registration certificate. As previously mentioned, the time allowed between entering the country and registering with the GNIB usually varies between 7 days and 1 month. Further details of how to register with the GNIB can be found in the section '**Visa/Immigration Information**' in the previous chapter.

Customs

After collecting your luggage from the Baggage Reclaim area, you will proceed through Customs. Usually, there are two channels for Non-EU arrivals: the green channel if you have nothing to declare and the red channel if you have goods to declare. Please check before you leave your home country what you are allowed and what you can not bring into Ireland. Further information can be found on the following website: http://www.citizensinformation.ie/categories/travel-and-recreation/travel-to-ireland/customs_regulations_for_travellers

Please note that it is prohibited to bring certain food products such as poultry and meats into Ireland. It is also illegal to bring soft or hard drugs into Ireland and penalties are severe.

Medication

Occasionally, students may need to import prescribed medication until they can find an alternative source in Ireland. The maximum amount of imported medication permitted is 3 months supply, which must be cleared through Customs by the Irish Medicines Board. Customs will only clear medication that is licensed for use in Ireland.

2. Travelling to Trinity College/ City Centre / Trinity Hall

Trinity College is situated in the centre of Dublin city. Dublin Airport is approximately 10 km (7 miles) from the city centre. Whilst Trinity does not operate an airport pickup, it is relatively easy to get to the city centre by public transport or by taxi. The options are as follows:

- The 'AirLink' (www.dublinbus.ie/your_journey/airport_services.asp) is an express bus service operated by Dublin Bus. Airlink Bus number 747 stops in O'Connell Street, approximately a 5 minute walk from the campus and Airlink Bus number 748 stops on Aston Quay, 3 minutes walk from the campus. The single fare is €6.00.
- The 'Aircoach' service (www.aircoach.ie) **departs from Dublin Airport every 15 minutes**, runs 24 hours a day and stops at the front gate of the campus. The single fare is €7.00.
- Taxis are metered and expensive: the fare to the city centre will cost approximately €25.00 with extra charges for each additional passenger.

For further directions to Trinity Hall please see <http://www.wardentrinityhall.tcdlife.ie/news/directions.php>.

City and Campus Maps

You can find maps of central Dublin, as well as campus maps, specific buildings, departments and facilities at <http://www.tcd.ie/Maps/>. There is also an “A to Z” listing of departments, administrative offices and buildings, a list of major lecture theatres and Public Access Computer Rooms. Links to Trinity amenities and facilities are also provided.

III. ACADEMIC INFORMATION

1. Arrival Dates

Students participating in the Semester Start-up Programme (SSP) will have their classes begin on Monday 1st September and will have access to their rooms from Saturday 30th August. There will be a welcome meeting on the Sunday evening with registration and teaching starting the following day. You will be emailed further information in early August by the SSP administrative coordinator, Dr Trish Stapleton.

For all other students, classes commence on Monday 6th October however we strongly recommend that all students be present for Freshers' Week which commences on Monday 29th September. Students participating on the Semester Start-up Programme are also encouraged to attend events happening during Freshers' Week.

2. Freshers' Week/ Orientation

The first week of the academic year prior to the start of lectures is called Freshers' Week. Freshers' Week is the induction week for all new undergraduate and Visiting/Erasmus students and is particularly important to help international students with their start at Trinity. We therefore strongly recommend that all international students be present for Freshers' Week which commences on **Monday 29th September**.

A number of formal and informal events are scheduled for this week which you will need to attend, including registration (not for SSP students), orientation meetings, a welcome reception, department meetings, etc. Further information can be found in the Freshers' Week Programme at the end of this document. Please note, the International Office does not have any official events organised for Monday 29th September however, there will be social events happening throughout the campus.

The week is a colourful mix of seriousness and fun, with various parties and events organised by student societies and the Students' Union. In addition, the Information Centre in the Arts Building on campus, the many society stalls in Front Square and the Students' Union will provide you with valuable information sources about student life at Trinity.

Whilst Freshers' Week is generally a week of fun, it is important that you fulfill your responsibilities in this week, particularly familiarising yourself with Trinity's systems and facilities, registering and attending your orientation meetings.

3. Registration

Registration takes place on Monday 1st September for students participating in the SSP and on Wednesday 1st October for all other students. At registration you will receive your Trinity student ID card which will have your student number on it. You will also be given your TCD email address, your computer ID (username), your computer password and your library PIN (personal identification number). It is important that you check your Trinity email account regularly as all official correspondence will automatically be sent to it.

