



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin



Welcome to Trinity

Start Your Journey as a Trinity Student

www.tcd.ie/study



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Welcome to Trinity

We are delighted to welcome you to Trinity College Dublin, the University of Dublin.

As Ireland's leading university, ranked 104th in the world, we pride ourselves on being a global research-led university with a diverse and vibrant university community.

This Welcome Guide includes useful information on how Trinity will support you as a new student as well as guidance on visas, immigration, finance and accommodation.

Our meet and greet service at Dublin airport means that a friendly Trinity student can meet you on arrival and guide you towards local transport options. Your Tutor will also provide support and guidance to you throughout your university journey.

We hope you find this Welcome Guide useful and look forward to welcoming you on campus.

In the meantime, please join new Trinity students on Facebook.

Undergraduate: www.facebook.com/groups/2075551139232111/?source_id=215849978586584

Postgraduate: www.facebook.com/groups/2500571276684821/

Global Room

The Global Room is a welcoming international student support hub and event space on campus. Managed by the International Student Liaison Officer, the Global Room service is supported by a team of Global Ambassadors, students trained to help international students with a wide range of queries ranging from immigration and accommodation practicalities to the basics of settling into life in Dublin and at Trinity. During the academic term, the Global Room is open from 9:30 to 21:00 Monday-Friday.

The Global Room also facilitates a New2Dublin service in collaboration with the Student2Student mentoring service on Monday evenings for the first six weeks of term to help incoming students adjust to life in Dublin city and answer questions large and small, from making friends to where to find the cheapest groceries.

Over 300 international-themed events are held in the Global Room during the academic year, such as national holiday celebrations, seminars, movie screenings and art showcases. These events are run by both the Global Room team and Trinity's wide range of clubs and societies.

The Global Room is located beside the Academic Registry in the Watts Building. If you have any questions, please contact tcdglobalroom@tcd.ie

www.facebook.com/trinityglobalroom

www.twitter.com/tcdglobalroom

www.instagram.com/tcdglobalroom

www.tcd.ie/study/international/trinity-life/global-room

Academic Registry

The Academic Registry is Trinity's central hub for student administrative services. It can be found in the Watts Building, at the East End of the campus.

Academic Registry provides a variety of important resources for students and can assist with queries on a range of services including: admissions, fees & payments, annual student registration, Study Abroad (visiting students & Erasmus) examinations, assessment, and graduation.

Academic Registry will provide your student card, help enrol you for classes (modules) and provide several of the documents you will need to register with the immigration bureau and open a bank account.

The best way to request documents or get help with a query is to call into the Service Desk. Queries will be resolved as quickly as possible, so please ensure that requests are submitted in a timely manner, particularly during peak periods.

Service Desk Opening Hours:

9:00 to 17:30 Monday to Thursday

9:00 to 17:00 Friday

Late openings to 18:00 during registration

(Tuesdays & Thursdays, 15th August – 15th October)

All queries to the Academic Registry Service Desk should be made on the my.tcd.ie portal by clicking the ASK AR button.

You can also follow the Academic Registry for more important news and updates, and answers to some common questions:

www.tcd.ie/academicregistry

www.twitter.com/tcdacademicregistry

www.facebook.com/tcdacademicregistry

Term dates can be found at:

www.tcd.ie/calendar/academic-year-structure

Visa and Immigration Information

Some, but not all, non-EU/EEA students require an entry visa for Ireland. For example, students coming from the United States or Canada do not require a visa to enter Ireland. To see if you require a visa for Ireland visit: www.inis.gov.ie/en/inis/pages/irish%20visa%20information If your country is not on the list, then you must obtain a visa before travelling to Ireland. If you do not require a visa, you will still be required to register with the Irish Naturalisation and Immigration Service (INIS) after arrival. Please see Immigration information on page 4.

Applying for a Visa

Students should submit their visa applications using the AVATS facility at www.visas.inis.gov.ie. The application will only be processed when the online form is completed and the required documentation, passport photograph and appropriate fee are received by the relevant offices as indicated by the online system. There is a dedicated visa processing office in China, India, Nigeria, Russia, United Arab Emirates and the United Kingdom. Non-EU students resident in these countries, please refer to your local Irish Embassy website for details of further documentation which may be required.

Please refer to the links below for visa guidelines: www.inis.gov.ie/en/inis/pages/students

Contact details for embassies can be found here: www.dfa.ie/embassies

Additional information on visas and immigration can be found at: www.inis.gov.ie

When possible, you are encouraged to apply for a multiple-entry visa to allow for travel. For information on Re-Entry Visas, see page 5.



Mandatory Documentation

- ▶ It is a mandatory requirement for non-EU students to have private health insurance and you will be required to show evidence. Non-EU students who will be resident in Ireland for a minimum of one academic year may apply to HSE www.hse.ie/eng to be assessed for entitlements to public hospital for treatment. Non-EU students staying less than a year do not have any entitlement to free or subsidized health services.
- ▶ Proof of sufficient funds to support yourself while in Ireland (bank account statements for six months previously and/or grant/sponsorship letter).
- ▶ Your offer letter from Trinity, as well as evidence of a deposit paid to hold your place. Often, the deposit amount required to obtain a visa is higher than the amount required by the University to hold your place. You are advised to pay the deposit amount required to obtain your visa. Your fee balance will be adjusted accordingly. If you have questions, please contact the Academic Registry. International students are advised to use the TransferMate option to pay fees. The TransferMate receipt is accepted by the Department of Justice for visa purposes. For fee information, please see: www.tcd.ie/academicregistry/fees-and-payments
- ▶ Show evidence of language proficiency. For INIS language requirement please refer to: www.inis.gov.ie/en/inis/pages/study
- ▶ Any other documents as requested by INIS or the Irish Embassy through which you are applying. The full list of required documentation is available on the visa and immigration website.

