Dublin Summer - Internship

Predeparture Information

Congratulations on your decision to intern this summer! We have no doubt that it will be a life-changing adventure. We're glad to have you with us.

Here you will find more details about your program and find out what you need to do next. You should also begin filling out your online predeparture forms that are accessible in your MyIESabroad account.

Feeling lost? Your IES Internships Advisor is here to help. Just call 800.995.2300 or email internships@IESabroad.org.

How will this experience redefine you? We can't wait to find out!
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Getting Started

WHAT YOU NEED TO DO

Confirm your Place in the Program
Submit the Confirmation Form.

Check, Renew, or Apply for your Passport
If you do not have a valid passport, renew or apply for one immediately.

Read Your Predeparture Information and Student Handbook
Navigate through this Predeparture Information using the tabs above.

Submit your Online Forms
Pro tip: Keep this window open to refer to the detailed Predeparture Information while you complete your forms. Be sure you meet the forms deadlines!

Register for the required Internship Seminar
Submit the Internship Seminar Registration Form to select the required 3- or 6-credit Seminar and 3-credit language course as soon as you have received more detailed instructions from us. Be sure to meet with your home school advisor to get courses approved.

Plan a Budget
Understand how to pay your bill by reading the "Tuition & Financial Aid" section under the Your Program tab above and talking to your home school study abroad office. Be sure to check out IES Internships’ scholarship and aid options.

WHAT YOU CAN EXPECT TO RECEIVE FROM US

Housing Assignments
If you submit your Housing Form and Medical Report on time, you will receive your housing assignment and the program participants list at least three weeks before the program begins.

Final Email with Arrival Information
Before you go, you’ll receive an email from us that will include emergency contact information, and final arrival instructions.

HOW TO CONNECT WITH OTHER STUDENTS

Like our Dublin Facebook Page and our main IES Abroad Page.

Follow us on Instagram at @iesabroad.
Read student blogs.

Contact a past participant.
Plan Travel

We recommend reading this section of your Predeparture Information first to make sure you know right away:

- How to obtain any necessary travel documents
- Which dates to use when booking your flights
- What to do once you land in your host city, and who to call if you run into bumps along the way

Passport & Visa

Passport

If you have not already done so and plan to attend an international program, apply for your passport immediately!

You must have a valid passport before you can apply for any other required travel documents. Your passport must be valid for at least six months beyond the end date of your program.

The U.S. Passport Application Process

The current passport application process requires:

- A passport application
- A true certified copy of your birth certificate
- Two identical passport photos
- An application fee
- A personal ID
- A photocopy of your ID

Processing your passport application can take up to six weeks. You can expedite this process by paying an additional fee.

For further instructions on obtaining a passport, visit travel.state.gov or call the National Passport Information Center at 877.487.2778. You can also call your local post office to locate passport agencies in your area.

Passports for Non-U.S. Citizens

If you are a non-U.S. citizen, follow your government’s procedures for obtaining a passport. If you are not currently in your home country and you need to renew your passport, contact your country’s nearest
consulate or embassy.

To obtain consulate phone numbers, please refer to www.state.gov/s/cpr/rls/fco.

**Caring for your Passport**

- Sign your passport as soon as you receive it.
- Keep a photocopy of your passport with you at all times, preferably in a money belt or similar carrier that can be concealed underneath your clothing.
- Leave copies of the identification page of your passport and any other governmental travel documents with a responsible third party or saved online in case your documents are lost or stolen.
- Do not carry your passport or wallet in a backpack. These are easy targets for thieves, especially in crowded areas.

**Entry Documents**

A visa is a stamp placed in your passport by the government of the country you wish to enter. Essentially, a visa is proof that you have the permission of that government to enter their country.

