Pre-Arrival Information for Study Abroad Students

Semester One 2011/2012
# Table of Contents

## Section Title and Number

1. UCD Points of Contact

2. Pre-Arrival Information
   - Immigration

3. Transport from Dublin Airport
   - General Information on Transport from Dublin Airport
   - The Aircoach bus, discount voucher link, and approximate taxi fares
   - Transport from Dublin Airport to Dublin City Centre
   - Transport from Dublin Airport to UCD Residences Belfield (on-campus)
   - Transport from Dublin Airport to UCD Residences Blackrock (on-campus)
   - Transport from Dublin Airport to UCD Residences in Muckross, Donnybrook

4. Housing Check-in

5. UCD Registration and Student Card Collection

6. Orientation September 2011

7. UCD Academic Calendar 2011/2012

8. UCD International Student Handbook 2011/2012

9. Cultural Program for Study Abroad Students

10. UCD International Students Network

## APPENDICES

- Transport Information from Airport to Blackrock Residences
- Dublin Airport Welcome Information
- Aircoach Discount Voucher
1. **UCD First Points of Contact**

<table>
<thead>
<tr>
<th>Fire/Ambulance/Police - Emergency Number (general number for Ireland)</th>
<th>999</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UCD 24 Emergency</strong></td>
<td>+353 1-716-7999*</td>
</tr>
</tbody>
</table>
| Emergency issues/ Off-campus housing issues | Enda Carroll, enda.carroll@ucd.ie  
phone +353 87 251 5969 |
| Arts Students general/academic issues | joanne.reilly@ucd.ie  
+353 1 716 8289 |
| Business Students general/academic issues | madeline.molyneaux@ucd.ie  
+353 1 716 4710 |
| Engineering students general issues | sue.philpott@ucd.ie  
+353 1 716 1864 |
| Science/Pre-Medical students general/academic issues | joanna.long@ucd.ie  
+353 1 716 2365 |
| Pre-Veterinary students general/academic queries | john.buckley@ucd.ie  
+353 1 716 6245 |
| Sport & Exercise students general/academic issues | tara.magdalinski@ucd.ie  
+353 1 716 3439 |

*Note: all UCD telephone numbers begin with 716. If you are phoning UCD from a landline in Dublin, you just dial the last 7 digits of the above number, e.g. to reach Joanne Reilly, you dial 716 8289.*

2. **Pre-arrival information**

**Immigration**

You should present your passport, and landing card (landing cards are available on all flights to Dublin) at Immigration. Sometimes students are asked for their **UCD acceptance letter** so you should keep this document with your passport at all times.

Study Abroad students rarely have problems at Dublin airport immigration, but in case you do – please call Enda Carroll, Manager of the Centre for Study Abroad on her cell phone (087) 251 5969.

More details on registering with the Garda National Immigration Bureau (GNIB) will be given at Orientation.

3. **Transport from Dublin Airport**

You can either take a bus or a taxi to your destination.

**Bus Option:** You can get the Aircoach to UCD Muckross, Belfield on-campus accommodation and to Dublin City Centre.

**Directions from Terminal 1 and Terminal 2 to the Aircoach Bus Stop**

The Aircoach (blue bus) stop is located just outside the Arrivals Halls at both Terminal 1 and Terminal 2. At Terminal 1, turn left immediately as you exit the terminal building. At Terminal 2, continue along the same level following the signs for buses and coaches, cross the footbridge, and then exit down the escalator on the left hand side. The Aircoach Customer Service Team will be there to greet you and to answer any questions you may have.

Web-link: [http://www.aircoach.ie/](http://www.aircoach.ie/)

**Air-coach Fares:** Adult Single Euro 8.00; Round trip Euro 14.00. To get a discount of €1 on a single, or €2 on a return, please print the voucher in the appendix at the end of this document.
Transport to Dublin City Centre

To reach Dublin city centre, take either the Leopardstown/Sandyford or Ballsbridge route to city centre.

For UCD Belfield, take the Leopardstown/Sandyford Route to the Montrose Bus-stop (see map)

For UCD, Muckross, take the Leopardstown/Sandyford Route to the Hampton Bus-stop (see map).

<table>
<thead>
<tr>
<th>Aircoach Buses from Dublin Airport</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Dublin Airport</td>
<td></td>
</tr>
<tr>
<td>From 00:00hrs (Midnight) to 04:00hrs</td>
<td>Every Hour (00:00hrs, 01:00hrs, 02:00hrs, 03:00hrs, 04:00hrs)</td>
</tr>
<tr>
<td>From 04:00hrs to 06:00hrs</td>
<td>Up to Every 20 minutes</td>
</tr>
<tr>
<td>From 06:00hrs to 20:00hrs</td>
<td>Up to Every 10 minutes</td>
</tr>
<tr>
<td>From 20:00hrs to 00:00hrs (Midnight)</td>
<td>Up to Every 20 minutes</td>
</tr>
</tbody>
</table>
Taking a Taxi/ Cab
The Taxi Rank is located outside the Arrivals Hall in Dublin Airport. Depending on traffic, fares range approximately between:

- €25-35 to Belfield, UCD.
- €20-25 to Dublin City Centre.
- €30-35 to Muckross Residences.
- €40 to the Blackrock Campus.