Checking Your Visa Status

- ▶ You should generally allow 8 weeks for processing time.
- ▶ You can check online for visa decisions using your visa application number at: www.inis.gov.ie/en/INIS/Pages/Visa%20Decisions
- ▶ When your visa is approved, the Embassy to which you sent your documents will affix a visa to your passport.



Immigration

At the Airport

All non-EU/EEA citizens, whether visa-required or not, are subject to ordinary immigration controls at the port of entry (ordinarily the airport). The Immigration Officer on duty determines who is actually allowed to enter Ireland. If your documentation is in order, he/she will stamp your passport for one to three months. All non-EU students must register with the Irish Naturalisation and Immigration Service (INIS) within the time limit stamped on the passport. At the immigration desk, you should be prepared to present the following documents:

- ▶ Your valid passport
- ▶ Your Trinity offer letter
- ▶ Confirmation of fees paid (at least deposit) or scholarship/grant received
- ▶ Bank statement showing finances to support your stay
- ▶ Proof of health insurance

You should keep all these documents ready, as you will need them again when you register with the INIS.

Irish Naturalisation and Immigration Service (INIS)

The Irish Naturalisation and Immigration Service (INIS) is located on Burgh Quay, Dublin 2, approximately a 5- minute walk from the campus. You must have an appointment to visit the INIS Office. To book an appointment visit: <https://burghquayregistrationoffice.inis.gov.ie>

In order to register with the INIS, students must collect the following documents to support their application. Please allow 5 working days for Irish bank statements and for documents needed from Academic Registry.

Mandatory Supporting Documents

- ▶ Proof of Trinity registration (from Academic Registry)
- ▶ Bank statement from an Irish bank account showing at least €3000 available. Foreign bank statements are acceptable for short-term (single-semester) students only
- ▶ Valid passport
- ▶ Proof of health insurance
- ▶ €300 fee (credit/debit card or bank draft only; no cash)

INIS Registration

Details on how to register with the INIS will be provided in September. Students should aim to schedule an appointment to register with INIS once they complete their registration at Trinity.

Visa and Immigration Information

INIS Renewals for Non-EU Students

- ▶ INIS card is valid for one year (unless you are a single semester student). It must be renewed each year by the expiry date.
- ▶ You must pay a renewal fee of €300 every year.
- ▶ You must have private health insurance for each year of your stay.
- ▶ If you are from a visa-required country and wish to travel outside of Ireland, you must renew your Re-Entry Visa every year (and pay the fee). For further details please visit INIS website: www.inis.gov.ie

Documents from Academic Registry

To request a document from Academic Registry, such as proof of registration or proof of address, call into the Service Desk during opening hours or check the Academic Registry website for electronic request options. Academic Registry produces a number of letters for students, so please specify the purpose of your request. Please allow 48 hours from time of request to document collection. Documents will not be available the same day they are requested.

Re-Entry and Multi-Entry Visas (For visa-required nationals only)

If you intend to travel outside Ireland for any purpose (including to Northern Ireland), you must apply for a Re-Entry Visa.

Mandatory Supporting Documents for Re-Entry Visa:

- ▶ A completed application form. The application form can be downloaded here: www.inis.gov.ie/en/inis/pages/re-entry+visas
- ▶ Valid passport (and Entry Visa)
- ▶ INIS Registration Card
- ▶ Two Irish passport standard colour photographs with BRIGHT WHITE background
- ▶ The appropriate fee. There are two types of re-entry visas, Single Entry and Multiple Entry. The Single Entry costs €60 and the Multiple Entry €100.
- ▶ You are advised to obtain a Multiple Entry Visa. It will allow you to enter and re-enter Ireland an unlimited number of times within the time frame of the INIS card.

- ▶ Bank draft or postal order made payable to the Department of Justice, Equality and Law Reform. No credit/debit cards or cash accepted.
- ▶ The Visa Office is open from 08:30 to 14:30 Monday to Friday. It is located in the same building as the INIS.

Registered mail is the quickest and most efficient way to obtain a Re-Entry/Multi Entry Visa. It should always be the preferred option. Appointments should only be used in emergency situations.

The completed Re-Entry Visa application form along with all supporting documentation should be sent by REGISTERED POST to:

Re-Entry Visa Processing Office
Irish Naturalisation and Immigration Service (INIS)
Department of Justice & Equality
13-14 Burgh Quay
Dublin 2



Financial Information

Tuition Fees

The full listing of tuition fees is available here: www.tcd.ie/academicregistry/fees-and-payments.

Students should confirm the fees for their particular course. Tuition fees must be paid via the MyTCD portal. You will receive an invitation to register in August, which will include fee payment. You should note that completion of fee payment does not complete the registration process. All tasks up to and including the Terms and Conditions of registration must be completed in full.