U.S. citizens do not need a student visa to enter Ireland for the IES Abroad Dublin Program. However, when you land at the airport in Ireland, you will be interviewed by an immigration officer and will be required to produce, in addition to your passport:

- Evidence of acceptance for full-time study with IES Abroad
- Proof of Insurance
- Financial Guarantee (signed by a parent and notarized)
- Bank statement (showing that you have €500 per month of stay or €3,000, whichever is the lesser)
- Round-trip plane ticket (showing return travel back the United States)

You will receive your Dublin Entrance Letters, including the Financial Guarantee, Proof of Insurance and two Letters of Certification (one on IES Abroad Chicago and the other on IES Abroad Dublin letterhead), 4 weeks before the program start date. These documents should neither be returned to IES Abroad nor packed in your luggage, but instead be taken in your carry on luggage on the plane with you. Your Entrance Letters will be sent once you fulfill the application requirements and IES
Abroad has received your $500.00 non-refundable confirmation deposit or Intent to Enroll Form, and your Medical Report. U.S. citizens will need to have the Financial Guarantee notarized by a Notary Public.

Important Note: The Irish visa system may change its policies at any time, so it is important that you look out for updates from your IES Abroad Advisor as your departure date nears.

Non-U.S. Citizens
Non-U.S. citizens may need to make special arrangements for a student visa. If you are traveling on a document other than a U.S. passport, you should check with the nearest Irish consulate for visa requirements. To obtain consulate phone numbers, please refer to the “Foreign Consular Offices in the U.S.” website at www.state.gov/s/cpr/rls/fco/. Foreign refugees in the United States may need to obtain additional paperwork from the USCIS, which could take a considerable amount of time. In addition, if you plan to travel to other countries in Europe, other visas may be necessary. You should research and apply for these visas before leaving for Ireland. If you do need a visa to study in Ireland, be aware that you must have a valid passport before you can apply for the visa.

IES Abroad will be happy to assist you with any additional documents that may be required for your visa, but we cannot be responsible for any delays in processing. For this reason, non-U.S. citizens should begin researching the visa process immediately. For additional information please visit the Ireland Embassy website.

Early Arrival/Extended Travel
If you will be arriving in Ireland more than two weeks before the official IES Abroad program start date, please notify your IES Abroad Advisor immediately, as you will need the appropriate documents to enter Ireland. It is imperative that you inform IES Abroad of your early arrival a minimum of three weeks before you leave the United States.

If you plan to travel to any other countries while overseas, you should contact the embassy of the country you wish to visit for information on visa requirements before you leave the U.S.

Students Attending Another IES Abroad Program in a Different Country
Students who will be studying with IES Abroad in two different countries (i.e. in Ireland one term and in Italy the next term) should call their IES Abroad Advisor for further information on visas. In most cases, students
will have to obtain a visa for the second term’s country while studying in the country of the first term.

IES Abroad advises students on visa procedures for travel requirements of the IES Abroad program only. IES Abroad is not responsible for advising students on visa issues should they wish to travel early, stay late, or visit other countries not required by the program.

Travel Dates

Book your flight according to these official program dates:

Consult your Pre-departure guide in IES Portal

You will need to vacate your housing by noon.

Program Calendar
As soon as a preliminary program calendar is available (at least a few weeks before the program starts), it will appear above. However, this calendar is subject to change. Please do not make independent travel arrangements (including visits from family or friends) before you arrive on-site, receive any calendar updates from the IES Abroad Center staff during orientation, and finalize your course registration. Remember that you will not be excused from academic obligations, including final exams or required IES Abroad events nor from your internship placement, in order to travel independently. You can easily make personal travel plans once on-site!

Booking your Flight
These discount student travel websites may offer tickets with flexible
return dates, usually for a fee:

- www.STAtravel.com
- www.StudentUniverse.com

Here are a few other travel websites that may have competitive fares:

- www.Kayak.com
- www.Expedia.com
- www.Orbitz.com
- www.Travelocity.com

IES Abroad does not endorse and cannot be held liable for any of these travel companies.

**Early Arrival Policy**

You may not move in to your IES Abroad housing early. If you arrive before the official arrival date, you are responsible for your accommodations until you move in to your IES Abroad housing on the first day of the program.

