



DUBLIN INSTITUTE OF TECHNOLOGY

INTERNATIONAL STUDENT HANDBOOK  
2007-2008

# International Student Handbook

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## Welcome from the Dean of Students and International Affairs

Dear Student,

Welcome to the Dublin Institute of Technology. The Institute is the largest educational institution in Ireland with more than 22,000 students and its constituent colleges have been providing educational programmes since 1887.

From 600 to 900 AD Ireland was known as the island of saints and scholars. Huge monastic schools like Clonmacnoise attracted up to 20,000 scholars, many traveling from afar and spending up to ten years in Ireland acquiring classical learning. Afterwards we experienced colonial times and we Irish had to travel abroad to get college education. Recently, we have been delighted to welcome large numbers of international students to DIT. The first cohorts from other EU countries started coming in 1989 and in the last five years the number of students from outside the EU has grown from 10 to 460. Now we have students from most of the 25 EU countries and from 35 other countries. This diversity has contributed greatly to the dynamic of academic life within DIT. We value and we cherish you for it.

DIT has put in place many support services of which you will be given details. These services include lecturers, counsellors, careers advisers, medical staff, chaplains, librarians and administrative staff. They are anxious to ensure that your time at DIT is both enjoyable and fruitful in terms of your career development. Please use the services and let us know if there are other areas in which you need assistance. We are honoured that you have chosen DIT as your place of study and we want to ensure that your confidence in us is fully justified. A special point of reference for international students is the International Student Office, under the direction of Elena.K.Keany, a resource specially for you.

You will be excited and perhaps a little apprehensive embarking on your new programme of study in DIT. We very much appreciate the sacrifice your families have made to enable you to come to Ireland and to DIT. We want you to succeed in your studies so that we can share in your pride and in your family's pride on graduation day. Work hard at your studies and be consistent throughout the academic year. Submit your assignments and course work on time and gather the credits which will contribute to your end of year results. We do, however, want you to enjoy your time in DIT. Participate in student life, join your favourite clubs and societies, make friends with Irish students and get to know our music, literature and culture. We hope that in the years to come you will consider your time in DIT as amongst the happiest and most vibrant of your life.

**Kieran Taaffe**  
**Dean of Students and International Affairs**

## History of Dublin Institute of Technology

### **History of DIT**

The Dublin Institute of Technology was established as an autonomous institution under the DIT Act in 1992, but its origins go back to 1887 and the establishment of technical education in Ireland. The Institute continues to build on its long and proud tradition of providing education to the highest levels.

The **DIT Act 1992** provided for the formation of the **Dublin Institute of Technology** by bringing together six colleges of higher education formerly under the City of Dublin Vocational Educational Committee. These were:

- College of Technology, Kevin Street - founded in 1887
- College of Music, Chatham Row - founded in 1890
- College of Commerce, Rathmines - founded 1901
- College of Marketing and Design, Mountjoy Square - founded in 1905
- College of Technology, Bolton Street - founded in 1911
- College of Catering, Cathal Brugha Street - founded in 1941

These colleges had provided much-needed education services, pioneering technician and technologist training and education, both to meet the needs of industry and to develop the student's individual potential. Their graduates played an enormous role in the development of industry, business and the community in Ireland throughout the 20th century.

By 1992, these colleges were recognised as centres of excellence in their areas of specialism and following the establishment of the Institute, their expertise formed the nucleus of the Faculty structure within DIT today. Now DIT, as the largest third-level institution in Ireland, continues to build on those solid foundations and to respond to the social, cultural and educational needs of Ireland in the 21st century.

*'The Story of the Dublin Institute of Technology', by Thomas Duff, Joseph Hegarty and Matthew Hussey*, published in 2000 by Blackhall Publishing, Dublin, provides a fascinating record of the development of technological education in Ireland. The authors are members of DIT's academic staff.

## **International Student Office**

DIT's International Student Office provides information and assistance to all international students from the time of your initial enquiry and during your studies with DIT.

### **Role of the International Student Office**

- International Student Office can arrange placement with a host family for international students and can arrange pick up at the airport.
- International students can visit the International Student Office Monday to Friday 10.00 a.m. - 12.00 p.m. & 2.00 p.m. - 4.00 p.m.
- International students can also email the International Student Office with their queries : [international@dit.ie](mailto:international@dit.ie)
- Information on medical insurance and DIT's health centres is available from the International Student Office.
- International students should check their *DIT student email account* for messages from the International Student Office.
- From time to time international students require specific **letters** and the International Student Office organises these. Examples are as follows: letters for employers, letter to apply for PPS number, letter for opening a bank account, letter for visa office etc. These letters can be ordered from the office through the international site on WebCT.

### **Contact Details**

International Student Office  
Dublin Institute of Technology  
Fitzwilliam House, 30 Upper Pembroke Street, Dublin 2  
(Our office is very centrally located, close to St. Stephen's Green and Fitzwilliam Square)

From 20<sup>th</sup> March 2007 the International Student Office will be located at a new address.  
Our phone numbers will remain the same.