Visiting students should consult with their home institution for more information, as tuition fee structures may vary and financial aid deadlines may differ. Participants in Understanding Ireland: The Semester Start-Up Programme should also consult with their home institution and Trinity regarding payment for the programme.

TransferMate Payment Option

Trinity partners with TransferMate to allow international students to pay from their home country in their local currency. The service also provides a detailed receipt and helps the Student Finance team better track payments to student numbers than using traditional wire transfer payments. There is no international transfer charge for using the service. This is the recommended method of payment for international students, with credit card payments as a second preference.

www.transfermate.com

Opening a Bank Account

You must open a bank account in person in a bank branch. You are advised to open an Irish bank account after you secure accommodation in Ireland. It is possible to open a bank account with a foreign address, however all correspondence (including your ATM/Debit card) will be sent to that address and may take up to three times as long to arrive as items mailed to Irish addresses. For foreign addresses, you will need two types of proof of address, both certified by your foreign bank or by a public notary. A letter from Trinity will not be sufficient as proof of foreign addresses.

For postgraduates and visiting students securing private accommodation, most letting agents and landlords will accept cash or bank draft (which you can obtain with a foreign debit card or cash in an Irish bank) for the first month's rent and security deposit as long as you set up direct debit from an Irish account as soon as possible after opening your new bank account.

They may request to see your Trinity offer letter as proof of your circumstances.

Mandatory Documents to Open an Account

- ▶ Photo ID (Passport or National ID card)
- ▶ Trinity ID card*
- ▶ Proof of address: utility bill, Revenue/PPS letter, letter from Trinity Academic Registry sent to Irish address.

*If opening account prior to ID card collection, bank may accept Trinity offer letter and proof of fees paid as evidence of student status.

There are normally no fees charged on student bank accounts. Ireland's most popular banks:

- ▶ Bank of Ireland www.bankofireland.com
There is a Bank of Ireland office on campus in the Hamilton Building, as well as two ATMs, one in the Hamilton Building and another beside the Buttery Restaurant on the main campus.
- ▶ AIB www.aib.ie
- ▶ Ulster Bank www.ulsterbank.ie

After opening an account, you will be able to sign up for online banking and link to a home account. Please allow five working days for bank statement requests, whether made online or in a branch.

Bringing Money to Ireland

Please bring only a small amount in Euro for your arrival. The University does not have any facilities to keep cash safe for you.

You should inquire with your bank at home if you can use your debit or credit card in Ireland, as this could be a safe way to obtain cash immediately after your arrival.

Once you have opened a bank account in Dublin, money can be transferred by electronic / wire 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 it takes, how much it costs) so that you can plan the best system for your circumstances.

International Visa/ Debit cards often require proof of photo ID. Travellers' cheques are not widely accepted in Ireland.

Currency

The currency in Ireland is the Euro (€).

Accommodation

Trinity Accommodation

www.tcd.ie/accommodation

Trinity accommodation is available for first-year, non-EU, full-degree undergraduates in Trinity Hall primarily, and in Kavanagh Court. Please note that accommodation decisions can take several weeks. All Trinity accommodation is self-catering and meal plans are not available.

You should note that after first year, continuing international students will be considered equivalent to their Irish peers in room allocation. No student is guaranteed Trinity accommodation beyond the first year.

Rooms for postgraduate students are available in Kavanagh Court, a short walk from main campus. There are limited rooms available on campus for postgraduate students.

For full details on all Trinity's accommodation options including Trinity Hall and Kavanagh Court, see: www.tcd.ie/accommodation

Applying for Trinity Accommodation

Applications for all Trinity accommodation are made online. In order to apply, you must have your Trinity ID number. After you have officially accepted your place, your application number becomes your student number. If you would like Trinity accommodation, you are advised to apply as early as possible. www.tcd.ie/accommodation

Accommodation Advisory Service

www.tcdsuaccommodation.org

If you do not secure University housing or wish to find your own accommodation, the Students' Union operates an Accommodation Advisory Service throughout August and September. It will be located on the ground floor in the Students' Union building (House 6) on campus. The service will be open Monday to Friday from 09:30 to 17:30.

The Accommodation Advisory Service offers computers and phones free of charge to assist with your search. A full-time staff member will be available for queries about accommodation-related issues. The Service will provide information on tenant's rights and health and safety information. The Service also provides an excellent opportunity to meet other students looking for housing.

While on-campus accommodation is very limited for visiting non-EU students, we encourage students to apply as soon as they have an offer from Trinity. Most students who are not housed on campus are offered housing in Trinity-approved student accommodation in the city centre.

For more information or queries relating to private rented accommodation you can contact the Welfare Officer on welfare@tcdsu.org or on +353 (0)1 646 8437.

The Students' Union has also produced a guide on living in Dublin: www.tcdsuaccommodation.org/living-in-dublin-guide



Private (Non-University) Accommodation

Many visiting and most postgraduate students will need to find private accommodation. Dublin offers a range of options from shared houses and flats to private student residences. If you have not secured housing in advance of your arrival, we strongly advise you to arrive as early as possible in order to maximise your chances of finding suitable and affordable accommodation, as demand for housing in Dublin is extremely high.

Digs/Lodgings

The Students' Union maintains a list of host families who have rooms (and in some cases full board) available to students. Digs are traditionally a little cheaper than private rented accommodation. Digs generally cost between €90 - €140 per week and vary in what they include (many include bills, meals, laundry, etc.) Make sure to clarify what the cost includes.

