AN INTRODUCTION TO TRINITY
The Essential Handbook for International Students

www.tcd.ie/study
Welcome to Trinity College Dublin! This handbook contains useful information for planning your move to Ireland, details on what to do upon arrival and contacts within the University to make your experience at Trinity College the best it can be. The information available online is constantly updated, so please consult www.tcd.ie/study for answers to any questions you cannot find in this handbook. The teams in Academic Registry and the Global Room are available to help as well, so please do not hesitate to get in touch!

GLOBAL ROOM
www.tcd.ie/study/non-eu/global-room
The Global Room is a social and event space with an international focus. Students are invited to use the room for meeting with friends during the day and to check out the evening event calendar. During term, the room is open from 9.30am to 9.00pm Monday-Friday, with some weekend openings.

The Global Room is staffed by a team of Student Ambassadors trained to help you locate services, find solutions and navigate Trinity College Dublin. Many of them have experience studying abroad or are international students themselves, and all of them are available to chat when you drop into the room.

The Global Room is located beside the Academic Registry in the Watts Building (formerly Biotechnology). With over 300 international television channels and 12 TV screens, you can relax and catch up on the news at home. If you have any questions, please email TCDglobalroom@tcd.ie

ACADEMIC REGISTRY
www.tcd.ie/academicregistry
The Academic Registry is located in the Watts Building. Academic Registry provides central academic administrative services including: Admissions, Fees & Payments, Registration, Study Abroad & Erasmus, Examinations & Assessment, and Graduation. Academic Registry will issue several of the documents you will need to register with the immigration bureau and open a bank account.

Document request wait times:
- Proof of Address: 1 working day after request
- Proof of Registration: 1 working day after request
- Proof of Fees Paid: 5 working days after request

The best way to request documents is to call into the Service Desk during office hours.

Please ensure that requested documents are collected from the Service Desk in a timely manner.

Service Desk Opening Hours
9.30am to 5pm Monday to Thursday
Open until 6pm Tuesday and Thursday

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

Term Dates can be found at www.tcd.ie/calendar/academic-year/
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INFORMATION FOR NON-EU STUDENTS

Some, but not all, non-EU/EEA students require an entry visa for Ireland. Please refer to: www.inis.gov.ie/en/INIS/Pages/Irish%20Visa%20Information for the list of countries that do not require a visa. 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 GNIB upon 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. Students applying from China, India, Nigeria, Russia, United Arab Emirates or the United Kingdom, 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/Study,%20Research%20or%20Exam
Online guidance is available at:
www.inis.gov.ie/en/INIS/Pages/Information_on_completing_your_online_application
Contact details for embassies can be found here:
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.

MANDATORY DOCUMENTATION

- It is a mandatory requirement for Non-EU students to have private health insurance. 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 College Dublin, 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 College to hold your place. You are advised to pay the deposit amount required to obtain your visa. Your fee balance will be adjusted accordingly. For more details, please contact the Student Finance Team at stufees@tcd.ie. International students are advised to use the Pay to Study option to pay fees. The Pay to Study receipt is accepted by the Department of Justice for visa purposes. For fee information, please see: www.tcd.ie/academicregistry/fees-payments/
- Show evidence of language proficiency. For INIS language requirement please refer to: www.inis.gov.ie/en/INIS/Pages/Study,%20Research%20or%20Exam.
- 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/Weekly%20Visa%20Decisions%20Page
- 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 Garda National Immigration Bureau (GNIB) within the time limit stamped on the passport. (There is flexibility for students who attend the GNIB with pre-arranged groups from the University.) At the immigration desk, you should be prepared to present the following documents:

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

You should keep all these documents ready, as you’ll need them again when you register with the GNIB.