Please note you will only be allowed to register if your tuition fees have been paid in full. Further details on registration are included in the Freshers' Week Programme. Please note students **do not** register for courses at this time.

4. Course Registration

Students register for courses during Freshers' Week and the first two weeks of teaching. This also applies to SSP students. You should go to the department(s) to which you have been accepted and the secretary/executive officer will tell you which academic staff member to meet. Alternatively, a small number of departments will hold group meetings for visiting students during Freshers' week and the first few weeks of teaching.

Some departments will let you sign up for courses on the basis of a discussion with an academic member of staff whilst others let students sit in on lectures for the first 1-2 weeks. This is a good way to judge whether a course is suitable for you

or not. At the end of the second week of teaching, all students, including SSP students, will need to submit a Course Registration Form (see below).

Details of department meetings will be available from the International Office when you arrive.

Course Registration Form

In order to register for courses you will be required to discuss your options with each department you have been accepted by and then to list the courses you intend to take during the term/year on a Course Registration Form. We require a signature from each department in which you will be studying and department secretaries/executive officers will usually assist with this.

Course Registration Forms can be collected from the International Office on arrival. Completed Course Registration Forms must be completed in BLOCK CAPITALS and returned to the International Office by **Friday 17th October** at the latest.

It is very important that you keep the International Office up to date with any changes to your course choices throughout the year. If you add or drop a course, or only complete half a course when you planned to take it for the full year, please call in to the office and let us know. We maintain your Course Registration Form and use it to update the university's computerised systems. We also register you for exams and process transcripts at the end of the year based on the information you have provided. If your record is not kept up to date, your transcript will be delayed, and possibly incorrect.

Work Load

You will find every course taught at Trinity has a certain amount of ECTS credits assigned to it, usually in multiples of 5. The credit value assigned depends on the level and duration of the course.

At Trinity, 60 ECTS credits is the equivalent of a full year's workload. All full-year visiting students are required to take a **minimum** of 45 ECTS. One-term students are expected to take 15 to 20 ECTS and two-term students are expected to take 30 to 40 ECTS. Please note the Semester Start-up Programme is worth 10 ECTS and this should be listed on your Course Registration Form.

If you do not complete the required minimum number of credits, a note will be inserted on your transcript of results stating that you have not fulfilled the requirements of Trinity College. Additionally, you must complete all assessments, examinations, laboratory work, etc., associated with each course for which you are registered. If you do not complete the full workload associated with a course, your transcript will be marked 'Incomplete'.

You may view the Course Directory for 2007/08 at <http://www.tcd.ie/international/course-directory/>. Course details for 2008/09 will be posted to this site over the coming weeks.

Timetables

Timetables will be posted on Department notice boards throughout the College during Freshers' Week; they will not be available before then.

Broad Curriculum Courses

Broad Curriculum (BC) courses are open to visiting students from all Faculties. All courses commence in the second week of the Michaelmas term (13th October 2008) and applications from visiting students will be accepted until this date. Students will be emailed with confirmation that they have been accepted onto the BC course(s) of their choice.

Applications can be made online at the following link - http://www.tcd.ie/Broad_Curriculum/. The approval of the Head of Department/School is not required for BC courses and you do not require a signature on your Course Registration Form. However, you should make a note of the BC course(s) you will take on your Course Registration Form as we will require this information for transcript purposes.

Transcripts

The International Office processes transcripts at the end of each academic year. These transcripts are then mailed directly to either home universities or study abroad agencies during July/August 2009. Students attending for the Semester Start-up Programme and the Michaelmas term or the Michaelmas term only will have their transcripts issued during February 2009.

These results are not available on the TCD website or directly from departments. Unfortunately, it is not possible to give results by phone or email.

If at any time in the future you require copies of your transcript, for graduate school, etc., you can request them from the International Office.

5. Computer and Library Access

Information Systems Services (referred to as IS Services) is responsible for the provision and support of computer systems, networking, and audio-visual and media services in Trinity College. Their website is <http://isservices.tcd.ie/>.

Once you have registered and received your Trinity College student ID card, you will have access to the computer facilities (email / internet). New students are requested to complete an online induction module before using the computer facilities in Trinity College. For further information on this and other issues please see the Information for New Students on <http://isservices.tcd.ie/student/index.php>. If you have a query about using computers in Trinity or have encountered a problem please contact the IS Services Helpdesk (<http://isservices.tcd.ie/helpdesk/index.php>)

Trinity College Library is the largest library in Ireland. Its collections of manuscripts and printed books have been built up since the end of the sixteenth century and its book stock is now over four million volumes.