International Student Office  
Dublin Institute of Technology  
143-149 Rathmines Road  
Rathmines  
Dublin 6

Telephone: +353 1 402 7501/ 3435  
Fax: +353 1 402 7533  
E-mail: [international@dit.ie](mailto:international@dit.ie)  
Web: [www.dit.ie/international](http://www.dit.ie/international)

### **International Student Office Opening Hours**

Monday to Friday  
10.00 a.m. - 12.00 p.m.  
2.00 p.m. - 4.00 p.m.

## Fact Sheet on Accommodation

The following information is to give students an idea of what to look for when seeking accommodation in Ireland. The information below is only a general guide.

### **A. Initial Accommodation:**

Dublin Institute of Technology does not at present have on-campus accommodation. It is not advisable to agree to rent a flat or an apartment until you arrive in Dublin and actually see what you are being offered. It is unlikely that you will find suitable accommodation on the day that you arrive.

Therefore you may wish to book *temporary accommodation* in advance of your arrival. The normal procedure is for students to book themselves into a youth hostel/budget accommodation or bed and breakfast before they arrive.

The options are as follows:

1. Dublin Institute of Technology's International Student Office can place International (Non EU) students with a **host family** for the beginning of your stay. Some students stay with the host family for the academic year. Many students stay with a host family for a minimum of one month and then decide whether they want to stay there longer or organise rented accommodation with people they meet on their programme.

**If you require to be placed with a host family, when you have notification of your visa, please contact the International Student Office on [international@dit.ie](mailto:international@dit.ie)**

2. **Hostels** in Ireland are generally operated by Independent Holiday Hostels (IHH) or Hostelling International groups such as An Óige. The latter is a membership organisation and international visitors can purchase a guest card for brief stays. The independent hostels are cheaper and tend to be more informal. An Óige can be contacted at +353-1-8304555 / fax +353-1-8305808 for bookings in advance. A list of the 120 IHH hostels can be obtained from 57 Lower Gardiner St, Dublin 1 or phone +353-1-8364700 / fax +353-1-8364710. Prices vary across the year and also by location but you should expect to pay approximately €15 per night in a private room.

See attached list of hostels

3. **Bed and Breakfasts** (or B&Bs) are also very popular in Ireland. These are clean, relatively cheap and well-provided large family homes to be found in every town and city of Ireland. A comfortable bed and more than ample (usually meat-based) breakfasts are the standard fare for B&Bs. Those registered with the Irish Tourist Board – Failte Ireland - tend to be of better quality and it is always advisable to book ahead if possible. A comprehensive list of such accommodation can be viewed at their <http://www.ireland.travel.ie/>

4. You might consider referring to the 'Accommodation' sections of the <http://travel.roughguides.com/> and <http://www.lonelyplanet.com/destinations/europe/ireland/> guidebooks (and online) for more detailed information about initial accommodation.

5. The International Student Residence Hall (which is run by the American College Dublin and NOT by Dublin Institute of Technology) offers living accommodation to students studying in Ireland. Students can contact them directly as follows: Tel 00 353 1 676 1000 Fax 00 353 1 676 9457 Website [www.amcd.ie](http://www.amcd.ie)

6. The Griffith Halls of Residence, which is part of Griffith College offers living accommodation to students studying in Ireland. Students can contact them directly as follows: Tel: 00 353 1 4150 400 Fax 00 353 1 4549265 Email [accommodation@gcd.ie](mailto:accommodation@gcd.ie) Website [www.gcd.ie](http://www.gcd.ie)

7. Student Accommodation is available at Marino Institute of Education, Griffith Avenue, Dublin 9. Located less than 15minutes from the city centre, all major transport services are available. For further details Phone: 8115200/ 8535175, Mobile: 0872395016, email: [student.residence@mie.ie](mailto:student.residence@mie.ie).

### **B. Getting information about longer-term accommodation:**

DIT's Student Accommodation Service is an information service provided by the Student Services Office in co-operation with the Students' Union. A list is produced showing available living accommodation, both self-catering and lodgings, including details of location, number of places, charges, etc.

Please email [accommodation@dit.ie](mailto:accommodation@dit.ie)

This list is published in mid-August, in time for the commencement of programmes in mid-September, and may be obtained from the Registration Office or the Students' Union at each DIT centre, or from the central Student Services Office. Please note that the list cannot be transmitted by fax or by email.

In addition to these sources of information, accommodation can be found in one of four ways:

- By contact with landlords
- Through information from other people leaving accommodation
- Through information boards in your place of study
- Through advertisements in the evening newspaper
- When using an evening newspaper (see "Flats to let", "House Sharing" sections of the newspapers), you need to get the early edition, usually available at about lunchtime. If you leave it any later, you will find that many of the flats have been already taken.

Accommodation can also be located through Letting Agencies. These Agencies usually charge a registration fee before allowing clients to view any properties. Before registering with an agency, confirm that they are licensed.

See attached list of Letting Agencies

## **LIST OF YOUTH HOSTELS/BUDGET ACCOMMODATION**

Prices start from €15 per night and weekly rates may be available.