Garda National Immigration Bureau (GNIB)

The Garda National Immigration Bureau (GNIB) is located on Burgh Quay, Dublin 2, approximately a 5-minute walk from the campus. Please check the GNIB’s website for hours and days open: www.garda.ie/Controller.aspx?Page=31

In order to register with the GNIB, 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)
- Proof of full fees paid (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

Global Relations and the Students’ Union will organise group visits to the GNIB from campus. Details of how to register for these group visits will be sent to your Trinity email address at the beginning of term. Students may also register with the GNIB on their own. Trinity has reserved the following evenings for group visits:

GNIB Evening Visits
- 1 - 4 Sept (continuing students prioritised)
- 20 - 23 Oct
- 28 - 30 Oct
- 17 - 20 Nov
GNIB Renewals for Non-EU Students

- GNIB 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 the 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. For proof of fees paid, please allow one week. For proof of address letters or proof of registration letters, please allow 1 business day. If you use the Pay to Study option to pay your fees, you can use your Pay to Study receipt as proof of fees paid, allowing you to request only a proof of registration letter. Otherwise, you will need to request a proof of fees paid letter from Academic Registry to satisfy the GNIB requirement.

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 form can be downloaded here: www.inis.gov.ie/en/INIS/Pages/Re-entry%20visas
- Valid passport (and entry visa)
- GNIB Registration Card
- A recent passport-sized colour photograph
- The appropriate fee (see note below)
- Bank draft or postal order made payable to the Department of Justice, Equality and Law Reform. No credit/debit cards or cash accepted.

Please note:

- There are two types of re-entry visas, Single Entry and Multiple Entry.
- 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 GNIB card.
- The Single Entry costs €60 and the Multiple Entry €100.
- The Visa Office is open from 08:30 to 14:30 Monday to Friday. It is located in the same building as the GNIB.

Alternatively, you can submit your application form and all required documentation by registered post to Re-Entry Visa Processing Office, INIS, 13-14 Burgh Quay, Dublin 2.
TUITION FEES

The full listing of tuition fees is available here: www.tcd.ie/academicregistry/fees-payments/course-fees. 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. 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. With the exception of Understanding Ireland participants, exchange students are fee exempt.

PAY TO STUDY PAYMENT OPTION

www.tcd.paytostudy.com

Trinity partners with Pay to Study 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.

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 postgrads 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, National ID card or Trinity 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 in the Hamilton and beside the Buttery.
- 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 5 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.

CURRENCY

The currency in Ireland is the Euro (€).
UNIVERSITY ACCOMMODATION

Trinity College accommodation is available for first-year, non-EU, full-degree undergraduates in Trinity Hall. Regrettably, there are limited rooms available for Visiting and Erasmus students. There are also limited rooms available on campus for postgraduate students. Please note that accommodation decisions can take several weeks. Postgraduates are advised to explore off-campus options while awaiting the Accommodation Office decision. Please note that all Trinity accommodation is self-catering and Trinity does not offer meal plans. After their first year, continuing international students will be considered equivalent to their Irish peers in room allocation. No student is guaranteed University accommodation beyond the first year.

TRINITY HALL

Trinity Hall is a large, friendly complex with its own Junior Common Room (similar to a Student Centre) that organises many social activities and outings. This well-equipped residence is 4 km (2.5 miles) from the city centre with good public transport connections by LUAS (tram) and bus. Trinity Hall accommodates over 1,000 students in mostly shared apartments, in which single and twin bedrooms are available. Please read about the different room types and their rates before making an application: www.tcd.ie/accommodation/StudentsandStaff/Students/TrinityHall/

(Note: “Ensuite” means that the room includes its own bathroom.)

Trinity Hall will notify you directly with the offer for the room, along with further information on charges and move-in dates. If your travel schedule allows, residents should plan to arrive on the Friday before Freshers’ Week.

Trinity Hall discourages students from arriving earlier than Friday, 12 September 2014, but if you need to arrive a few days earlier, you can contact Trinity Hall to see if an early move-in can be arranged (at extra daily charge). If you wish to arrive in Dublin a few weeks earlier, we recommend booking in to a hostel or hotel for the interim period.

Please note that students are not provided with bed linen or cooking utensils. International students may purchase a 'starter pack' from the Housekeeping Department. These packs are designed to provide the basic items to set up 'home'. There are two packs available:

- Bedroom Package: bed linen, quilt, pillow
- Kitchen Package: cooking utensils, including a frying pan, saucepans, cutlery and crockery

Please let the Accommodation Office know as soon as you have a commitment from Trinity Hall if you want a pack, so they can arrange to have it in your room on the day of your arrival. For further information see: www.tcd.ie/accommodation/StudentsandStaff/UsefulInformation/LivinginRooms/Forms/

For all questions about your Trinity Hall applications and accommodation, please contact Trinity Hall directly at trinity.hall@tcd.ie or +353 1 4971772.
ALTERNATE UNIVERSITY ACCOMMODATION

As Trinity College Dublin has limited space available for on-campus accommodation, the University has agreements with several other colleges in Dublin to provide additional housing. Some students will be housed amongst fellow Trinity students in rooms located on nearby campuses.