If you plan to arrive early or stay beyond the program end date in an international location, we recommend that you purchase additional health insurance coverage through Cultural Insurance Services International (CISI), your IES Abroad health insurance provider during the duration of your program. See the IES Abroad *Student Handbook* for more information.

If you arrive in Dublin before the arrival day, the IES Abroad staff will not meet you at the airport. You must make your own way to your UCD accommodation by noon on the official arrival day. Please check your email for alternative instructions from Centre staff.

Past participants have stayed in the Upper Cross Hotel, Camden Court Hotel, Kilronan House Hotel/B&B, or Avalon House. Avalon House was voted one of the best hostels in Europe and is located between IES Abroad and the city center. Bus 16 from the Dublin airport brings you
Late Arrival Policy

Late arrivals are not permitted unless warranted by a documented medical or family emergency and approved by IES Abroad.

If you are delayed due to flight cancellations or delays before you arrive in your host city, please contact IES Abroad Chicago (800.995.2300 during business hours; 800.766.7793 emergency phone after hours). Our staff will communicate the details of your delayed arrival to the on-site Center staff.

If you are delayed due to flight cancellations or delays before you arrive in your host country, please contact IES Abroad Chicago (800.995.2300 during business hours; 800.766.7793 emergency phone after hours). Our staff will communicate the details of your delayed arrival to the on-site Center staff.

If you arrive in Dublin after noon on the arrival day, contact the IES Abroad Dublin Center’s emergency phone number in the Contact Us section for instructions on how to reach the orientation site.

Early Departure Policy

Early departures are not permitted unless warranted by a documented medical or family emergency and approved by IES Abroad.

It is not possible to reschedule a final exam or paper deadline or miss time at your internship placement in order to accommodate early departure for personal travel, including plans to attend events back home like a friend or relative’s wedding, a family reunion, or a graduation ceremony.
Arrival

When you arrive at the airport, the GNIB representative at the airport will stamp your passport, allowing you residency in Ireland for the duration of your academic stay. Summer intern students who are US Citizens traveling on US passports will be granted tourist entry to Ireland as their programme is under 90 days.

Arrival Instructions

All IES Abroad students will arrive at Dublin Airport, which is small and easily navigable. If your plane lands at Dublin Airport between 6:00 a.m. and noon on the scheduled arrival date of the program, and if you have given us precise arrival information, you will be met by an IES Abroad staff member.

If you arrive before 6:00 a.m., wait at the arrivals hall in Terminal 2 until the IES Abroad staff members arrive. If you arrive after noon, you should call the IES Abroad Dublin emergency phone number for instructions. If you arrive in Dublin after noon on the arrival day, contact the IES Abroad Dublin Center’s emergency phone number in the Contact Us section for instructions on how to reach the orientation site.

There are two terminals in Dublin Airport. Flights from the US land in Terminal 2 of Dublin Airport. IES Abroad staff will be located in the arrivals area of Terminal 2. If your plane lands in Terminal 2, please look for the IES Abroad sign and staff members directly facing the arrivals gate after baggage collection. After you have collected your bags and proceeded through the arrivals gate doors, the IES staff will be beyond the railings before the large yellow sculpture. If you have any difficulty look for airport staff wearing bright pink vests.

Many flights from European locations, and some North American locations, arrive in Terminal 1. If you arrive in Terminal 1, go to Terminal 2 to meet IES Abroad staff. It is a five to ten-minute walk and directions are clearly signposted. Ask a member of the airport staff in Terminal 1 for directions if you are unsure of where to go.

Should you have any further difficulty locating IES Abroad staff, call the emergency phone number. To familiarize yourself with which terminal you will arrive at in advance of your arrival in Dublin, you can check
using the following link to Dublin Airport's website:<http://www.dublinairport.com/gns/flight-information/live-arrivals.aspx>.