### **Abbey Court**

29 Bachelors Walk  
Dublin 1  
Tel: +353-1-878 0700  
Fax: +353-1-878 0719  
Email: [info@abbey-court.com](mailto:info@abbey-court.com)  
Website: [www.abbey-court.com](http://www.abbey-court.com)

### **Abraham House**

82/83 Lr. Gardiner Street,  
Dublin 1  
Tel: +353-1-855 0600  
Fax: +353-1-855 0598  
Email: [stay@abraham-house.ie](mailto:stay@abraham-house.ie)  
Website: [www.abraham-house.ie](http://www.abraham-house.ie)

### **Ashfield House**

19/20 D'Olier Street  
Dublin 2  
Tel: +353-1-679 7734  
Fax: +353-1-679 0852  
Email: [ashfield@indigo.ie](mailto:ashfield@indigo.ie)  
Website: [www.ashfieldhouse.ie](http://www.ashfieldhouse.ie)

### **Avalon House**

55 Aungier Street  
Dublin 2  
Tel: +353-1-475 0001  
Fax: +353-1-475 0303  
Email: [info@avalon-house.ie](mailto:info@avalon-house.ie)  
Website: [www.avalon-house.ie](http://www.avalon-house.ie)

### **Barnacles**

Temple Bar House  
19 Temple Lane  
Dublin 2  
Tel: +353-1-671 6277  
Fax: +353-1-671 6591  
Email: [tbh@barnacles.ie](mailto:tbh@barnacles.ie)  
Website: [www.barnacles.ie](http://www.barnacles.ie)

### **The Brewery Hostel**

22-23 Thomas Street  
Dublin 8  
Tel: +353-1-453 8600  
Fax: +353-1-453 8616  
Email: [brewery@irish-hostel.com](mailto:brewery@irish-hostel.com)

### **Dublin International Youth Hostel**

61 Mountjoy Square  
Dublin 7  
Tel: +353-1-830 1766  
Fax: +353-1-830 1600  
Email: [dublininternational@anoige.ie](mailto:dublininternational@anoige.ie)  
Website: [www.irelandyha.org](http://www.irelandyha.org)

### **Isaac's Hostel**

2/5 Frenchman's Lane  
Dublin 1  
Tel: +353-1-855 6215  
Fax: +353-1-855 6574  
Email: [hostel@isaacs.ie](mailto:hostel@isaacs.ie)  
Website: [www.isaacs.ie](http://www.isaacs.ie)

### **Jacob's Inn**

21-28 Talbot Place, Dublin 1  
Tel: +353-1-855 5660  
Fax: +353-1-855 5664  
Email: [jacobs@isaacs.ie](mailto:jacobs@isaacs.ie)  
Website: [www.isaacs.ie](http://www.isaacs.ie)

### **Kinlay House**

2-12 Lord Edward Street, Dublin 2  
Tel: +353-1-679 6644  
Fax: +353-1-679 7437  
Email: [info@kinlaydublin.ie](mailto:info@kinlaydublin.ie)  
Website: [www.kinlayhouse.ie](http://www.kinlayhouse.ie)

### **Litton Lane Hostel**

2-4 Litton Lane  
Dublin 1  
Tel: +353-1-872 8389  
Fax: +353-1-872 0039  
Email: [litton@indigo.ie](mailto:litton@indigo.ie)  
Website: [www.irish-hostel.com](http://www.irish-hostel.com)

### **Marlborough Hostel**

81-82 Marlborough Street  
Dublin 1  
Tel: +353-1-874 7629/7812  
Fax: +353-1-874 5172  
Email: [mail@marlboroughhostel.com](mailto:mail@marlboroughhostel.com)  
Website: [www.marlboroughhostel.com](http://www.marlboroughhostel.com)

## **LIST OF LETTING AGENTS**

### **Abbott Matthews & Co.**

40 Dame Street (corner of Trinity Street)  
Dublin 2  
Tel: +353-1-679 2434  
Fax: +353-1-679 2453  
Email: [info@abbotmatthews.com](mailto:info@abbotmatthews.com)  
Website: [www.abbottmatthews.com](http://www.abbottmatthews.com)

### **A1 Trading Places**

32 Grafton Hall  
Aungier Street  
Dublin 2  
Tel: +353-1-475 5544

### **Christies Estate Agents**

95-97 Morehampton Road  
Donnybrook  
Dublin 4  
Tel: +353-1-667 0099  
Fax: +353-1-667 0107  
Email: [lettings@christiesestates.com](mailto:lettings@christiesestates.com)  
Website: [www.christiesestates.com](http://www.christiesestates.com)

### **Dial-a-Short-Let**

Haddington Hall  
80 Haddington Road  
Dublin 4  
Tel: +353-1-667 2541  
Fax: +353-1-668 5911  
Email: [info@dialashortlet.com](mailto:info@dialashortlet.com)  
Website: [www.dialashortlet.com](http://www.dialashortlet.com)

### **Dublin Letting Co.**

89 Rathgar Rd  
Dublin 6  
Tel: +353-1-490 6822  
Fax: +353-1-490 6844  
Email: [info@dublinlettingcompany.com](mailto:info@dublinlettingcompany.com)  
Website: [www.dublinlettingcompany.com](http://www.dublinlettingcompany.com)

### **Hipson Properties**

8 Main Street  
Raheny  
Dublin 5  
Tel: +353-1-676 8384  
Fax: +353-1-676 1439  
Email: [letting@hipson-props.ie](mailto:letting@hipson-props.ie)  
Website: [www.hipson-props.ie](http://www.hipson-props.ie)