Please ask at the taxi rank for approximate price before you leave. Please note:

- It is not customary to tip taxi/cab drivers as there is a standard charge at the beginning of each fare.
- You may also be charged for luggage, and you will be charged a slightly higher rate on a Sunday.

Transport to UCD Belfield Accommodation
The Aircoach will leave you at the Montrose Hotel marked on the below map. You will need to cross the large highway (the N11) and the entrance to UCD is very obvious. Enter and turn left and head towards the residence buildings you will be staying in (areas marked 24 & 32). You can view the online UCD map for more detail at the following web-link. It is less than a 5 minute walk from the entrance to your accommodation.

Transport to UCD Halls of Residence, Smurfit Business School, Blackrock

To reach the Halls of Residences in Blackrock, you are best advised to take a taxi which will cost about €40. There is no direct link from the airport to Blackrock. To reduce the cost you could get the Aircoach (direction Leopardstown/Sandyford) to the Burlington Hotel, which has a taxi rank. Then you could take a taxi from there. This would then cost in total about €25-30. You can also take a bus to the city centre and then another bus to Blackrock. More information about the bus options and a map of the Blackrock campus is in the appendix.

Transport to the UCD Muckross Residences, Donnybrook, Dublin 4.

For the UCD Muckross Residences, take the Aircoach bus direction Leopardstown/Sandyford to the Hampton Hotel Bus-stop (see Aircoach map earlier in this section)

See a Google Maps screenshot below showing directions from the Hampton Hotel Bus Stop to Muckross Residences.
4. Housing Check-in

On-Campus Housing

On-campus housing check-in is open from 9.30am on Monday, September 5th 2011. Please be patient when you check in on Monday, September 5th and Tuesday, September 6th. The UCD Residences will be very busy and it may take some time to receive your housing assignment and keys. Please bring your proof of payment and identification (e.g. your passport). This will save time and ensure that the process runs smoothly. Please note that all information regarding payment of on-campus accommodation can be found in the Accommodation section of your SIS account.

Check-In for Merville, Glenomena, Roebuck and Belgrove Residences – Officially open from 8.00am – 8.00pm. Students can check in and pick up keys between these hours. Outside of these hours a telephone number will be provided for students to call an RA (Residential Assistant) who will be able to check students into their residences.

Check-In for Blackrock/Muckross Residences – Officially open from 9.00am – 5.00pm. Students can check in and pick up keys between these hours. Outside of these hours a telephone number will be provided for students to call an RA (Residential Assistant) who will be able to check students into their residences.

Note: If your home University is invoiced for your housing fees, the Residences will be aware of this and it is not necessary to bring proof of payment. All other students will need proof that their housing fees have been paid in full prior to checking in. Again all information regarding payment of on campus accommodation can be located on the Accommodation section of your SIS account.

Note: You need to pack or buy your own bed linen (single size sheets, duvet cover and pillow cases). You will also need to bring your own towels. One pillow and one duvet (comforter) is provided.

Note: Please note that if you have further questions regarding your on campus accommodation please contact residences directly. Should you wish to check in outside of normal hours you are required to contact residences directly at residences@ucd.ie

Further contact information is available at this web-link: http://www.ucd.ie/residences/

Off-campus Private Housing

Please communicate directly with your house managers / landlords for directions to the properties and key pick-up times etc.

5. UCD Registration and Student Card Collection

Students must put their Irish address on their SIS web account before we can produce a letter to open your own Bank account etc. To do this go to http://www.ucd.ie/ and select ‘SIS Student Web’ tab. Enter your student number and pin. This is automatically selected as your date of birth in the European-style format DDMMYY (6 digits only) e.g. 140896 - That means your date of birth is the 14th August, 1996. Please note: we write the date numerically as date.month.year, e.g. 080711 is the 8th of July, 2011.

Select the ‘Personal Information’ tab and click on ‘Update Address(es) & Phone(s)’. You will also be required to upload a photograph.

You need to register online before collecting your UCD student card. Students can register online via their SIS Student Web account by selecting the ‘enter registration process’. Once you select this tab, you will then be a fully registered UCD student. Notification to register will be sent via email by the Centre for Study Abroad accordingly.