Private Rented Accommodation

There are a number of places online that you can search in order to view properties in all areas of Dublin and to get an idea as to what prices you should expect:

www.daft.ie

www.myhome.ie

www.rent.ie

www.collegecribs.ie

www.gumtree.ie

www.property.ie

www.housinganywhere.com

www.tcd.ie/secretary/communications/noticeboard

To avoid rental scams or disappointment, you are strongly recommended to view any property in person before paying a deposit or paying any money online.



Need a Roommate?

You can both search and place an ad on our Accommodation Advisory Service website (www.tcdsuaccommodation.org) to help find someone to live with. Alternatively, you can search on www.daft.ie.

Temporary Accommodation

Trinity cannot provide assistance booking private accommodation in a hostel or hotel. For more information about hotels, hostels and temporary rentals in Dublin, please see:

www.discoverireland.ie

www.hostelworld.com/hostels/Ireland

www.airbnb.ie

Health and Insurance

Irish Life	www.irishlifehealth.ie
VHI Healthcare	www.vhi.ie/home
Laya Healthcare	www.layahealthcare.ie
Study and Protect	www.studyandprotect.com/unilanding.aspx

Trinity recommends that you have a level of insurance to cover your health needs and requirements for the duration of your studies. For example, if you have a pre-existing condition, please check the level of insurance cover in any new policy to ensure that it will cover this. Trinity has a specific insurance policy with Irish Life (Business Plan Hospital) that is designed for international students and which covers pre-existing conditions and the normal waiting period for cover is waived. The cost of the policy varies based on age of the applicant. Further information is available from Irish Life and ensure you mention the Trinity policy is Business Plan Hospital: www.irishlifehealth.ie

EU Students

Students from EU states should apply for a European Health Insurance Card (EHIC) in their home country before departure.

It is very important that you have adequate insurance before coming to Dublin. Please bring your European Health Insurance Card (EHIC) with you. This card is available through the Health Board in your home country. Please see the EHIC website for information on how to get the card in your country: <https://ec.europa.eu/social/home.jsp?langId=en>. If you have not included your EHIC number on your application form, please email this number to the Erasmus office: erasmus@tcd.ie

Subsidised Health Services

www.hse.ie

Non-EU students who will be resident in Ireland for a minimum of one academic year may apply to the Health Service Executive to be assessed for entitlements to public hospital treatment under the same conditions as an Irish citizen. Non-EU students staying less than one academic year do not have any entitlement to free or subsidised health services.

Medication

If you need to bring prescribed medication until you can find an alternative source in Ireland, please note that the maximum amount of imported medication permitted is a 3-month supply, which must be cleared through Customs by the Irish Medicines Board. Customs will only clear medication that is licensed for use in Ireland.

Trinity Health Service

www.tcd.ie/collegehealth

+353 (01) 896 1591/1556

Open 9:30 to 16:40, House 47

All full-time registered students are eligible to use the Trinity Health Service throughout the year. The service offers on-campus primary health and psychiatric care. To arrange an appointment, either drop into reception or ring the office. As well as the free general practice (including sports medicine) and nurse-run clinics, there are specialised clinics in physiotherapy, psychiatry, travel health, sexual health, eating disorders and minor surgery.

For emergency visits, the Trinity Health Service sees patients on a first-come, first-served basis in the mornings beginning at 9:30 and after lunch, beginning at 14:00. There are often queues for these emergency clinics, so students hoping to speak to a physician are advised to arrive early.

Students can also attend DUBDOC, an out-of-hours emergency general practitioner service in St. James's Hospital, James's Street, Dublin 8 between 18:00 and 22:00 weekdays and 10:00 to 18:00 weekends and bank holidays. There is an attendance fee of €60. Consultations are strictly by appointment; however telephone advice from the triage nurse is free of charge. DUBDOC can be reached on +353 (0)1 454 5607/453 8006. www.stjames.ie/departments/departmentsa-z/d/dubdoc/departementooverview

Outside these hours, please telephone the Contactors Medical Bureau at +353 (0)1 830 0244. They will send a doctor on request. Students, with the exception of medical cardholders or EU students with European health cards, are responsible for any fees incurred for home visits. See also page 12 Student Disability Service.



Arrival



Please see Immigration section on page 4 regarding the documents necessary for non-EU passport holders.

Customs

After collecting your luggage, you will proceed through Customs. Usually, there are two channels for 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 to bring into Ireland. Further information can be found here: www.citizensinformation.ie/en/travel_and_recreation/travel_to_ireland/customs_regulations_for_travellers.html

Airport Meet and Greet Service

Trinity runs a Meet and Greet service at Dublin Airport. A Trinity student ambassador will meet you at Dublin Airport at specific times and dates at the start of a new semester. They will answer any of your arrival questions and guide you to Trinity's main campus. They can also provide advice on getting to other destinations. You can sign up for this free service here: www.tcd.ie/study/international/trinity-life/arrival

Please be sure to specify your arrival date and time to ensure that an ambassador will be available to meet you. You must apply before the deadline.