### **Home Locators**

35 Dawson Street (opp Mansion House)  
Dublin 2  
Tel: +353-1-679 5233/679 1505  
Fax: +353-1-679 2715  
Email: [homelocators@eircom.net](mailto:homelocators@eircom.net)  
Website: [www.homelocators.ie](http://www.homelocators.ie)

### **Lisney**

24 St. Stephen's Green  
Dublin 2  
Tel: +353-1-662 4511  
Fax: +353-1-676 6540  
Email: [dublin@lisney.com](mailto:dublin@lisney.com)  
Website: [www.lisney.com](http://www.lisney.com)

### **Lowe & Associates**

142 Lr. Rathmines Road  
Dublin 6  
Tel: +353-1 406 0000  
Fax: +353-1 496 0501  
Email: [rathmines@lowe.ie](mailto:rathmines@lowe.ie)  
Website: [www.lowe.ie](http://www.lowe.ie)

### **Trinity Real Estates**

13 Duke Street  
Dublin 2  
Tel: +353-1-679 3049  
Fax: +353-1- 679 9875  
Email: [info@trinityrealestates.com](mailto:info@trinityrealestates.com)  
Website: [www.trinityrealestates.com](http://www.trinityrealestates.com)

### **Other useful addresses**

[www.daft.ie](http://www.daft.ie)  
[www.unison.ie/loadza](http://www.unison.ie/loadza)  
[www.let.ie](http://www.let.ie)  
[www.myhome.ie](http://www.myhome.ie)  
[www.letbynet](http://www.letbynet)

## **Immigration Information**

**For further information on your rights as an international student in Ireland please see:**

<http://www.immigrantcouncil.ie/factsheets.htm>

### **Registering with the Garda National Immigration Bureau**

All students from outside the EU/EEA must register in person with the Garda National Immigration Bureau. Things you need to bring with you when registering with the Garda Immigration Bureau:

1. Valid student visa
2. Your passport
3. A letter from the International Office DIT, addressed to the GNIB, stating you have paid your fees in full and that you are undertaking a full time programme. This letter will state the name, duration and location of your programme.
4. Bank statement (this needs to show a minimum of €1,000.00 in your account)
5. A fee of €100

Contact Details:

13 – 14 Burgh Quay, Dublin 2

Telephone: + 353 1 6167700

Opening hours: Monday to Thursday 8.00 a.m.–10.00 p.m.

Friday 8.00 a.m.– 4.00p.m. & End of Sept /Oct only -Saturday 10.00 a.m.–2.00 p.m.

### **Renewing Visas**

International students who are studying full time in Ireland must ensure that they renew their visa annually. The visa office will also issue re-entry visas for students who travel home for Christmas or the summer months. Fee €60 for a single entry visa.

Contact Details:

13 – 14 Burgh Quay, Dublin 2

Telephone: + 353 1 6167700

Opening hours: Monday , Wednesday, & Friday 8.00 a.m.–10.00 p.m.

### **Applications for Re-Entry Visas**

The re-entry visa office is located at the Irish Naturalisation and Immigration Service (INIS),

Department of Justice, Equality and Law Reform

13 – 14 Burgh Quay, Dublin 2

Telephone: 1890551500 (10.00am-12.30pm)

Opening Hours: Monday, Wednesday & Friday 8.30am-2.30pm

Postal applications for re entry visas will be processed in four working days of receipt and the re-entry visa will be returned by registered post to the applicant. Fee for multiple entry application = €100

### **Travel Visas within the European Union**

If an international student wishes to travel to another European Union country for holidays they must apply for a travel visa from the destination country's embassy. For a list of embassies in Dublin please see <http://www.embassyworld.com/embassy/ireland2>

### **Tax Relief for Tuition Fees**

For information on tax relief please contact your tax office, the Central Telephone Information Office at (01) 8736100. Lo-Call 1890 605090 or Revenue's web site at [www.revenue.ie](http://www.revenue.ie).

### **Other Important Addresses:**

#### **Department of Foreign Affairs**

13-14 Burgh Quay, Dublin 2.

T: + 353 1 4780822 (Open from 8.30am to 14.30pm Monday-Friday)

F: + 353 1 4751201

E: [visamail@justice.ie](mailto:visamail@justice.ie)

W: [www.dfa.ie](http://www.dfa.ie)

#### **Department of Justice**

13-14 Burgh Quay, Dublin 2,

T: + 353 1 6167700

W: <http://www.justice.ie/>

## Information for International Students in Ireland

### **Entitlement to Employment**

**International students do not need a work permit to work in Ireland.**

- EU/EEA nationals have the same entitlement to take up employment as that of an Irish person.
- Non-EU/EEA students are entitled to work up to 20 hours part-time per week and full-time during the college holidays.
- The entitlement to take up employment ceases once your student visa finishes.
- Following completion of your studies, if you wish to continue in employment, you will require a work permit to do so.
- Although this entitlement to work certainly eases the financial burden on international students, we would not advise that you rely solely on this source of income during your stay here.
- The Garda National Immigration Bureau also expects proof that you will have sufficient funds to cover your period of study in Ireland.