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 in September as possible in order to maximise your chances of finding suitable and affordable accommodation as demand for housing in Dublin is extremely high. The best resource for house and apartment shares is www.daft.ie. You should research the accommodation options available, including the shares section of www.daft.ie, before you arrive in Dublin to help jumpstart your housing search. Please note that you should never put down a deposit on accommodation until you have viewed it in person.

TEMPORARY UNIVERSITY ACCOMMODATION

Students who do not receive Trinity housing can apply for up to two weeks temporary housing on campus while they look for long-term accommodation. The rooms are available from mid-August to mid-September, at a special rate of €30 per night. Spaces are limited, so it is advisable to reserve a place as early as possible. Linen is provided and there are facilities for light self-catering. Further information and the application form can be found here: www.tcd.ie/accommodation/StudentsandStaff/UsefulInformation/PrivateRentedAccommodation/

Please note that temporary housing is only offered to students who have not secured accommodation in advance of arrival. If you are offered a room in Trinity Hall or on campus, you cannot apply for temporary housing.
NON-EU HEALTH INSURANCE

Non-EU students are required to have insurance cover for medical treatment and hospitalization 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 health insurance providers in Ireland:

- Aviva Health  www.avivahealth.ie
- VHI Healthcare  www.vhi.ie
- Laya Healthcare  www.layahealthcare.ie
- O’Driscoll O’Neil  www.odon.ie/tcd

A preferential Aviva plan for Trinity students is available at [http://bit.do/trinityaviva](http://bit.do/trinityaviva). The Aviva Business Plan Hospital costs €1163.50 per year and offers students a number of benefits including cover in public A&E, emergency dental care and travel vaccinations.

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: [http://ec.europa.eu/social/main.jsp?catId=509&langId=en](http://ec.europa.eu/social/main.jsp?catId=509&langId=en) German students please note that you can obtain the EHIC from your relevant health insurance company (Krankenkasse). 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.

COLLEGE HEALTH SERVICE

www.tcd.ie/College_Health/
+353 (0) 1 896 1591/1556
Open 9.30am-4.40pm - House 47

All full-time registered students are eligible to use the College 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 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 College Health Service sees patients on a first-come, first-served basis in the mornings beginning at 9.30am and after lunch, beginning at 2pm. 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 6.00pm and 10.00pm weekdays and 10.00am to 6.00pm 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. DUBDOC can be reached on 01 4545607 / 4538006. [www.stjames.ie](http://www.stjames.ie)

Outside these hours, please telephone the Contactors Medical Bureau at 01 8300244. 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.

MEDICATION

If you need to import prescribed medication until you can find an alternative source in Ireland, please note that the maximum amount of imported medication permitted is a 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.
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.

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

AIRPORT MEET AND GREET SERVICE

The Students’ Union and Global Relations Office run a Meet and Greet service at Dublin Airport. A Trinity student ambassador will meet you at the airport, answer any of your arrival questions and lead 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/non-eu/undergraduate/coming-to-trinity/airport/
The service is available from 6.30am until 10pm.

Please be sure to specify your arrival date and time to ensure that an ambassador will be available to meet you. You must apply at least one week before your arrival.

Travelling to Trinity College Dublin 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 College. The single fare is €7 and buses depart from Dublin Airport every 10-20 minutes, except between the hours of 12.30am and 4.30am when they depart every hour (12.30, 1.30, 2.30, 3.30, 4.30).
- The AirLink 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.
- Taxis are metered and will cost approximately €25-€30, with extra charges for each additional passenger and for carrying luggage.
- For further directions to Trinity Hall please see: www.wardentrinityhall.tcdlife.ie/news/directions.php

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

Students will be invited to register through the my.tcd.ie portal from early 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. As per the College fee policy, payments must be made in full for all new entrant students. On completion of online registration, your TCD 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 TCD email account regularly for College official communications. Lecture timetables will be available via the portal near term time.