At registration you will receive your library PIN. To help familiarise you with the Library, including the services and facilities offered, every student must take a Library tour during Freshers' Week. See Essential Library Skills for more information (<http://www.tcd.ie/Library/help/newstudent/survival.php>) and the Freshers' Week programme for tour dates and times.

IV. STUDENT SUPPORT SERVICES

1. Clubs and Societies

Trinity is a very sociable and vibrant environment. You will meet and make friends with students from Ireland and all over the world. A great way to get to know people is by joining one of the 100 student societies which cover everything from the Amnesty Society to the Zoological Society. The societies meet regularly and provide an excellent opportunity to meet other students with similar interests. Among the societies are the Philosophical Society (the "Phil"), dating from 1684 and the Historical Society (the "Hist") dating from 1770.

There are 50 sports clubs in Trinity College so no matter what your sporting preference you will find a club to suit you. Or perhaps you may like to try something new such as rugby, soccer, hockey, swimming, tennis, Gaelic games, basketball, volleyball, cricket, ultimate frisbee or martial arts to name but a few.

During Freshers' Week at the start of the academic year all the student clubs and societies set up stands on campus in the Front Square, encouraging new members to join. Even if you miss that week you can turn up at any student society meeting and be sure of a warm welcome. Full details of all the societies can be found on the Central Societies Committee website – <http://www.csc.tcdlife.ie/>.

For further information on the sports clubs at Trinity please visit the D.U.C.A.C. website at www.ducac.tcdlife.ie/index.php?nodeId=94&title=Sports_Clubs.

2. Students' Union (SU) and Graduate Students' Union (GSU)

Every registered student at Trinity College is automatically a member of the Students' Union or the Graduate Students' Union. The Students' Union (<http://d4127454.u87.hosting365.ie/>) is a representative body with five full-time student sabbatical officers and a number of part-time officers, who look after the educational and welfare needs of Trinity's student population, as well as organising entertainment and events. The sabbatical officers also represent students on all College committees.

The SU is based in House 6 in Trinity's Front Square, where it runs an office with up-to-date accommodation and employment advice and listings. Within the building you will find the Students' Union offices, a newsagent (which stocks sweets, sandwiches, fruit, drinks, basic groceries and the cheapest newspapers in the city!) and the Students' Union Bookshop Co-op. There are faxing and photocopying facilities available, and you can buy the Student Travelcard there (see below). There is also a Students' Union shop at the entrance to the Hamilton Building and in Goldsmith Hall.

The Graduate Students' Union (<http://www.gsu.tcd.ie/>) represents the interests of graduate students. The GSU offers three main facilities: the 1937 Reading Room, the GSU Common Room on the first floor of House 7, (open daily from 8.00 am to 11.30 pm) and the GSU office in Room 28, House 6.

You will get a Students' Union Guidebook during Freshers' Week. This will more than likely be in your Freshers pack which you collect after registration. It is a terrific source of information about College life, the services available to you, life in Dublin, and so much more. When you get a chance, you should read through it (it will answer a lot of questions you didn't even know you had!). If you do not receive a copy of this book, you can obtain a copy from the Students' Union in House 6.

3. Sports

Trinity College recognises the important role that sport plays in a well rounded university education and has a full range of sports facilities on and off campus (<http://www.tcd.ie/Sport/>) and all students are encouraged to participate.

All registered students with a current Trinity ID card will have full access to the new state of the art Sports Centre which opened in 2007. You will need to call to the reception desk on your first visit to activate your ID card, and then you can come and go as you please. You will have free access to the Fitness Theatre which has a full range of cardiovascular and

weights stations. The 25m Swimming Pool has an adjustable floor and disabled hoist. Also available is the 11m high Climbing Wall, Aerobics Fitness and Cycling Studios, Mind & Body Studio, changing rooms, Ancillary Hall for Martial Arts and Main Hall for a variety of indoor sports. Off campus there are extensive playing fields at Santry and the Trinity Boat Club has its boathouse on the River Liffey at Islandbridge.

There are a variety of daily fitness classes and 50 sports clubs you may wish to join. There is a nominal fee for some services such as classes, courses and bookings. Full details can be found at www.tcd.ie/sport.