### **Personal Public Service (PPS) Number**

**All employees in Ireland have a PPS number for tax purposes. Therefore if you are looking for a job you must apply for a PPS number.**

- Applications are made through your local social welfare office. You can find where your nearest social welfare office is by looking in the Golden pages directory under 'Government Departments' ([www.goldenpages.ie](http://www.goldenpages.ie)).
- You will need to take the following along with you:
  - EU/EEA Students:**
    - Passport
    - Proof of Address (gas/electricity bill in your name or bank statement)
  - Non-EU Students:**
    - Passport
    - Garda Registration Card
    - DIT Student Card
    - Proof of Address (gas/electricity bill in your name or bank statement)
    - Letter from Registration / International Student Office

### **Students Carrying Out a Work Placement While Studying in DIT**

Some students will complete a work placement as part of their programme in DIT. Students are entitled to work full time and to receive a salary. If you are placed outside of Dublin county, you will need to register with the Garda in the new locality where you are working. You will need to tell them when you arrived and when you will finish. Finally you will need to notify the GNIB in Dublin of your new address and the duration of your placement.

<b>LETTERS MAY ONLY BE ORDERED FROM THE INTERNATIONAL STUDENT OFFICE VIA WEBCT.</b>
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## **Searching for a Part- Time Job**

Many students in Ireland seek part time employment while studying in Ireland. Positions are advertised as follows:

- DIT Student's Union notice board
- Daily Newspapers e.g. Evening Herald, Irish Independent, Irish Times, Examiner
- Shop Windows, Word of Mouth e.g. friends in your class in DIT
- Many students prepare a number of Curriculum Vitas/ Resumes, these are generally referred to in Ireland as a 'CV'. Students visit places of work (shops, garages, restaurants, fast food restaurants, hotels etc) in person and leave their CV for review. Please note that you may be required to attend an interview for a position, if so, dress well and arrive early.
- The following web sites are also a good source of job listings:

[www.fas.ie](http://www.fas.ie)

[www.idaireland.com](http://www.idaireland.com)

[www.recruitireland.com](http://www.recruitireland.com)

[www.skillsbase.ie](http://www.skillsbase.ie)

[www.nixers.com](http://www.nixers.com)

[www.jobshipireland.com](http://www.jobshipireland.com)

[www.irishjobs.ie](http://www.irishjobs.ie)

[www.monster.ie](http://www.monster.ie)

Foreign Language Employment Information Booklet

Chinese

<http://www.entemp.ie/publications/employment/2005/chinese.pdf>

Russian

<http://www.entemp.ie/publications/employment/2005/russian.pdf>

English

<http://www.entemp.ie/publications/employment/2005/english.pdf>

## **Rights of an International Student Working in Ireland**

- All international students working in Ireland are covered under Irish legislation
- The legal minimum wage per hour is €3.30
- International students are permitted to work for up to 20 hours per week during college term and up to 40 hours per week during school holidays.
- If you are experiencing financial or personal difficulty in the work place, please feel free to contact the following for assistance:

Department of Enterprise, Trade & Employment,

Davitt House, 65a Adelaide Road, Dublin 2.

Telephone: +353 1 631 2121

LoCall: 1890 220 222

Fax: +353 1 631 2827

E-Mail: [info@entemp.ie](mailto:info@entemp.ie)

## Registration Information

### **Registering as a Student of DIT**

Students must register in person annually with DIT. Registration takes place at the commencement of your programme each year e.g. September or January. Only when you personally register with the registrations office in DIT will you be issued with a Student Identity Card. The card gives you access to all student facilities, including the library, computer facilities, sports clubs and the student centre. Remember to bring three copies of a recent photograph [not returnable] of passport type and size. Students are required to carry their Identity Cards with them while in the Institute or whenever they may be required to identify themselves as students of the Institute.

For details on registration dates for all programmes please see [www.dit.ie/registrations](http://www.dit.ie/registrations). Listings are according to individual campus location, so please ensure that you know where your programme is based. E.g. DT558 BSc in International Business and English is based in **DIT** Kevin Street.

Please note that international students can not avail of web registration at present.

### **Registration for Examinations**

**Students must also register for examinations with the Examinations Office.**

**Despite having registered with DIT in September or January you are not automatically included in the list of students expected to sit examinations. You must complete an application form by the scheduled closing date for receipt of entries.**

For example, for December 2007 examinations you must register with the Examinations Office by November 2007. For May 2008 examinations you must register with the Examinations Office by February 2008. Please see notice boards for registration closing dates.

Examination timetables are posted on notice boards throughout DIT approximately 2/3 weeks before the start of exams and may also be obtained from the Examinations Office. In addition, two weeks before examinations begin; timetables and examination numbers are sent to all registered students using the correspondence address on their student record file. Please ensure that your correct Dublin correspondence address is on file throughout your years with DIT. If in any doubt, check with Registrations or the International Student Office. If you do not receive an examination number in the post, please contact the Examinations Office.

Provisional examination results are posted on notice boards in June each year and an individual statement of examination results is later posted by the Examinations Office to your correspondence address within two weeks of the publication of results. If you are leaving Ireland during the summer months and would like to receive results at your home country address, please inform the Examinations Office.

If for personal or medical reasons you are unable to sit an examination, please contact the Examinations Office and inform them that you will not/ did not attend the scheduled exam.