VISITING/ERASMUS STUDENTS:
MODULE REGISTRATION

Visiting/Erasmus students will enrol in their chosen modules (classes) after arrival. Module enrolment opens on Monday 15 September and closes on Friday 26 September. Students must complete the official Module Enrolment Form and obtain the approval of the Visiting/Erasmus Coordinator in each School in which they intend to enrol in modules. The fully-approved Module Enrolment Form must be submitted to Academic Registry in order to be assigned to the module. After completing this process, visiting students will be able to view their timetables online by 3 October. The detailed Module Registration process will be explained in the Visiting/Erasmus Orientation session on Monday 15 September. You will not be eligible to receive credit for modules that you do not officially register for by completing this process.

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 examination results are published towards the end of June each year and should then be available to view through the my.tcd.ie student portal. For more information, please see: www.tcd.ie/study/non-eu/study-abroad/to-trinity/erasmus/Arrival/s.

TERM DATES

NOTE: Trinity Term examination period is compulsory for all Hilary Term and full-year students.

ORIENTATION

www.tcd.ie/orientation

The first week of the academic year prior to the start of lectures is called Freshers’ Week. All new undergraduate students are required to be on campus for this week. There are also events for postgraduates and the opportunity to sign up for societies and clubs is open to all. The Graduate Students’ Union will run a postgraduate orientation week from 8-12 September 2014. While not required, it is highly recommended and details are available at tcdgsu.ie/orientation.

Orientation includes campus tours, ID card collection, course meetings, Library introductions and Sports Centre tours. The week is a colourful mix of seriousness and fun, with parties and events organised by student societies and the Students’ Union. In addition, you will find the Information Centre in the Arts Building, the clubs and societies stalls in Front Square and the Students’ Union to be valuable information sources about student life at Trinity.

You must attend all of your scheduled Orientation sessions. This year’s Orientation schedule will be available online in late summer. Feel free to drop into the Global Room throughout the week.

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. Module Directory www.tcd.ie/study/non-eu/study-abroad/to-trinity/ModuleDirectory/index.php

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Foundation Scholarship Examinations
Hilary Term teaching begins
February Study Week
Public Holiday (College closed)
Hilary Term teaching ends
Public Holiday (College closed)
Revision/Study Period
Examinations Begin
Public Holiday (College closed)
Examinations Ends
Trinity College 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 College 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 College. 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 College.

You should make an appointment to meet with your Tutor during the first few weeks of the academic year. See the website of the Tutorial Service 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**

Postgraduates should refer concerns affecting their academic performance to their Course Directors.

**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/
COUNSELLING AND STUDENT TO STUDENT
www.tcd.ie/Student_Counselling
The Student Counselling Service is a confidential, professional service available free of charge to every Trinity College 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.

Students may also contact the Peer Support Group ‘Student 2 Student (S2S)’ which is a group of students trained in listening and helping other students. www.tcd.ie/Student_Counselling/peer-support/index.php

The Counseling Services runs a course ‘Feeling @ Home in TCD’ which is aimed particularly at international students.

STUDENTS’ UNION (SU)
www.tcdsu.org
Every registered student at Trinity College 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 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. Faxing and 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. They run an orientation week before Freshers’ Week. More information is available here: tcdgsu.ie

You will receive a Students’ Union Diary during Freshers’ Week. It is a great source of information about College life, 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 “The Phil”), dating from 1684 and the Historical Society (the “The Hist”) dating from 1770.

There are 49 sports clubs in Trinity College, 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.

During Freshers’ Week all the student clubs and societies set up stands in Front Square. You can turn up at any student society meeting and be sure of a warm welcome. 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 on the Central Societies Committee website: www.trinitysocieties.ie. For further information
Trinity College Dublin is non-denominational and, as part of its commitment to enhancing the quality of student life, supports a chaplaincy service run by the four principal 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 and students are welcome to attend seminars, days of reflection and weekends away.

Tea and coffee are available all day in the chaplaincy in House 27 on weekdays during term time and a free lunch of soup and sandwiches is available each Tuesday in term time between 12.30 and 2.00. All students are welcome.

The College also maintains prayer rooms for Muslim students. Further details of these, 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/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, 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 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.
HOW TO FIND A PART-TIME JOB

The Student Job Database from the 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.