There will be a number of Sports Centre tours given during Freshers' Week, the details of which can be found in the Freshers' Week Programme at the bottom of this document.

4. Meals in College

Trinity does not operate a meal plan however the Catering Department provides a number of food and snack outlets throughout the campus. There are three restaurants on campus for students: the Dining Hall, the Buttery and the Hamilton Restaurant. In addition there are several coffee shops serving sandwiches, snacks and Fairtrade hot drinks. The Pavilion Bar serves hot snacks and drinks and hot food is also available in the Junior Common Room in Goldsmith Hall. Further information can be found on <http://www.tcd.ie/catering/StaffandStudentOutlets/>.

As Trinity College is in the centre of Dublin city, there is an abundance of cafes, restaurants and bars within walking distance of the campus. Please note that students housed in Trinity accommodation will have access to self-catering facilities if they wish to prepare their own meals.

5. College Health Service

All full-time registered students are eligible to use the College Health Service throughout the year. Detailed information regarding services can be accessed on the College Health Service website - http://www.tcd.ie/College_Health/. The service offers on campus primary health and psychiatric care between 9.30 am and 4.40 pm weekdays excluding lunchtime. The Health Centre is located in House 47.

Students can also attend DUBDOC, an out-of-hours emergency general practitioner service in St. James's Hospital (tel. no. (01) 4545607 / 4538006) between 6.00 pm and 10.00 pm weekdays and 10.00 am to 7.00 pm weekends and Bank Holidays. There is an attendance fee of €60.00. Consultations are strictly by appointment; however telephone advice from the triage nurse is free of charge.

Outside these hours, please telephone the Contactors Medical Bureau at (01) 8300244, who will send a doctor on request. Students, with the exception of medical cardholders or EU students with European health eligibility are responsible for any fees incurred for home visits.

As previously mentioned, it is recommended that non-EU students ensure they have adequate health insurance before they leave their home country. Please check with your Insurance Company at home that you are sufficiently insured for your period of study in Ireland.

6. Student Disability Service

The Student Disability Service is the support service for students with disability or special learning difficulties. Students requiring support from Trinity College due to the impact of their disability or specific learning difficulty are advised to contact the Service as early as possible to explore what supports can be provided. Please see <http://www.tcd.ie/disability/> for further information.

7. College Tutor

On admission, each visiting student is allocated a College Tutor. A College Tutor is a member of the academic staff who is appointed to look after the general welfare and development of the students in his/her care. Whilst your tutor may happen to be one of your lecturers, their role as College Tutor is quite separate from their teaching role.

Tutors are a source of support, both on arrival in Trinity and at any time during your time here. They provide confidential help and advice on personal as well as academic issues or on anything that has an impact on your life. They will also, if necessary, support and defend your point of view in your relations with the Trinity system.

You should make an appointment to meet with your Tutor during the first few weeks of teaching – it is not necessary to contact them prior to arrival. You will find the name and contact details of your Tutor on the notice board in the International Office during Freshers' Week. For further information, please visit the Senior Tutor's Office website at www.tcd.ie/Senior_Tutor.

8. Counselling

The Student Counselling Service is a confidential, professional service available free of charge to every Trinity College student (http://www.tcd.ie/Student_Counselling/). The service offers students support in coping with personal or emotional problems which may interfere with their academic progress and offers learning support and development aids. Appointments should be made directly with the Counselling Service.

Students may also like to contact the Peer Support Group 'Student 2 Student' which is a group of students trained in listening and helping other students - http://www.tcd.ie/Student_Counselling/peer-support/index.php.

9. College Chaplaincy

Trinity College is non-denominational and as part of its commitment to enhancing the quality of student life, supports a chaplaincy service run by the main Christian traditions in Ireland. All share the College Chapel equally and the chaplaincy encourages a deeper spirituality and dialogue between all faiths and religious traditions. Chaplains offer pastoral and spiritual guidance through a programme of faith development, conversation and prayer groups, and students are welcome to attend any of the seminars, days of reflection and weekends away.

Tea and coffee is available on weekdays in the chaplaincy in House 27 during term time and a free lunch of soup and sandwiches is available each Tuesday in term time between 12.30 pm and 1.30 pm. All students are welcome.

Trinity also maintains prayer rooms for Muslim students. Further details of these and other religious communities in the Dublin area and the times of services in the College Chapel are available on the Chaplaincy website www.tcd.ie/Chaplaincy.