## Opening a Bank Account

Allied Irish Bank (AIB) is based in DIT centres Aungier Street and in Bolton Street. This banking service is available for all students of DIT. All registered DIT students are welcome to open an account, however this can be completed only if you have registered and hold a DIT student card.

If you wish to open a bank account with Allied Irish Bank in DIT Aungier Street, we recommend that you bring the following:

1. Passport with valid study visa
2. Letter from International Student Office, addressed to the Bank, stating your correspondence address in Ireland and the duration and location of your programme.

The opening hours for the AIB in Aungier Street are:

Monday – Friday 13:30 to 15:30pm

If you have any queries please contact the International Student Office.

<b>LETTERS MAY ONLY BE ORDERED FROM THE INTERNATIONAL STUDENT OFFICE VIA WEBCT.</b>
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## International Student Notice boards

There is a notice board for international students in each DIT centre. Please ensure that you check this notice board at least once a week as important information will be posted for your attention.

The location of the notice boards are as follows:

Aungier Street – Main entrance area, on the right hand wall as you come in from the street

Bolton Street – On the wall beside the window which looks into the student's union

Cathal Brugha Street – Marlborough Street entrance, located opposite the porter's desk

Kevin Street - Annex building, floor 1, outside the snackery

Mountjoy Square – Left hand side of car park corridor, at the end

## Student Email Account

When you have completed the registration process, your personal DIT student email account will be activated. This account is usually as follows: [firstname.familyname@student.dit.ie](mailto:firstname.familyname@student.dit.ie).

The International Student Office will communicate with all international students via the student email system. Please ensure that you check your email account at least once a week.

## Medical Insurance

All international (non EU) students who are paying the international fee with DIT are covered by medical insurance. Please note that you must complete a Medical Insurance Form which must be completed and signed by all international students before registering with DIT. This form can be downloaded on the International Site of WebCT

### Hospitalisation

If you are admitted to hospital, please contact the telephone number on your Medi Cover Ace Rescue Card: 00 44 1444 442803. Please inform them of the incident or illness. Failure to do so may jeopardise entitlement to benefit. You need to do this as soon as possible to activate your insurance.

Please also inform the International Student Office and we will advise you on completing your claim form: [international@dit.ie](mailto:international@dit.ie), (01) 402 7501/3435.

Important things to note:

- Benefit will not be payable for any medical or physical condition in respect of which you have suffered or sought treatment or advice in the last 24 months prior to the inception of this insurance.
- Insured person must pay the first €100 of each and every claim in respect of medical expenses.
- Insured is covered for in-patient treatment only (i.e. treatment received while staying in hospital).
- Out-patient expenses are only covered following an injury or following an illness which necessitated admission to hospital.
- Failure to consult the designated Help Line Medical Advisors and following their instruction could jeopardise entitlement to benefit or compensation.

The medical insurance will cover you for in-patient treatment only i.e. if you have to stay overnight in hospital. However it will not cover you for the first €100 of each claim. If during your time with DIT you need to see a doctor, it is best that you visit one of DIT's two Health Centres. The services of DIT's nurses and doctors are available to all registered DIT students free of charge.

### Visiting Doctor/ Nurse

Opening Hours (both centres): 9:00am and 5:00pm  
Monday to Friday during term time.

#### **DIT Aungier Street Tel: +353-1-402 3051**

**Doctors:** Dr Brendan Clune, Dr Janet Durkan

**Nurses:** Deirdre Adamson, Barbara O'Connell, Debra Garry

#### **DIT Bolton Street - Linenhall Tel: +353-1-402 3614**

**Doctors:** Dr Eugene O'Connor, Dr Antoinetta Robinson

**Nurses:** Helen Byrne / Catronia Keye

**WHILE MEDICAL INSURANCE IS OFFERED TO STUDENTS PAYING THE FULL NON EU INTERNATIONAL FEE, IT IS ADVISABLE TO TAKE MEDICAL INSURANCE FROM YOUR HOME COUNTRY.**



WebCT is the software selected by DIT to assist lecturers in making programme materials available, for students, on the internet. It provides email, discussion and bulletin boards to enhance student-to-teacher and student-to-student communication. WebCT is intended to be used to compliment normal face to face teaching at DIT. More information about WebCT is available at <http://www.webct.com>

**The International Student Office uses WebCT for the following:**

- International Student Office, DIT
- Immigration and Visa Requirements
- Working in Ireland and Applying for a PPS Number
- Opening a Bank Account in Ireland
- Graduate Network
- Personal Details Amendment Form  
*Please complete this if you change your mobile telephone number of correspondence address*
- Requesting a letter from the International Student Office.  
*This letter may be for visa renewal, a travel visa, a re-entry visa, the embassy etc*
- Map of DIT campus locations

**How do I log in to WebCT?**

- In your web browser, go to <http://webcourses.dit.ie/> and click “Log on to my WebCT”.
- Your username is your DIT Student ID number (e.g. C03123456) and the default password is your date of birth.
- Your own home page will appear, listing any programmes that you are registered for. Click on your Faculty/ programme. Your homepage will appear.