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, 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 Careers Advisory Service website has more information about working as an international student:

www.tcd.ie/Careers/students/international/workinirlduring.php

Note: EU passport-holders have the same rights to work as Irish citizens. Non-EU citizens must register with the GNIB before commencing employment.

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 during term time or full-time (up to 40 hours) during normal college holidays.
- 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
COST OF LIVING

Cost of living will vary widely depending on your circumstances. The figures below do not include travel outside of Dublin or entertainment:

<table>
<thead>
<tr>
<th>Type</th>
<th>€</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent for academic year</td>
<td>5,000</td>
</tr>
<tr>
<td>Utilities</td>
<td>600</td>
</tr>
<tr>
<td>Food</td>
<td>3,600</td>
</tr>
<tr>
<td>Books</td>
<td>1,000</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>3,000</td>
</tr>
<tr>
<td>Insurance (if required)</td>
<td>1,100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>14,300</strong></td>
</tr>
</tbody>
</table>

MOBILE PHONES

Most international students buy a mobile phone for use 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 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 four major mobile phone service providers:
- O2  [www.o2.ie](http://www.o2.ie)
- Vodafone  [www.vodafone.ie](http://www.vodafone.ie)
- Meteor  [www.meteor.ie](http://www.meteor.ie)
- 3  [www.3ireland.ie](http://www.3ireland.ie)

All of the major mobile providers have retail locations on Grafton Street, just south of Trinity College Dublin’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.

SHOPPING

For household items like bed linen and crockery, Dunnes Stores in the St. Stephen’s Green Shopping Centre has an excellent, inexpensive range. 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, textbooks available on top floor; Chapters, Ivy Exchange, Parnell Street, large selection of used and discounted books; Easons, 40 Lower O’Connell Street, large chain bookstore.

**Stationery**: Easons, Nassau Street, large paper goods selection on lower level

**Pharmacies** near College: Lombard Pharmacy, 32 Lombard Street East; Boots, Grafton Street and St. Stephen’s Green Shopping Centre; Prices Medical Hall, 26 Clare Street; Hickey’s Pharmacies, 21 Grafton Street; Trinity Pharmacy, Nassau Street.

DINING

Trinity does not operate meal plans. There are four restaurants on campus for students: the Dining Hall, the Buttery Food Court, the Hamilton Restaurant and the Science Gallery Café. In addition there are coffee shops in Aras an Phairsaigh (beside IS Services) and in the Arts Building serving sandwiches, snacks and hot drinks. The Pavilion Bar also serves food and drinks. Hot snacks are also available in the Junior Common Room in Goldsmith Hall. Further information can be found here: [www.tcd.ie/catering/StaffandStudentOutlets](http://www.tcd.ie/catering/StaffandStudentOutlets)

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.
TRAVEL IN IRELAND

Student Travel Card
For discounted travel within Ireland, you will need to get a Student Travel 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 Travel Card 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 Travel Card for €12.00, plus 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

Leap Card
A 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. 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 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. 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. 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 College 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 Green Line also connects Trinity Hall with the top of Grafton Street, a 5-minute walk from Trinity’s campus. The Red Line connects Tallaght to Connolly Station passing through Rialto, Smithfield and Abbey Street. For details, see: www.luas.ie

DublinBikes
Dublin has a growing 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

Yes, it does rain often in Ireland, but overall 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.

COLLEGE SECURITY

Trinity College’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 01 896 1317.
The emergency number is 01 896 1999.

USEFUL LINKS:

www.anpost.ie Postal Service
The nearest An Post office to Trinity College is on Suffolk Street, a 5 minute walk from campus.

www.esb.ie Electricity Supply Board

www.bordgais.ie Gas Supply Board

www.eircom.ie Broadband and Cable Suppliers

www.upc.ie

www.garda.ie Ireland’s National Police Service
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 01 666 9000.
Global Relations Office
East Theatre
Trinity College Dublin
Dublin 2
Ireland

Email: international@tcd.ie
www.tcd.ie/study

www.facebook.com/tcdglobalrelations
www.twitter.com/tcdglobal

Student Ambassador Blog: tcdglobal.wordpress.com
Facebook Group Trinity College Dublin: Trinity College Dublin Accepted Students 2014