10. Careers Advisory Service

The Careers Advisory Service is located on the second floor of East Chapel in Front Square (www.tcd.ie/careers). This service helps students at all stages to plan their career. Their information centre can advise on vacation work, career options, job vacancies, job application, interview techniques, and much more.

11. Security on Campus

Trinity College campus is very safe and the Security Officers provide a 24-hour service. However, when you leave the campus it is important to appreciate that Dublin is a major international city with a population of over 1 million people and as such, you should remain vigilant about your personal belongings at all times.

The Security Officers at Trinity are responsible for:

- General security on campus;
- Conducting mobile and foot patrols on campus – by day and night;
- Monitoring certain perimeter gates;
- Monitoring the CCTV system and alarm systems;
- Responding to emergencies;
- Supporting special events on campus.

The contact number for the 24-hour Security Centre is (01) 896 1317 and the emergency number is (01) 896 1999.

V. PRACTICAL INFORMATION

1. Working in Ireland

Non-EU students registered on a full time education course for **at least one academic year** can work part-time to support themselves up to a maximum of 20 hours per week. On registration with the GNIB, you will receive your permission to stay which will contain a stamp reflecting this entitlement; therefore you should only take up work after registration with the GNIB. Unfortunately, part-year students are not allowed to work. Further information can be found at http://www.icosirl.ie/eng/student_information/working_in_ireland.

Please note that procedures for Non-EU students intending to take up part-time work may change in the near future, as the Department of Trade, Enterprise and Employment is planning to introduce a work permit scheme for Non-EU students. Please check the website of the International Office (www.tcd.ie/international) for updates on the situation or contact the International Office directly after your arrival.

PPS Number

All employees in Ireland must have a PPS (Personal Public Service) number for tax purposes. Applications for the PPS number are made in your local Social Welfare Office. Please consult the following website to find out where the nearest social welfare office is from where you live in Dublin: <http://www.welfare.ie/topics/ppsn/ppsncontact.html>. The closest Social Welfare Office to Trinity College is a few minutes walk away at the following address:

Oisín House
Pearse Street
Dublin 2

Phone: (01) 673 2532
Open Monday – Thursday 9.30am – 4.00 pm, Friday 10.30am – 4.00 pm

How to find a part-time job

The Student Job Database of Careers Advisory Service can be a useful information source for finding a part-time job as their database includes part-time jobs and vacation work (<http://www.tcd.ie/Careers/vacancies/>). Other employment websites which are frequently used by students are:

www.monster.ie
www.jobs.ie
www.irishjobs.ie

To find part-time work in a supermarket, retail shop, cafe, bar or restaurant, it is common practice to just call in to the relevant place with your Curriculum Vitae and ask about job vacancies.

2. Mobile Phones

Most visiting students buy a mobile (cell) phone whilst in Ireland, with the most popular option being the “pre-pay” phone, also known as “top up” or “pay as you go”. Instead of getting a monthly bill, you top up your credit as you need it.

With the pre-pay option, you purchase the phone and get a certain amount of free credit with it. Once your credit has run out, you can top up your credit a number of ways, including through an ATM machine (if you have a bank account), buying it in a newsagent or supermarket, or on-line.

There are four mobile phone service providers in Ireland – O2 (www.o2.ie), Vodafone (www.vodafone.ie), Meteor (www.meteor.ie) and 3 (www.3ireland.ie) and each has a retail shop on Grafton Street, a 2 minute walk from the front gate of the campus.

The mobile phone provider 3 now has 'Skype' mobile phones on offer which can be useful for international students to make cheap or free calls home. More detailed information can be found at www.askcomreg.ie/mobile/Introduction.4.LE.asp.

If you are phoning a land line in Dublin from your mobile, you should put 01 (Dublin's area code) before the telephone number. If you are phoning a land line elsewhere in Ireland from your mobile, there will be a different area code for each county. However, if you phone another mobile from your mobile anywhere in Ireland, there is no need to put 01 or an area code before the number. Not too confusing I hope!

3. Shopping

For grocery shopping, it is best to go to the big supermarkets like Dunnes Stores, Tesco, Superquinn, Aldi and Lidl, all of which are located throughout Dublin city and suburbs. The closest supermarkets to Trinity are Dunnes Stores in the St. Stephen's Green Shopping Centre at the top of Grafton Street, Marks & Spencer on Grafton Street, Tesco on Upper Baginbun Street and Tesco in the Jervis Shopping Centre. For household items like bed linen, crockery, etc., Dunnes Stores in the St. Stephen's Green Shopping Centre (www.stephensgreen.com) has an excellent, inexpensive range.