Travelling to Trinity and the City Centre

Dublin Airport is approximately 10 km (7 miles) from the city centre and Trinity's campus. Transportation options include:

- ▶ The Aircoach bus service (www.aircoach.ie) runs 24 hours a day and stops near Trinity. The single fare is €7 and buses depart from Dublin Airport every 15 minutes, except between the hours of 23:55 and 03:25 when they depart every 30 minutes (23:55, 00:25, 00:55 etc.)
- ▶ The Airlink (www.airlinkexpress.ie) is an express bus service operated by Dublin Bus. Airlink Bus 747 stops on Dame Street, opposite the Trinity College Dublin entrance. The single fare is €6. The Airlink runs every 15 and 10 minutes daily, but only runs between 16:45 and 00:30 Monday-Saturday, and 6:30 and 00:30 on Sundays. Further information at: www.dublinbus.ie/Your-Journey1/Timetables/All-Timetables/74711summer
- ▶ For further directions to Trinity Hall please see: www.tcd.ie/accommodation/trinity-hall
- ▶ For further directions to Kavanagh Court please see: www.tcd.ie/accommodation/kavanagh-court

Orientation and Freshers' Week

Registration Term Dates

You will receive an invitation to register through your my.tcd.ie portal in August. You should complete the online registration process prior to arrival. To complete the registration process, all tasks up to and including the Terms and Conditions of Registration must be completed in full. Payments must be made for all new entrant students, as per the University fee policy. On completion of online registration, your Trinity email address, computer ID (username) and password will be provided via an intray message in the portal. Your ID card will be issued to you during Freshers' Week as part of the Orientation schedule. It is recommended that you check your Trinity email account regularly for official communications from the University. Lecture timetables will be available via the portal near term time. A digital student ID app is also available at: mydigitalid.tcd.ie

Orientation

www.tcd.ie/orientation

Undergraduate: www.tcd.ie/students/orientation/undergraduates

Postgraduate: www.tcd.ie/students/orientation/postgraduates

Orientation is a mixture of introductions to the University, course-specific meetings, campus tours, mentor meetings and social events. Undergraduates will have their orientation schedules determined by course, and students are strongly encouraged to attend all sessions. Detailed schedules will be available on: www.tcd.ie/students/orientation in late summer. The Global Room will be open throughout orientation if you have any questions.

Visiting and Erasmus student orientation is held during the week prior to the start of Teaching term.

Term Dates

For detailed information on term dates please visit: www.tcd.ie/calendar/academic-year-structure.

Visiting/Erasmus Students: Module Registration

Visiting/Erasmus students will enrol in their chosen modules (classes) after arrival at Trinity. The process will be part of your orientation sessions. In order to officially enrol in a module and receive credit, the

enrolment process must be completed with your Visiting/Erasmus Coordinator and the Academic Registry. Details on the process and the dates your enrolment opens and closes will be available on:

www.tcd.ie/students/orientation/visiting-exchange

You can view modules available to Visiting and Erasmus students online in the Module Directory at:

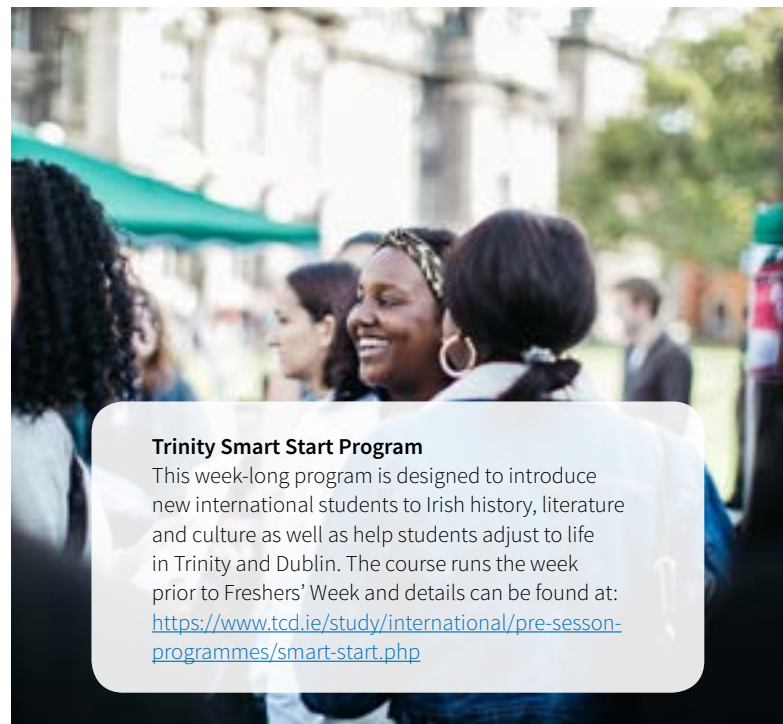
www.tcd.ie/students/orientation/visiting-exchange/module-enrolment

Visiting/Erasmus Transcripts

Transcripts for Visiting/Erasmus students are sent directly to the student's home institution and are not available online, by email or by phone. Trinity module results are published online and will be available to view through the my.tcd.ie student portal. For more information, please see: www.tcd.ie/academicregistry/service-desk/transcripts

ECTS and Credit Transfer

The European Credit Transfer and Accumulation System (ECTS) is an academic credit system based on the estimated workload of a module. The ECTS credits for each module will be the same for all students. If special assessment/examination arrangements are required, the assessment or examination must be deemed equivalent to the assessment of other students completing the module. ECTS for each module will be provided in the Module Directory. Visiting students should confirm with their home university the number of ECTS credits required in order to receive full credit transfer for time at Trinity.