Help with online student registration is available at the following weblink

http://www.ucd.ie/students/registration

UCD Centre for Study Abroad, September 2011
Study Abroad students can pick up their UCD student cards at any on-campus Residence reception desk from 9.30am to 5.00pm from Monday 5th September. For those students living off campus, you can collect your UCD student card from the Student Centre (it is building number 67 on the UCD Campus Map).


**NB:** You must bring your student number and your passport to pick up your student card.

6. **Orientation September 2011**

Orientation takes place from Monday 5th to Friday 9th of September. The schedules can be found on the links below:

**International Orientation Weblink**

[http://www.ucd.ie/international/information_for_students/orientation/](http://www.ucd.ie/international/information_for_students/orientation/)

Study Abroad students are welcome to participate in all International Student Orientation events and activities.

**Study Abroad Orientation Weblink**

[http://www.ucd.ie/international/studyabroad/](http://www.ucd.ie/international/studyabroad/)

Please note that all Study Abroad students **must attend** the Centre for Study Abroad Orientation meeting at 11.00am on Thursday, 8th September in Theatre P, Newman Building (Arts building). ALL incoming Fall Study Abroad students will receive an information pack at the Centre for Study Abroad (CSA) main Orientation. The pack will contain useful information about grocery shopping in Dublin, UCD Societies, Emergency contact numbers and a lot more.

You must also attend the academic session for your specific Program (see schedule) - Arts, Business, Science, Pre-Medical and Engineering.

Please review the information on the links above, and email joanne.reilly@ucd.ie if you have any questions.

**American Students Welcome Reception, Thursday 8th September**

All Study Abroad students and family members are invited to attend a welcome reception on Thursday 8th September at 5.00pm in the Rendezvous Space, Main Restaurant, Belfield, UCD. Finger food and wine will be served and it is a great opportunity to meet fellow study abroad students and UCD staff.

7. **UCD Academic Calendar 2011/12**

While the official exam timetable for Semester 1 2011/12 will run until Wednesday, December 21st 2011 inclusive, some students might be finished much earlier. The exam timetable will only be published at the end of October and we will not be in a position to confirm dates before that. This is important to note for students hoping to book their return flights back to the US. The semester 1, 2011/12 term dates can be found at the following link: [http://www.ucd.ie/registry/academicsecretariat/term_dates_2011-12.pdf](http://www.ucd.ie/registry/academicsecretariat/term_dates_2011-12.pdf)
8. UCD International Student Handbook 2011/2012

Study Abroad students should refer to the UCD International Student Handbook for comprehensive information and resources to prepare them for living in Dublin and campus life at UCD. You will receive a copy of the International Handbook at Orientation however it is also available to view online at http://www.ucd.ie/international/information_for_students/internationalhandbook/.

9. Cultural Program for Study Abroad Students

One of the essential elements of the study abroad experience at UCD is for international students to fully understand and appreciate the richness of Irish society and culture. Our cultural/social programme offers Study Abroad students the opportunity to learn about Irish culture through a series of excursions and field trips in Dublin and across the island of Ireland. To assist with planning your semester, please see below the Cultural/Social Program that is offered to all Study Abroad students free-of-charge. We hope you can join us for as many of the activities as possible. Further details on individual events will be emailed nearer the time.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Welcome Reception</td>
<td>Thursday 8th September 5pm – 7pm</td>
</tr>
<tr>
<td>Walking Tour of Dublin</td>
<td>Saturday 10th, Sunday 11th &amp; 18th September</td>
</tr>
<tr>
<td>International Student Welcome Reception</td>
<td>Tuesday 20th September, 6pm, UCD Global Lounge</td>
</tr>
<tr>
<td>MerryPlough Boys Irish Night</td>
<td>Thursday 29th September</td>
</tr>
<tr>
<td>Dublin Adventure Tour</td>
<td>Sunday 2nd October</td>
</tr>
<tr>
<td>Glendalough Day Trip &amp; Hike</td>
<td>Saturday 15th October</td>
</tr>
<tr>
<td>Newgrange Day Trip</td>
<td>Saturday 5th November</td>
</tr>
<tr>
<td>Gaiety Theatre: The Country Girls by Enda O'Brien</td>
<td>Tuesday 8th November, 7.30pm, Gaiety Theatre</td>
</tr>
<tr>
<td>Kilkenny Day Trip</td>
<td>Friday 18th November</td>
</tr>
<tr>
<td>Exam Meeting</td>
<td>Tuesday 22nd November</td>
</tr>
<tr>
<td>Farewell Dinner/Thanksgiving Dinner</td>
<td>Thursday 24th November</td>
</tr>
</tbody>
</table>

10. UCD International Student Network

There is an active International Student Society at UCD with hundreds of members. Students come together to watch international sporting events and celebrate the national days of many of the countries represented.

Full details are available here: http://www.facebook.com/#!/pages/University-College-Dublin-International-Student-Network/112316168824785

Safe travels to Dublin and we look forward to welcoming you to UCD in September.