The IES Abroad staff will help you catch a taxi to your housing. If other students arrive around the same time as you, you may share a taxi. Most taxis accept credit cards, but you should ask if the driver accepts credit cards if you don't want to pay by cash. Tipping taxi drivers in Ireland is not necessary, though it is customary to round your fare up to the next euro.

**Orientation**

The IES Abroad Orientation program covers detailed information about the transportation systems in Ireland, cultural information, official course registration, health care, and safety.
My Program

In this section of your Predeparture Information, it’s time to dive into the nitty-gritty. There’s a lot to do to get ready, and this section will guide you through:

- Packing—with suggestions from IES Abroad & Internships alumni
- Learning about and requesting housing
- Requesting courses from the specific academic offerings at your Center
- Calculating your program fee, learning about payment options, and making a personal budget
- Exploring the optional field trips offered at your Center and whether you need to sign up in advance or pay an additional fee
- Completing your IES Abroad Medical Report, learning about health insurance coverage abroad, and planning for things like vaccinations and prescriptions

Each page contains a lot of useful information, so be sure to read them thoroughly! You’ll be glad you did.

Packing

Packing and Luggage

- Pack light! Students rarely complain about taking too little, but many have said that they packed too much.
- Bring clothes you can mix and match.
- Leave room for additional possessions you acquire while on your program.
- Prepare for closets and storage spaces which are generally much smaller than they might be at home.
- Be able to carry your luggage up a flight of stairs on your own.
- Make sure your luggage will fit inside the trunk of a small taxi.
- Be aware of airlines’ limits to the weight and number of bags.
- Do not pack your passport or travel documents in your checked luggage. You will need it when you embark and disembark.
- In case your checked luggage is lost or delayed, bring a carry-on bag that includes bare essentials like toiletries, any necessary medications, and a change of clothes.
Take your laptop on the plane with you as carry-on luggage to avoid damage and customs fees.

**Packing Tips**
Check out these packing tips from former IES Abroad students.


Dublin summer weather ranges from 55-70° F. Permanent press clothing will have innumerable advantages, particularly when you are traveling. Rainwear is a must and umbrellas are always useful. Business and political internship sites require professional dress: for men, a suit (preferably) or dress slacks, a sports coat, and a dress shirt; for women, a suit or a skirt/pants and a blouse appropriate for office wear. All other internships are, for the most part, business casual. If you do not receive special notes, expect that you will be in a business casual setting.

**Shipping & Storing Luggage**
Please do not ship luggage to the IES Abroad Center. A customs fee needs to be paid upon receipt, and the Center will not sign or pay for shipped luggage.

Neither the IES Abroad Dublin Center nor your housing location can be used to store luggage. Past students have highly recommended storing luggage at the airport or train station for a fee. Check out the Dublin airport website for information on luggage storage facilities.

**Voltage and Adapters**
Electricity in Ireland operates at 240 volts (as opposed to 110 volts in the United States), which means you may need a transformer ($30 - $40) and an adapter in order to use electrical items purchased in the United States. Do not bring items such as hair dryers or straighteners, as these items will blow a fuse and can, instead, be purchased inexpensively in Dublin. Remember that an adapter does not transform the voltage; it only changes the shape of the plug. We urge you to conduct some research on adaptors, converters, and transformers for Ireland to find out what you need before you leave.

**Housing**

**How to Request Housing**

- Check with your study abroad coordinator at your home school for requirements related to your housing placement abroad before you submit your *Housing Form*. We are not responsible for administering your home school’s policy on housing placements abroad.
- Submit the *Housing Form, Form of Agreement and Waiver,* and *IES Abroad Medical Report* in your *MyIESabroad account* as early as possible.
- We must receive all three documents before we can finalize housing arrangements on your behalf and release your housing assignment to you.
- It is in your best interest to be honest in filling out these documents.

Please be aware that some housing options carry an additional housing fee that will be billed after you arrive at your program location. Be certain to review all costs associated with your housing in advance of making your request.

