



UCD New International Student Checklist

- Obtain a copy of International Student Handbook
- Confirm UCD registration
- Attend programme orientation events
- Attend academic advisory events
- Register for modules
- Open bank account
- Pay fees
- Collect student card
- Register with immigration (Non-EU students only)
- Register laptop with IT Services
- Apply for Health Insurance (Non-EU students only)

The International Student Handbook is available from the International Office Reception or to download from http://www.ucd.ie/international/pdf_files/handbook0809.pdf

What	Who/Where	When	Detailed information/help available
<input type="checkbox"/> Confirm UCD Registration	Full-degree undergraduates Online – through UCD Connect or SIS student web at www.ucd.ie	from 22 August	http://www.ucd.ie/incomingstudents/online_reg_guide_08.pdf Please ensure all your details are correct!
	Graduate students Online – through UCD Connect or SIS student web at www.ucd.ie	Dates vary by programme – see http://www.ucd.ie/registry/sysdem/graduate_dates.html	http://www.ucd.ie/pgstudy/registration_guide08.pdf
	Erasmus/Exchange/Study Abroad Students – Online – through UCD Connect or SIS student web at www.ucd.ie	from 20 August	Erasmus students - contact your school co-ordinator for academic queries. The list of co-ordinators is available at: http://www.ucd.ie/international/documents/documents/ErasmusCoord08.xls Email Erasmus@ucd.ie for other queries.
<input type="checkbox"/> Register for Modules	Full-degree undergraduate students – ONLINE or in Assisted Labs at UCD	From 29 August	http://www.ucd.ie/incomingstudents/online_reg_guide_08.pdf Assisted labs – locations listed in registration guide
	Graduate students – ONLINE or in Assisted Labs at UCD	See http://www.ucd.ie/registry/sysdem/graduate_dates.html	http://www.ucd.ie/pgstudy/registration_guide08.pdf Assisted labs – locations listed in registration guide Contact School office/individual course Administrator

	Non-Business Erasmus/ Exchange Students – Room C213, UCD Health Sciences Building	Until 5 th September in Room C213 Health Sciences.	Room C213, UCD Health Sciences Building Room may change after 5th September, please check the International Office website after the 5th for location change details.
	Law Erasmus / Exchange students – Law School Programme Office	From 20 August	Room C213, UCD Health Sciences Building Room may change after 5th September, please check the International Office website after the 5th for location change details.
	Business Erasmus/Exchange students – Quinn School of Business Programme Office	5 September	Quinn School of Business Programme Office
	Business Study Abroad	N/A – pre-registered	Contact Nuala Corr, Q123 Quinn School of Business
	Arts Study Abroad Room C103, Newman Building	From 20 August	Frieda Savage, Room C103, Newman Building
	Study Abroad (Other subjects)	Contact your co-ordinator	Contact your co-ordinator
<input type="checkbox"/> Attend Orientation Events	Full-degree undergraduate students	Programme specific – see http://www.ucd.ie/incomingstudents/orientationguide_2008.pdf and http://www.ucd.ie/international/word_files/OSched08F.doc	Contact your Programme Office

	Graduate Students	www.ucd.ie/pgstudy	Contact your course director
	Non-Business Erasmus/Exchange Students	http://www.ucd.ie/international/word_files/OSched08F.doc	International Office
	Law Exchange Students	Programme Specific - see http://www.ucd.ie/incomingstudents/orientationguide_2008.pdf	Law Programme Office – Roebuck Castle
	Business Study Abroad	See http://www.ucd.ie/incomingstudents/orientationguide_2008.pdf	Contact Nuala Corr – Quinn School of Business
	Arts Study Abroad	http://www.ucd.ie/international/word_files/OSched08F.doc	Contact Frieda Savage – Newman Building
	Study Abroad (Other subjects)	Contact your co-ordinator	Contact your Co-ordinator
<input type="checkbox"/> Collect Student Card	Full-degree undergraduate students - ASTRA HALL – STUDENT CENTRE Programme specific – see http://www.ucd.ie/incomingstudents/orientationguide_2008.pdf		*Bring your passport to collect student card* If your programme is not listed in the orientation guide you can collect your student card at any time during opening hours: 9.00 AM to 5.00 PM, Monday to Friday until 26 September.
	Law Erasmus and International Exchanges ASTRA HALL – STUDENT CENTRE	see http://www.ucd.ie/incomingstudents/orientationguide_2008.pdf	

	<p>Non-Business Erasmus/Exchange students ASTRA HALL – STUDENT CENTRE</p>	From 1 September	
	<p>Business Erasmus/Exchange students ASTRA HALL – STUDENT CENTRE</p>	see http://www.ucd.ie/incomingstudents/orientationguide_2008.pdf	
	<p>Business Study Abroad ASTRA HALL – STUDENT CENTRE</p>	see http://www.ucd.ie/incomingstudents/orientationguide_2008.pdf	
	<p>Arts Study Abroad ASTRA HALL – STUDENT CENTRE</p>	–Friday 5 September at 12.00 PM	
<p><input type="checkbox"/> Pay Tuition Fees</p>	<p>All students Online payments by credit card; bank giro (bank transfer) forms available at Student Desk. EU/Non-EU Fee Assessment at Fees and Grants Office Desk, Tierney Building</p>	From 22 August	Student Desk; Fees and Grants Office – Tierney Building *Erasmus and Non-EU exchange students are not liable for tuition fees*
<p><input type="checkbox"/> Open Bank Account</p>	<p>All new students AIB – On Campus Bank of Ireland – opposite Stillorgan Gate</p>	<u>After</u> you have an Irish address	AIB Bank – apply directly to the bank on campus, no additional letter required from UCD is required. Bank of Ireland – a letter confirming your address from the International Office is required to open an account.

<input type="checkbox"/> Register with immigration (non-EU students only)	All non-EU students Garda National Immigration Bureau – Burgh Quay, Dublin 2	After you have registered at UCD, picked up your student card, paid your fees, taken out health insurance	See http://www.ucd.ie/international/pdf_files/GNIBreg0809.pdf for a list of documents to bring and a map of the GNIB location. If you have questions about immigration please contact the International Office.
<input type="checkbox"/> Register Laptop with UCD IT Services	All students IT Services – Daedlus Building, Belfield	On-going	www.ucd.ie/itservices/itucd/studentlaptop/