Trinity Smart Start Program

This week-long program is designed to introduce new international students to Irish history, literature and culture as well as help students adjust to life in Trinity and Dublin. The course runs the week prior to Freshers' Week and details can be found at: <https://www.tcd.ie/study/international/pre-session-programmes/smart-start.php>

Academic Life and Support

Support Tutor

www.tcd.ie/seniortutor

Trinity assigns a Tutor to each full-degree undergraduate and visiting student. A 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 the Tutor may be one of your lecturers, the role of Tutor is quite separate from the teaching role. Tutors are a first point of contact and a source of support, both on arrival and at any time at Trinity. Their main function is to advise, listen to concerns, help you deal with issues as far as possible and refer more serious difficulties to the appropriate student services. 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 University.

You should make an appointment to meet with your Tutor during the first few weeks of the academic year. See the website above for further information.

Erasmus Students

Each Erasmus Student is allocated a Department Erasmus Coordinator. The Department Erasmus Coordinator is a member of the academic staff who may provide advice on such matters as choosing courses, assessments and exams. S/he will be a source of guidance throughout your time as an Erasmus Student. The name of your Department Erasmus Coordinator will be included in your letter of acceptance. You should make an appointment to meet your Department Erasmus Coordinator as soon as possible after you arrive.

Postgraduates

The Postgraduate Advisory Service provides a confidential service for academic and personal support. You can also bring academic concerns to your course director. www.tcd.ie/seniortutor

English Language Support

Students for whom English is not their first language are eligible to complete courses in English for Academic Purposes, run by the School of Linguistic, Speech and Communication Sciences. Details on in-sessional and pre-sessional programmes are available here: www.tcd.ie/slscs/english

International Students with Disabilities

Students with disabilities or learning difficulties studying abroad can face additional challenges and may avail of reasonable accommodations and supports while studying in Trinity. You should contact the Disability Service in Trinity in advance with any queries you may have so you can be assisted with your plans and offered advice on the type of support available. For more information please visit the Disability Service webpage: www.tcd.ie/disability/prospective/international

You should register with the disability service as soon as you arrive in Dublin. Information on how to do this is available on our registration page: www.tcd.ie/disability/current/registration. You will need to bring a copy of your disability documentation from your home university. Please note: a letter listing your exam accommodations is not sufficient. Reasonable accommodations that apply in your home country may not be applicable in Trinity.

Computer and Library Access

The IT Services department is responsible for the provision and support of computer systems, networking, and audiovisual and media services in Trinity. Once you have completed online registration for Trinity at my.tcd.ie you will receive an intray message with your Trinity computer account username and an initial password. The intray message will outline the steps for how to set your own password, a step which is important for good IT security and which you must do before you can access your Trinity email account.

Once you have set your own password then you should visit the IT Services web pages for new students at: www.tcd.ie/itservices/students/new_students for information on how to get started with your Trinity email account, where to find the computer rooms, how to connect your device to the Trinity Wi-Fi or wired network in residences, and how to use other services such as the printing, scanning and photocopying service. If you have a query about the IT services in Trinity or have encountered a problem please contact the IT Service Desk as outlined at: www.tcd.ie/itservices/help/it-service-desk-contact. Once you have received your student ID card, you will have access to the Library. Trinity's 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. For more information, see here: www.tcd.ie/library

Personal Support

Counselling and Student 2 Student

www.tcd.ie/student_counselling

The Student Counselling Service is a confidential, professional service available free of charge to every Trinity student. It offers help in coping with any personal or emotional problems which may impact on your studies or progress in the University and offers learning support and development aids. Appointments should be made directly with the Counselling Service.

The Counselling Services runs workshops throughout the year. Check the calendar here: www.tcd.ie/student_counselling/counselling/groups-workshops

www.tcd.ie/student_counselling/student2student

From the moment you arrive in Trinity right through to your end of year exams Student 2 Student (S2S) Mentors are here to make sure your first year is not only fun and engaging, but also a great foundation for the rest of your time in Trinity.

You'll meet your S2S Mentors in Freshers' Week and they'll make sure you know other people in your course before your classes even begin. They'll keep in regular touch with you throughout your first year and invite you to events on and off campus. They'll also give you useful information about your course and what to look out for.

Students' Union

www.tcdsu.org

Every registered student at Trinity is automatically a member of the Students' Union. The Students' Union 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 Students' Union 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. Photocopying facilities are available, and the Student Travelcard can be purchased here. There is also a Students' Union in the Hamilton Building and in Goldsmith Hall.

For Postgraduate Students, the Graduate Students' Union (GSU) has offices in the same building. More information is available here: www.tcdgsu.ie

You will receive a Students' Union Diary during Freshers' Week. It is a great source of information about student life at Trinity, the services available to you, life in Dublin, and so much more.





Clubs and Societies

A great way to get to know people is by joining one of the student societies which cover everything from the Afro-Caribbean 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 also many course-related societies, such as the History and the Engineering Society.

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

You can turn up at any student society meeting and be sure of a warm welcome. While some societies are free there is usually a small joining fee, anything from €1 to €10 for the bigger sports clubs. Full details of all the societies can be found at: www.trinitysocieties.ie. You can meet society reps and sign up in Front Square during Freshers' Week.