In general, there are excellent shopping facilities in and around Dublin. Further information can be found at www.dublintonline.com/directory/shopping/, www.dublinlinks.com/index.cfm/loc/5/pt/2.htm and <http://www.dublinuncovered.net/areas.html>.

4. Travelling in Ireland

Student Travelcard

For discounted travel within Ireland you will need to get a Student Travelcard. This is the only card accepted by Irish Rail, Dublin Bus, Bus Eireann and LUAS (tram) for student fares. It is also a discount card for hundreds of goods and services nationwide. The Student Travelcard is accepted as authentic proof of student status, allowing you to book a student flight to anywhere in the world.

The application form for 08/09 will be available from this office in September/October and also in the Student Union, House 6. Once you have your Trinity ID card (after registration), you can purchase the Student Travelcard in the Student Union. It costs €12.00 and an extra €3.00 if you require them to take your photo. Further information can be found at www.studenttravelcard.ie.

Public Transport in Dublin

Dublin Bus: Dublin has an extensive bus route network. Please note that if you pay for an individual fare on the bus, you must have the exact change as the system does not allow bus drivers to give change back. For further information on routes and timetables please see www.dublinbus.ie.

Nitelink: Dublin Bus operates a night time service called the Nitelink which runs from the city centre to the suburbs and the fare is €5.00. Although often noisy and crowded at weekends, the Nitelink buses are a cheap and safe alternative to taxis. For further information on routes and timetables please see www.dublinbus.ie.

DART (Dublin Area Rapid Transit): The Dart runs along the coast from Howth and Malahide in the North to Greystones in the south. The main Dart stations in the city centre and very close to Trinity College are Tara Street Station and Pearse Station. For timetables please see www.irishrail.ie.

LUAS: The Luas services two tramlines between the city centre and the suburbs. The Green Line connects Sandyford to St. Stephen's Green, passing through Stillorgan, Dundrum, Milltown and Ranelagh. The Red Line connects Tallaght to Connolly Station passing through Rialto, Smithfield and Abbey Street. For timetables please see www.luas.ie.

Nationwide Public Transport

Iarnrod Eireann (Irish Rail): Irish Rail operates train services to all provincial cities in Ireland from two train stations in Dublin: Heuston Station and Connolly Station, both of which are located in the city centre. For timetables please see www.irishrail.ie.

Bus Eireann (Irish Bus): Bus Eireann has a nationwide network connecting all major Irish cities and also provides linking services from major cities to smaller towns or villages. Buses leave and arrive in Dublin city at Busaras (Central Bus Station) which is close to Connolly Station. For further information please see <http://www.buseireann.ie/>.

Private bus and tour companies: Please note that there are also a number of private bus companies providing services in specific areas or particular routes, e.g. 'Citylink' provides a service from Dublin (airport & city centre) to Galway as well as other routes. There are also private bus companies which offer coach tours around Ireland, from day trips to trips with overnight stays.

The main tourist office in Dublin is a useful information source to find out more about coach tour providers in Ireland. The tourist office is located on Suffolk Street, less than a 5 minute walk from the front gate of Trinity (or see <http://www.visitdublin.com>).

5. Smoking in Ireland

It is important to note that smoking is banned in all workplaces throughout Ireland, including office blocks, public houses/bars, restaurants and public transport.

6. Electricity Voltage

Students who wish to bring electrical appliances with them should note that the voltage in Ireland is 220v. You will also need an adaptor as the sockets in Ireland have 3 rectangular holes!

7. The Weather

The Irish climate is temperate and mild. Temperatures rarely drop below 0°C or rise higher than 24°C. Unfortunately, it does rain (but not all the time ☺) - not torrential rain but light to medium showers. For clothing, make sure you have a good waterproof and windproof jacket and warm clothing for the winter months. However, there are excellent shopping facilities in and around Dublin and all items can be purchased here if necessary (see section about Shopping).

VI. USEFUL CONTACTS / WEBSITES

1. International Office

International Office
East Theatre
Trinity College Dublin
Dublin 2

Phone: +353-1-896 3150 / 2683
Email: international@tcd.ie
www.tcd.ie/international

The International Office is situated on the Ground Floor of the East Theatre, Front Square. The office is open Monday to Friday, between 9.30 am and 12.45 pm and between 2.00 pm and 4.45 pm. The staff at the front desk will be happy to answer any questions you may have when you arrive.