We will try to meet your preference(s), but cannot guarantee that you will receive your first choice of housing or a housing assignment that meets all of your preferences.

Your specific housing assignment will be sent to you via email approximately three weeks before the program start date, provided you have submitted all three forms.
Housing Expectations

We find housing for our students that reflects typical student accommodations in the host city. You will have the best housing experience if you are open to adapting to your accommodations and trying to understand and respect the cultural context in which you are living.

Changing Your Housing On-Site

To give you time to adjust to your housing, we will not relocate you into a different housing assignment during the first two weeks of the program.

After two weeks, requests to be relocated will be reviewed by the on-site housing coordinator based on availability and valid reason for change.

You should be aware that substantial financial costs can be encumbered by requesting different housing.

Independent Housing

With approval from your home school study abroad office, you may choose to arrange independent housing, subject to the deadlines and other conditions set forth in the IES Abroad Student Handbook. Please note that, for safety reasons, independent housing is not recommended unless you are living with family or friends. Further, IES Abroad will not be available to assist you in any way with securing independent housing. If you choose independent housing, you must accept all associated risks and you are responsible for all expenses and arrangements. We discourage you from trying to sublet apartments using public matching websites due to the high risk of fraudulent postings. If you pay online, be sure that it is a secure site (https).

In order to be eligible for a housing credit, you must submit the Housing Form by the due date and indicate that you would like to live in independent housing. Late independent housing requests will incur a $100 fee, plus any non-recoverable housing costs.

Student Apartments at UCD Residences

You will live in a single bedroom in an apartment in a residence on the University College Dublin campus. Apartments feature a furnished living room/common area that you will share with 3 other students.
Location
The UCD Residences are in an area of Dublin called Belfield, at the UCD campus. Belfield is located on the southern side of Dublin, and is a more residential area than the city center. The city center is easily accessible by public transportation.

Meals
You will have access to a full kitchen in your apartment. Basic kitchen supplies are provided, and most students choose to cook one or two meals a day. Should you wish to eat out, there are a variety of restaurants on campus and close by.

Commute
Your housing is located within a 40 minute bus ride to the city center and is accessible by many major bus lines. Depending on your internship location and rush hour traffic, your commute may be up to an hour long.

Quiet Hours
As you will be living in a shared apartment in a residential area, you are required to be considerate of your roommates and neighbors and keep noise to a minimum after 10 p.m.

No Guest Policy
For safety, security, and insurance reasons, no overnight guests will be permitted in IES Abroad housing. If family members or friends are planning to visit you, the IES Abroad Dublin staff will provide you with a list of accommodations that past visitors have recommended. Students who violate the guest policy will be subject to IES Abroad judicial procedures and fined.

Towels and Linens
One set of bed linens (a pillow, pillow case, sheets, and a comforter) are provided. You will need to bring your own towels, or purchase them onsite.

Laundry and Laundromats
There are washing machines and dryers available in the apartment complex for a small charge. European washers are much slower than you may be accustomed to, and many students choose to use a drying rack rather than pay for the dryer.

Internet Access
High speed Wi-Fi is available free of charge.
Academics

Academic Overview

Internship Program
Practical experience in the workplace is an invaluable addition to classroom learning. An internship provides vital insights into a career field, experience in the global workplace, practical exposure to the demands of specific jobs, and development of professional and personal skills. As well as developing your CV, an internship will give you the opportunity to directly experience the many cultures and people who make up Ireland. Participating in the IES Internships Program offers you a unique opportunity to step outside your educational environment and experience the Irish at work. Please note that all internships are unpaid. The program consists of a practical component and a reflective academic element. It requires a significant personal and professional commitment from you. You need to balance the time you devote to your internship each week with a mandatory IES Internships seminar.