Sports Centre

www.tcd.ie/sport

Membership to the Sports Centre is included in your registration. All registered students with a current Trinity ID card will have full access to the state-of-the-art Sports Centre. 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 are the 11m-high climbing wall, aerobics fitness and cycling studios, mind and body studio, changing rooms, ancillary hall for martial arts and main hall for a variety of indoor sports. There is a nominal fee for some services such as fitness classes. Off campus there are extensive playing fields at Santry and the Trinity Boat Club has its boathouse on the River Liffey at Islandbridge.

Employment

Note: EU passport-holders have the same rights to work as Irish citizens. Non-EU citizens must register with Irish Naturalisation and Immigration Service (INIS) before commencing employment.

How to Find a Part-Time Job

www.tcd.ie/careers/mycareer

The Student Job Database from the Trinity Careers Service can be a useful information source for finding a part-time job as their database includes part-time jobs and vacation work. You can also sign up to the Students' Union Jobs mailing list by emailing sujobs@tcd.ie

Other employment websites which are frequently used by students are:

www.monster.ie

www.jobs.ie

www.irishjobs.ie

www.jobbio.com

www.indeed.com

To find part-time work in a supermarket, retail shop, café, bar or restaurant, it is common practice to visit the establishment with your CV and ask about job vacancies.

The international students section of the Trinity Careers Service website has more information about working as an international student:

www.tcd.ie/careers/students/international

Casual Employment

For Non-EU Students

- ▶ Students who are attending a full-time course of one year's duration are entitled to seek employment on a casual basis.
- ▶ One semester students cannot seek employment.
- ▶ Casual employment means you can work for 20 hours per week, except for two standardised periods when it is permissible to work full-time (up to 40 hours per week). The periods are 15th December to 15th January and 1st May to 31st August only, corresponding to the traditional summer and winter college holidays. These dates are fixed for all non-EEA students, regardless of the actual college teaching calendar for their course. Further information is available at: www.internationalstudents.ie/info-and-advice/immigration/working-in-ireland
- ▶ All employees in Ireland must have a PPS number for tax purposes.

Obtaining a PPS Number

A PPS number serves as your tax identification number for employers. You can apply for a PPS number with the following documents:

- ▶ Passport
- ▶ Proof of address

For more information, please see here:

www.welfare.ie/en/pages/ppsn.aspx



Living in Dublin

Cost of Living

Cost of living will vary widely depending on your circumstances and lifestyle. The following figures represent estimated living costs for one academic year (September – June). Please note that the figures below do not include travel outside of Dublin or entertainment.

Type	€
Rent (shared apartment)	5,000 - 6,315
Utilities	1,000
Food	3,000
Miscellaneous	2,500
Insurance (required for non-EU students)	1,000*
Commuting	1,000
Total	13,700 - 14,415

*Insurance can range in price from €200 - 1,800

Mobile Phones

Most international students buy a mobile phone for use in Ireland, with the most popular option being the “prepay” phone, also known as “top up” or “pay as you go”. Instead of getting a monthly bill, you top up your credit as needed.

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, buying it in a newsagent or supermarket, or online.

There are three major phone service providers:

- ▶ Vodafone www.vodafone.ie
- ▶ Eir www.eir.ie/mobile
- ▶ 3 www.three.ie

All of the major mobile providers have retail locations on Grafton Street, just south of Trinity’s main gates. Look for mobile phones with Skype capability and other features to allow for inexpensive international calls and texts. It is also possible to obtain an Irish SIM card for use in your existing mobile phone, but you should check with your current provider for details.

If you are phoning a landline in Dublin from your mobile, you should put 01 (Dublin’s area code) before the telephone number. If you are phoning a landline elsewhere in Ireland from your mobile, there will be a different area code for each county. The international dialling code for Ireland is +353.

Shopping

For household items like bed linen and crockery, Penneys on Henry Street and Dunnes Stores in the St. Stephen’s Green Shopping Centre have excellent inexpensive ranges. In addition, student-favourite IKEA is located to the north of the city. It is serviced by the 140 bus. Small electronics can be found at Argos, also in the St. Stephen’s Green Shopping Centre. The shops in and around Grafton Street offer a range of clothing and housewares at a wide array of price points. There is another major shopping corridor on the north side of the River Liffey, in and around Henry Street.

Bookstores: Hodges Figgis, 56-58 Dawson Street, have textbooks available on the top floor; Chapters, Ivy Exchange, Parnell Street, have a large selection of used and discounted books; Easons, 40 Lower O’Connell Street, is a large chain bookstore.

Stationery: Easons on Nassau Street and Tiger in Stephen’s Green Shopping Centre stock a wide selection of paper goods and stationery.

Pharmacies: Lombard Pharmacy on Pearse Street offers a 15% discount for students, Boots and Hickey’s Pharmacies on Grafton Street, Prices Medical Hall on Clare Street and Trinity Pharmacy on Nassau Street.

Dining

There are several eateries on campus for students including the Dining Hall and Buttery Food Court, Westland Eats in the Hamilton Building, The Pavilion Bar and the Science Gallery Café. There is also the Students’ Union Café in the Goldsmith Hall. The Students’ Union Café, which is run by students, serves hot sandwiches for the cheapest prices on campus. In addition, there are coffee shops in Áras an Phairsaigh (beside IT Services) and in the Arts Building serving sandwiches, snacks and hot drinks. Further information can be found here: www.tcd.ie/accommodation. Please note Trinity does not operate meal plans.