**Be careful,** when you log on, make sure you:

- Type in the capital letter at the beginning of your ID e.g. D04100100
- The second digit in your ID is a number and not a capital letter O etc

**Logging on to WebCT**  
<http://webcourses.dit.ie>  
**WebCT ID:** *Student Number*  
e.g. D03456789  
**Password:** *Date of Birth*  
e.g. 01011985

## ENGLISH FOR ACADEMIC PURPOSES

International students who are registered on a full time programme in DIT can avail of English language classes which are run by the School of Languages DIT Kevin Street.

There will be an English Placement Test when you arrive at DIT. Students will be placed in a group with other International students who have the same level of English, there will be three levels: Intermediate, Upper Intermediate, Advanced.

Classes take place **4.00pm – 6.00pm** in two different sites: Kevin St and Bolton St.

There is no fee for students who wish to register for these classes.

5 ECTS per semester

A DIT Certificate on successful completion of the module & all assessments

Students will be assessed by continuous assessment, presentations and written examination.

Placement test to take place before start of classes in September

Details on rooms and commencement will be available in September.

***Fur further information please see:***

<http://www.dit.ie/DIT/appliedarts/languages/courses.html>

## Graduation & DIT Graduate Network Office

### **Graduate Network – Keeping in Touch**

The DIT Graduate Network (formerly the Alumni Association) was established in November 1997, its first member being An Taoiseach, Mr Bertie Ahern, TD. Its' mission is 'to support graduates both here and abroad in their professional, social and educational pursuits while developing an ethos of friendship, fellowship and communication.'

The Network offers a range of professional and social networking opportunities, benefits and services to keep graduates actively informed and involved. These include reunions, events, a bi-annual magazine, an affinity credit card and a number of group discount schemes. The Graduate Network Office is now in touch with 48,000 alumni living and working around the globe. Branches of the Network have been set up in many locations including Australia, China, USA, UAE.

All former students automatically become members of the Network on graduation however, we would particularly appreciate the opportunity to keep in touch with our International graduates. With this in mind we now produce an on-line version of our magazine and provide on-line update. If you would like further information or if you are interested in setting up your own local network please contact the Graduate Network Office or alternatively log onto our website at [www.dit.ie/graduatenetwork](http://www.dit.ie/graduatenetwork). (E-mail [graduate.network@dit.ie](mailto:graduate.network@dit.ie)).

### **Information on Parents & Family Attending Graduation**

International students are encouraged to attend their DIT graduation ceremony.

International students have permission to remain in Ireland to attend the ceremony.

If your full time programme ends or your visa expires prior to the date of graduation, the International Student Office can issue a letter for you to extend your visa until the graduation date.

### **Family Traveling to Ireland**

If students would like their parents or family to travel to Dublin for the ceremony they must first contact their Embassy or Consulate in Dublin to confirm which documents are required.

If a letter is required from the International Student Office, please order the letter from the Office via WebCT.

At present, especially for students from China, we understand that a student must write to the Embassy or Consulate in Dublin, stating the following:

1. Name, Date of Birth, DIT Student Number, DIT Programme
2. Date of Graduation
3. Names of family members who intend to travel to Ireland
4. Statement from you (the student) to confirm that you (the student) will be financially responsible for all members of your family while they are in Dublin.

Please do not hesitate to contact the International Student Office if you have any questions.

## Frequently Asked Questions

### **Will I be collected at the airport?**

The International Student Office can arrange this, please contact the [International Student Office](#) for details.

### **Where will I stay?**

The [International Student Office](#) can organise a host family for you. The enclosed [Accommodation Fact Sheet](#) gives applicants an idea of what to look for when seeking accommodation in Ireland.

### **What should I do when I arrive in Ireland?**

- Visit the International Student Office
- Attend inductions and registrations as scheduled in DIT
- Register with the Garda National Immigration Bureau
- Renew your study visa before it expires.

### **Where is the International Student Office?**

The International Student Office is not located in any of the DIT centres. It is located in a DIT building 143 – 149 Rathmines Road, Rathmines, Dublin 6. This is beside the DIT Rathmines. If you have any trouble finding this on the map please telephone the office for directions 01 402 7501/3435. Please note that as of March 2007 the office will be located at

International Student Office  
Dublin Institute of Technology  
143 – 149 Rathmines Rd  
Rathmines  
Dublin 6

### **What clothes should I bring to Ireland?**

Ireland has a cold climate during September -March and a pleasant climate from April-August. It is essential that you bring water proof clothing, comfortable walking shoes and warm clothes (jumpers, coat etc).

### **Will I receive a DIT student email account?**

When you register with DIT in September you will receive a DIT student email account. It is essential that you check this account at least once a week as this is how the International Student Office will correspond with you throughout your time in DIT.

### **Will my fee increase while I am studying at DIT?**

An individual student paying the international student fee will not be subject to an increase of this rate during the duration of their attendance at DIT subject to certain conditions as outlined the [international fee policy](#).

### **How much money do I need for living expenses?**

Apart from tuition fees it is estimated that the cost of living in Dublin for one year is approximately €7,500.

### **Can I work in Ireland while studying in DIT?**

Most students have a part time job. International Students do not need a work permit for Ireland. An international student registered on a full time programme (the duration of which must be at least one year) is allowed to work up to 20 hours per week. All employees in Ireland have a PPS number for tax purposes. Therefore if you are looking for a job you must apply for a PPS number. Please see the International Student Office for further details.