Internship Placements
We have established good working relationships with many organizations in Dublin who participate in our internship program. Internships are offered in the arts, business, media, politics, and theater to give a few examples. Your ability to secure an internship depends upon your self-motivation, ability to meet deadlines, maturity, previous work experience, and flexibility regarding organizations and work projects. We work with you to perfect your resume and hone your interviewing skills so that you are well-prepared for your interviews and the local work environment. We will ask that you are very proactive and responsive during the CV/Cover Letter editing process.

The IES Abroad Internship Program seeks to mirror the world of work; therefore, securing an internship is a competitive process in the same way securing a job would be. The internship is the best match between the skills you offer and what the organization is seeking. Companies and organizations are sent a selection of interns’ CVs. From these they choose which students they would like to interview. Your ability to secure interviews will depend upon the quality of your CV so it is important to work closely with the Internship Coordinator at IES Dublin.

The amount of time you spend at your internship placement will vary. In general, you can expect to spend 32 to 40 hours working at your
Your internship guarantee can be found online here: http://www.iesabroad.org/study-abroad/internships/guarantee

**Required IES Internships Seminar**
The required IES Internships course, IN 395 *Leading across Cultures Internship Seminar* provides an introduction to the cultural context for the internship placement by examining cultural issues in the workplace with a particular focus on preparation for entering the work environment. Writing and discussion topics also introduce the concept of skill-building in cross-cultural competencies including communication, teamwork, and conflict mediation. The course consists of two parts: online pre-departure modules that prepare you for culturally appropriate CV and cover letter development and interviewing skills to facilitate proper placements, and on-site classroom discussions to enable you to fully appreciate what you are learning at the internship host organization.

Seminar topics include:

- Resume Writing & Interview Coaching (online, predeparture)
- Communicating Across Cultures
- Global Leadership Competencies
- Building Trust & Teamwork
- Networking
- Conflict Negotiation & Mediation
- Stereotypes & Cultural Differences
- International Careers & Job Search Preparation

The course is available as either a 3-credit or 6-credit option. The 3-credit course has four online modules and weekly classes scheduled for 2.5 hours on Fridays. The 6-credit course has five online modules and meets for 5 hours on Fridays.

A grade, based on the academic and practical component, is awarded and will be recorded on your IES Internships transcript. Classes are scheduled to have minimum disruption for host organizations’ work schedules and to facilitate attendance by all students. Attendance at each class session is mandatory. The syllabus for this course is available on the IES Internships website. You may have the opportunity to participate in optional field trips to complement your internship program for an additional fee.
Educational Culture

In the Republic of Ireland, children begin their schooling at age five. From ages five to 12, students attend a primary school, and after 12 they attend secondary school. For their first three years in secondary school, they study 10 subjects including Languages, Science, English, Irish, and Mathematics, culminating in what is known as the Junior Certificate. After the age of 15, students specialize, studying a compulsory core of English, Irish, and Mathematics, then choosing four other subjects to make up a total of seven. When it comes to their final exams at age 17, known as the Leaving Certificate or “Leaving Cert”, students can take these subjects at either Honors or Pass level – the former being necessary to enter University.

Credit Transfer

How to Verify Credit Transfer with Your Home School

You are responsible for having your courses approved by your home institution. Prior to your departure, verify the transfer of credits (either as general credit or for your major and/or minor) with your home institution by conferring with your academic advisor and study abroad coordinator about which courses you should take while on the program.

We are not responsible if your courses are not approved. See your IES Abroad Student Handbook for important Academic Policy Guidelines.

You may be asked to provide a course description, syllabus, reading lists, written assignments, and other supporting materials from your courses upon returning to your home school; therefore, it is important to keep copies of all such documents. Please note that syllabi for both the required internship seminar, IN 395 - Leading Across cultures, and optional language course (where applicable) are available for download from each location's program page on the IES Internships website.
Transcripts & Grades

Viewing Your Grades
Final grades are posted online via your MyIESabroad account.

- IES Abroad grades are typically posted online within six to eight weeks of the final day of the program and are made available for approximately 6 months.
- Grades can be viewed regardless of having a financial hold.
- Non-reported “NR” grades indicate that your professor has not yet reported your grades.