Please remember that if at any stage during your time at Trinity, you have any worries or concerns, large or small, you should not hesitate to contact us and we will do our best to help you. If we cannot help you, we can put you in touch with someone who can. We cannot help you if we are not aware of the problem, so please remember that our door is always open to you.

2. Fees Office

Student Fees Office
5 College Green
Trinity College Dublin
Dublin 2

Phone: +353-1-896 1611
www.tcd.ie/Treasurers_Office/

Opening Hours: Monday to Friday, 10.00 am – 12.30 pm & 2.00 pm – 4.00 pm

3. Student Records Office

Student Records Office
House 5
Trinity College Dublin
Dublin 2

Phone: +353-1-896 2037
Email: srecords@tcd.ie
www.tcd.ie/Senior_Lecturer/sro/srocontact.php

Opening Hours: Monday, Wednesday and Friday, 10.00 am – 12.45 pm and 2.00 pm – 4.00 pm
Tuesday & Thursday, 10.00 am – 4.00 pm (lunch hour opening during term time only)

4. Accommodation Office

Accommodation Office
West Chapel
Trinity College Dublin
Dublin 2

Phone: +353-1-896 1177
Email: residences@tcd.ie
<http://www.tcd.ie/accommodation/>

5. Trinity Hall

Directions to Trinity Hall: <http://www.wardentrinityhall.tcdlife.ie/news/directions.php>

Trinity Hall
Dartry Road
Rathmines
Dublin 6

(This is your postal address if you are staying in Trinity Hall but your name and room number must be included as well)

Phone: +353-1-497 1772
Email: trinity.hall@tcd.ie
<http://www.tcd.ie/accommodation/StudentsandStaff/Students/TrinityHall/> and <http://www.wardentrinityhall.tcdlife.ie/>

6. Garda National Immigration Bureau (GNIB)

Garda National Immigration Bureau (GNIB)
13–14 Burgh Quay
Dublin 2

Phone: +353-1-666 9100
Email: gnib@iol.ie
www.garda.ie/gnib.html

Opening Hours for students: Monday to Thursday, 9.30 am to 10.00 pm and Friday 9.30 am to 4.00 pm
Usually the GNIB also opens on **Saturdays in October** for students however opening hours for October 2008 have not yet been confirmed

7. Useful Websites

Trinity College Websites

<http://www.tcd.ie/international/pre-arrival/tuition-fees/>

International Office (pre-arrival section)

<http://www.tcd.ie/orientation/>

New Students Orientation Website
(At the moment the website is not showing updated information for 08/09 yet, this will be available from mid-August.)

<http://www.tcd.ie/Maps/>

Maps of Campus and Dublin

<http://d4127454.u87.hosting365.ie/>

Students Union

<http://www.duiss.org/>

International Student Society

External Websites

<http://www.icosirl.ie/>
<http://www.visitdublin.com/>
<http://www.dublin.ie/>
www.discoverireland.ie
www.irishtimes.com
www.independent.ie
www.rte.ie
www.entertainment.ie
www.centralcafe.ie

www.shippingpersonaleffects.com }
www.sevenseas.co.uk }

www.vodafone.ie }
www.o2.ie }
www.meteor.ie }
www.3ireland.ie }

www.cie.ie
www.luas.ie

www.esb.ie
www.bordgais.ie
www.eircom.ie

www.garda.ie

Irish Council for International Students
Dublin Tourism website
Information portal on Dublin
Ireland's national tourist website
The Irish Times newspaper
The Irish Independent newspaper
News, sport, entertainment, television, radio, etc
Cinema, television, music, theatre, comedy, etc
Global Internet Café

Help with shipping excess baggage

Mobile Phone Networks

A Guide to the national Bus and Train Services
Information on the Luas tram system

Electricity Supply Board
Gas Supply Board
Telecommunications Supplier - Telephone connections

Ireland's National Police Service

VII. FRESHERS' WEEK PROGRAMME 2008

All week: Monday 29th September - Friday 3rd October

Course selection

During this week, and the first two weeks of teaching, visiting students should go to the department(s) to which they have been accepted and the secretary/executive officer will tell you which academic staff member to meet. Certain departments will hold meetings for incoming visiting students during these weeks. Details of these meetings will be available from the International Office when you arrive.