### **Safety Advice**

- Do not carry cash with you when walking in Dublin.
- If you have a laptop, tidy it away when leaving your accommodation so that it is not in view.
- If traveling through the city late at night, we recommend that you use a late night bus or rail service. There are a large number of taxis available in Dublin. Remember it is always best not to travel alone.

### **Travel System in Dublin City Centre**

- Please ensure that you ask a landlord/ host family about local bus services in your area.
- Buses operate throughout the city centre. All DIT centres are serviced by a bus service.
- The LUAS rail system operates in the west and south of Dublin. It connects the suburbs to the city centre.
- The DART rail service connects north Dublin and South Dublin to the city centre.

### **Eating in Ireland**

It is safe to eat all foods in Ireland. Do not be concerned about salads and tap water. The best food market we can recommend is the Temple Bar Market which has a variety of Irish and other foodstuffs. We recommend Saturday mornings, the market opens from 9:00am

In general Asian Food is available from:

- Oriental Emporium on Georges Street
- Asian Market near Georges St.(it is on Drury Lane)
- Chinese owned Asian food shop in Georges St.
- Temple Bar Food Market, Temple Bar, Dublin (Recommend Saturday mornings)
- Tesco is a large chain retail store which has a good variety of Asian food and ingredients

Japanese Restaurants:

- AYA (besides Brown Thomas in citycentre) Clarendon Street, Dublin 2 +353 (0) 1 677 1544
- Wagamama (Stephen's green) South King Street, Dublin 2 +353 (0) 1 478-2152
- YAMAMORI (George's st.) 71 South Great George's Street, Dublin 2 +353 (0) 1 475 5001

### **Religious Information/ Houses of Worship**

Dublin Mosque

For information on bus routes, prayer halls, cultural centres etc please visit [www.islaminireland.com](http://www.islaminireland.com)

- Islamic Foundation of Ireland,  
Islamic Foundation of Ireland, 163 South Circular Road,  
Dublin 8, Ireland.  
Tel: (00 353 1) 4533242/4738276  
Fax: (00 353 1) 4532785.  
Email: [ifi@indigo.ie](mailto:ifi@indigo.ie)

## Dublin Synagogues

### Embassy of Israel

Carrisbrook House, 122 Pembroke Road, Ballsbridge, Dublin 4, Ireland

Tel: 01 - 230 9400

Fax: 01 - 230 9446

Email: [info@dublin.mfa.gov.il](mailto:info@dublin.mfa.gov.il)

Consular Reception Hours :10.00-1.30 Mon –Fri

### **Irish Jewish Community Office - Office Hours 9am-2pm**

Zion Road, Rathgar, Dublin,

Tel : 01 492 3751 Fax : 01 492 4680 Website: [www.irishjewishcommunity.com](http://www.irishjewishcommunity.com)

- **Jewish Home of Ireland**  
Tel: 353-1-4972004 Email: [thejewishhomeofire@eircom.net](mailto:thejewishhomeofire@eircom.net)
- **Stratford College & National School incl. Kindergarten**  
1 Zion Road, Rathgar, Dublin,  
Tel : 01 492 2315 Fax : 01 492 0372
- **Terenure Hebrew Congregation - Ashkenazi, Orthodox**  
Rathfarnham Road, Terenure, Dublin 6, Irish Republic Tel: 353-1-4923751
- **The Jewish home of Ireland**  
Opening Hours : Services are held Friday evening at start of Sabbath and Sabbath morning  
Denmark Hill, Leinster Road West, Rathmines, Dublin, I  
Tel : 01-497-6258 Fax : 01-497-2018 Email : [thejewishhomeofirl@tinet.ie](mailto:thejewishhomeofirl@tinet.ie)

## Other Relevant Information

### Websites

Bus Routes and Timetables for Dublin	<a href="http://www.dublinbus.ie">www.dublinbus.ie</a>
DART Rail System	<a href="http://www.irishrail.ie/dart/home/">www.irishrail.ie/dart/home/</a>
Department of Foreign Affairs (Information on Embassies in Dublin)	<a href="http://foreignaffairs.gov.ie/">http://foreignaffairs.gov.ie/</a>
Dublin Institute of Technology	<a href="http://www.dit.ie">www.dit.ie</a>
DIT, Information for International Students	<a href="http://www.dit.ie/international">www.dit.ie/international</a>
Education Ireland	<a href="http://www.educationireland.ie">www.educationireland.ie</a>
Rights of International Studnets	<a href="http://www.immigrantcouncil.ie/factsheets.htm">http://www.immigrantcouncil.ie/factsheets.htm</a>
Information on education and the education system in Ireland	<a href="http://www.educationireland.ie">www.educationireland.ie</a>
Irish Counsel for International Students	<a href="http://www.icosirl.ie">www.icosirl.ie</a>
Luas Passenger Information System	<a href="http://www.luas.ie">www.luas.ie</a>
USIT – Issues student identity cards so that students can avail of discounts on public transport.	<a href="http://www.usit.ie">www.usit.ie</a>
Bus and Tour Service	<a href="http://www.eirtrail.com">www.eirtrail.com</a>