All the best,

UCD Centre for Study Abroad http://www.ucd.ie/international/studyabroad/
Appendices

How to get from the Airport to Blackrock Residences:

Taxi:

There is no direct bus from the airport to the Blackrock Residences. Students who are unfamiliar with Dublin and have a lot of luggage are advised to get a taxi from the taxi rank located just outside the front door of the arrival halls of the airport to the Blackrock campus. A taxi will cost approximately €40 from the airport to the Graduate School of Business. Please note that taxi drivers may add extra charges for each passenger and for luggage. Ask the taxi driver to bring you to the Smurfit Business School on Carysfort Avenue in Blackrock.

Bus:

It is possible to travel to the Blackrock campus by bus but it is quite complicated for students who are arriving in Dublin for the first time.

There are frequent connecting buses to the city centre, including a special shuttle bus number 747, which brings passengers directly to O’Connell Street in the city centre. A ticket on the 747 costs €6*. Take the number 7, 7A or 45 bus from O’Connell Street to Blackrock village. A ticket costs €1.85* from the city centre to Blackrock. Walk up Carysfort Avenue (see map) and turn right into UCD Michael Smurfit School of Business.

Or

Get the Aircoach (direction Leopardstown/ Sandyford) to the Burlington Hotel (see map in Section 3) and get a taxi from the taxi rank there to the Blackrock residences.

Or

Get the Aircoach bus (www.aircoach.ie) direction Leopardstown/ Sandyford. Get off at the Montrose Hotel stop (see map in section 2). This stop is a short walk to University College Dublin’s Belfield campus. From this stop you can take the Number 17 to Blackrock Village. A ticket costs €1.65* from Belfield to Blackrock. Walk up Carysfort Avenue (see map) and turn right into UCD Michael Smurfit School of Business.

*Please note that Dublin Bus runs an exact fare system. (Aircoach is a private service and gives change). Passengers on Dublin Bus should have exact change and banknotes are not accepted.

How to get from the Blackrock Campus to the Belfield Campus

The number 17 bus goes from Main Street Blackrock directly to the UCD Belfield Campus. A ticket costs €1.65 and you must have correct change.
Dublin Airport Welcome

Welcome to UCD – we can’t wait to meet you at the airport!

UCD International is delighted to announce details of our airport welcome for incoming international students. The team will be based at a courtesy booth in the Arrivals Hall of Terminal 2, Dublin airport from Sunday 4th to Tuesday 6th September inclusive. Members of the team will also be in the Arrivals Hall in Terminal 1 and will direct you to Terminal 2.

When you arrive in the airport look for members of the team who will be wearing UCD t-shirts. They will direct you to the UCD booth. The team will be on hand from 9am to 5pm to answer any questions and assist you with your transfer to UCD.

All students who visit the booth will be able to claim a free O2 mobile phone SIM with €10 call credit.

We have also negotiated a discount on the Aircoach bus to assist with your transfer to UCD.

O₂

Call home with your free O₂ Mobile Phone SIM card!
UCD International and O₂ will be providing each student with a free O₂ SIM card when they arrive in Dublin Airport. O₂ is a telecommunications and broadband provider based in Ireland.

A dedicated O₂ staff member will be based at the courtesy desk to answer any questions regarding the mobile phone provider. Each free SIM will contain €10 free call credit that can be used straight away, and O₂ will also give you €20 free credit per month if you top up by €20 each month. The free SIM will give you free calls and texts to all other O₂ customers. A Data add on package will also be available from September 1st, for only €5 per month.

Unlock your phone
Your new O₂ SIM card will be ready to use as soon as you receive it and is compatible with most international phones. Students can purchase a new phone when they arrive in Ireland or unlock their exiting mobile phones. If you wish to use your existing phone, please ensure it is unlocked and is compatible to accept an international SIM card. Please check with your network provider before leaving home.

If we missed you at the airport...

Subject to availability, O₂ SIM cards can be collected from UCD International Office from Monday 12th September 2011. A dedicated member of the O₂ team will be in the UCD Global Lounge on Monday 12th September.
Aircoach Discount Voucher for UCD Students

Aircoach and UCD are delighted to offer a reduced Dublin airport transfer fare for UCD International Students.

€1 off Single Fare to UCD Belfield from Dublin Airport

€2 off Return Fare to UCD Belfield From/To Dublin Airport

To avail of the discount please present this Voucher to an Aircoach Customer Service Representative at Dublin Airport to receive a discounted fare on Aircoach travel to/from UCD Belfield.

Aircoach Services operate 7 days per week, 24 hours a day. Tickets can be purchased from the Aircoach ticketing staff at Dublin Airport when boarding. Full details regarding timetables are available at www.aircoach.ie

Terms & Conditions

Offer is available from August to October 2011 inclusive.