Clubs & Societies

As mentioned above, throughout Freshers' Week the many student clubs and societies of Trinity will have stands in Front Square and their members will do their very best to get you to join! There is usually a very small joining fee, anything from €1.00 to €10.00 for the bigger sports clubs.

It is a really good idea to join a number of clubs/societies and try to become involved. It's an excellent way of meeting people and making friends with Irish and other international students. Have a look beforehand to see what clubs and societies you might be interested in joining - <http://www.csc.tcdlife.ie/> and www.ducac.tcdlife.ie/index.php?nodeId=94&title=Sports_Clubs.

Sports Centre Tours

During Freshers' Week there will be a number of tours given of the new Sports Centre. There will be a tour for international students on Tuesday 30th September between 1.00 pm and 2.00 pm. If you are unable to make this tour, there will be two general tours you can join, one on Wednesday 1st October between 10.00 am and 11.00 am and the other on Friday 3rd October between 2.00 pm and 3.00 pm.

There will be gym inductions for those looking to familiarise themselves with the fitness equipment and begin a new fitness programme. These will take place on Monday, Tuesday and Wednesday of Freshers' Week at 12.30 pm and 4.30 pm.

The Sports Centre will also run free classes during Freshers week:

Monday:	Studio Cycling	1.15 pm - 1.45 pm
Tuesday:	Hydro Fitness	1.15 pm - 2.00 pm
	Step Aerobics	5.15 pm - 6.00 pm
Wednesday:	Fitball Fit	1.15 pm - 1.45 pm
Thursday:	Keiser Equipment	1.15 pm - 2.00 pm
	Studio Cycling	5.15 pm - 5.45 pm

Tuesday 30th September

Orientation I	Edmund Burke Theatre, Arts Building	10.30 am – 12.00 pm
Orientation II	Edmund Burke Theatre, Arts Building	2.30 pm – 4.00 pm

We strongly recommended that you attend both orientation meetings. Session I deals with College facilities and services and Session II deals with cross-cultural adjustment.

Sports Centre Tour	Sports Centre	1.00 pm – 2.00 pm
Welcome Reception	The Atrium, Dining Hall, Front Square	4.30 pm – 6.00 pm

At the welcome reception drinks will be served and the Registrar, Professor Juergen Barkhoff, will formally welcome you to Trinity College. The staff of the International Office will be present, as well as a number of other academic and administrative staff.

Wednesday 1st October

Registration

Registration will take place in the Examination Hall, Public Theatre at the following times:

Family Names	A – L	9.15 am – 10.45 am
Family Names	M – Z	10.45 am – 12.30 pm

At registration you will receive your Trinity student ID card with your photo on it (which will be taken at registration). As well as including your student number on the card, it will also have your examination ID (XID) number on it. You will also be given your TCD email address, your computer ID (username), your computer password and your library PIN (personal identification number). You will also be given a Student Services Academic Diary and a receipt which will allow you to collect a Freshers' Pack in the Arts Building.

As explained above, students **do not** register for courses at this time. **Please note you will NOT be allowed to register if your tuition fees have not been received in full** (does not apply to exchange students).

Library Tour

Once you have registered, library staff based in the Examination Hall (where you register) will bring you to the Library for your tour and an explanation of the facilities, services, opening hours, etc. Students with family names A – L will have their tours between **9.30 am and 11.45 am** and students with family names M – Z will have theirs between **11.00 am and 12.45 pm**.

Information Systems Services

In the Examination Hall, Information Systems Services (IS Services) will give you a handout about the computer facilities, how to use your username and password, email accounts, etc. You will also be given the details of a website where you can get an on-line tutorial on how to use the computers. IS Services is also the place to contact if you have any questions about computers, laptops, wireless internet access, etc. - <http://isservices.tcd.ie/>.

Monday 6th October

Lockers

It is possible to rent a locker for the academic year, however, unfortunately there are not as many lockers as there are students, so demand is high. Lockers are located in the Arts Building, the Hamilton Building, the Panoz Institute and the Lloyd Building. They are allocated on a first come-first served basis on the first day of teaching. To get a locker, you must queue on the morning of Monday 6th October and a nominal fee. The rate for 07/08 was a €20.00 fee and a €15.00 refundable deposit upon return of key.

Queues begin at approximately 7.00 am by the security desk in the Arts Building so get there early!

Lectures

Lectures begin on the morning of Monday 6th October. Please make sure you have room numbers noted on your timetable. You will find timetables posted on Department notice boards during Freshers' Week.