Groceries

It is best to go to the big supermarkets like Dunnes Stores, Tesco, Supervalu, Aldi and Lidl. The closest supermarkets to Trinity’s campus 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 Baggot Street, Tesco on Fleet Street in Temple Bar, Lidl on Moore Street and Aldi on Parnell Square.

Living in Dublin

Student Travelcard

For discounted travel within Ireland, you will need to get a Student Travelcard, also known as a Student Leap Card, the National Student Travel and Discount Card. 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 will be available in the Students' Union in House 6. Once you have your Trinity ID card, you can get a Student Travelcard for €10. Further information can be found at: www.studentleapcard.ie

Public Transport in Dublin

Leap Card

The Leap Card is a reusable plastic smartcard that can be used instead of paper tickets to pay for transport in Dublin. A Leap Card offers the flexibility to jump on Dublin Bus, Luas, DART and commuter rail services around Dublin when it suits you without having to buy a specific ticket in advance. You can top up your leap card in most newsagents, and at Dart and Luas stations. For further information on the Leap Card and where to get one please see www.leapcard.ie

Dublin Bus

Dublin has an extensive bus route network. Please note that if you don't have a leapcard or rambler ticket, you must have exact change, as the bus driver will not give change back but will give back a receipt. You can reclaim your change at a later stage by handing in your receipts to the Dublin Bus Head Office in O'Connell Street. Students can buy 'rambler' tickets from the SU shop that allows you to buy a ticket in advance for a set amount of days. For further information on routes and timetables please see www.dublinbus.ie

Nitelink

Dublin Bus operates a night service called Nitelink which runs from the city centre to the suburbs. The Nitelink fare is €6.50. The Nitelink buses are a cheap and safe alternative to taxis. For further information on routes and timetables please see www.dublinbus.ie/en/your-journey1/timetables/nitelink-services

DART

The DART train runs along the coast from Howth and Malahide in the north to Greystones in the south. The main DART stations close to Trinity are Tara Street Station and Pearse Station. For timetables please see www.irishrail.ie

Luas

The Luas service has 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 The Point and Saggart to Connolly passing through Rialto, Smithfield and Abbey Street. The Green Line runs from Broombridge to Brides Glen passing through Trinity and Dawson Street. For details, see www.luas.ie

DublinBikes

Dublin has a bike-sharing scheme, allowing you to collect a bike from any DublinBikes stand and return it to any other stand. They offer annual memberships at very low cost. More information is available here: www.dublinbikes.ie

Nationwide Public Transport

Iarnrod Eireann (Irish Rail)

Irish Rail operates train services to Irish cities 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 at Busaras (Central Bus Station), which is close to Connolly Station. For further information please see www.buseireann.ie

Bus Tours

The main tourist office in Dublin can provide information about coach tour providers in Ireland. The tourist office is located on Suffolk Street. Or visit: www.visitdublin.com



Smoking in Ireland

Smoking is banned in all workplaces throughout Ireland, including offices, pubs, bars, restaurants and public transport.

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 three rectangular holes. Irish electric sockets are the same as in the United Kingdom.

Irish Weather

The Irish Climate is temperate and mild. Temperatures rarely drop below 0°C or rise higher than 24°C. The rain is most often not torrential, 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 as well.

Security

Trinity's 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 1.2 million people and as such, you should remain vigilant about your personal belongings at all times.

The contact number for 24-hour Security Centre is [+353 \(0\)1 896 1317](tel:+353018961317).

The emergency number is [+353 \(0\)1 896 1999](tel:+353018961999).

Useful Links

Postal Service: www.anpost.com

Electricity Supply Board www.esb.ie

Gas Supply Board www.bordgaisenergy.ie

Broadband and Cable Suppliers
www.eir.ie or www.virginmedia.ie

Ireland's National Police Service www.garda.ie

You should call **999** or **112** in the case of an emergency which requires an immediate Garda response. Emergencies include:

- ▶ A danger to life
- ▶ Risk of serious injury
- ▶ Crime in progress or about to happen
- ▶ Offender still at scene or has just left

In a non-emergency situation, you should ring your nearest Garda station if you need assistance. The nearest Garda station to Trinity College is on Pearse Street. Their phone number is [+353 \(01\) 666 9000](tel:+353016669000).



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Contact Details

If you have any questions about studying at Trinity, please get in touch with us!

Our Global Relations office is dedicated to helping international students and we would be pleased to answer your questions.

E: international@tcd.ie

If you have further questions about the application process you can contact the Applications and Admissions Team in Trinity's Academic Registry.

Academic Registry,

Watts Building,
Trinity College Dublin, the University of Dublin
College Green,
Dublin 2,
Ireland
Tel: +353 (0) 1 896 4500

E: academic.registry@tcd.ie
www.tcd.ie/academicregistry

Global Relations Office

Trinity College Dublin, the University of Dublin
Global Relations Office,
East Theatre, College Green,
Dublin 2,
Ireland
Tel: +353 1 896 4507
www.tcd.ie/globalrelations

For more information on studying at Trinity, visit our website:
www.tcd.ie/study

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 tcdglobal.wordpress.com