Obtaining Your IES Abroad Transcript

- After all of your grades are reported, an official IES Abroad transcript will automatically be sent to your home school if there is no financial hold on your account. A financial hold will be placed if there are any outstanding charges, some of which may be placed at the end of the term.
- Normally, we send your transcript to your home school approximately six to eight weeks after the end of each program.

If you have any questions about your transcript after your program ends, email Steven Schuler, Assistant to the Registrar at sschuler@IESabroad.org.

School of Record

For the purpose of transferring credit, you are required to confirm with your school whether they accept the IES Abroad transcript or if they require a School of Record transcript. If your school accepts the IES Abroad transcript, no further action is needed. To request a School of Record transcript, complete the School of Record Form in your MyIESabroad account.

IES Abroad grades are posted within 6 to 8 weeks of the end of term. Once your financial account is clear, your official IES Abroad transcript will be sent directly to the University of Rochester for processing which takes approximately 3 weeks. Once the University of Rochester has processed your transcript, they will automatically send it to your home college using the address that was provided on this form.

The deadline for submitting these forms are as follows:
July 1st for fall semester and academic year  
December 15th for spring semester/calendar year  
April 20th for summer

The fee for a School of Record transcript is $375 and is non-refundable.

**Tuition & Financial Aid**

**Tuition & Financial Aid**

**Paying IES Abroad Directly vs. Paying Your Home School**
Whether you pay IES Abroad program fees directly (including the $500 non-refundable confirmation deposit) or pay program fees to your university is based on your home school’s policies. Ask your home school’s study abroad and financial aid offices how this is managed.

**Confirmation Deposit**
Depending on your home school’s policies, you will either pay the confirmation deposit to IES Abroad or to your home school.

The form in your account reflects your school’s policy on deposits. Note that the $500 is not refundable if you withdraw from participation, regardless of whether this amount is paid directly to IES Abroad or to your home school.

What you should know about confirming your place in our program:

- To secure your place, submit the Confirmation Form with your $500 non-refundable deposit.
- This form is due within three weeks of your acceptance to the program or by three weeks after the application deadline passes, whichever comes first.
- The due date is listed next to the form in your account.
- Contact your IES Internships Program Advisor to discuss your options if you are unable to meet the stated deadline for any reason.
- If you decide to defer your enrollment in the program after paying the deposit, we will hold it for up to one calendar year. After one calendar year, you will need to pay a new $500 deposit to confirm your place on a future IES Abroad or Internships program.
IES Abroad Financial Aid
We offer $2.5 million in IES Abroad scholarships and aid to our students each year, including:

- Need-Based Aid
- Merit-Based Scholarships
- Public University Grants
- Diversity Scholarships
- Boren and Gilman Scholarship Support Grants
- Donor-Funded Scholarships
- Disability Grants
- Other Study Abroad Scholarships & Aid

Visit www.iesabroad.org/study-abroad/scholarships to learn about our eligibility requirements and application deadlines.

Consult your home school study abroad coordinator and financial aid officer to determine in advance how your school handles IES Abroad aid.

As the recipient of any IES Abroad aid, it is your responsibility to determine how this award might affect any other aid you receive.

- All IES Abroad financial aid will be applied as a credit to your program fees.
- If you pay your home school for your study abroad program, the aid will appear as a credit on the invoice we send to your school.
- If you are billed directly by IES Abroad, funds will be applied to your portion of the program fee as a credit on the invoice mailed to your home address.
- IES Abroad aid cannot be deferred to a future term, but you may reapply for IES Abroad financial aid for a future term if you defer your enrollment.

Home School Financial Aid
If you plan to use financial aid from your home institution to pay for part or all of your IES Abroad program fees, send us an award letter stating how much aid will be awarded for the program and when it will be disbursed. Email your letter to our Accounting Department at accountsreceivable@IESabroad.org, or send a fax to 312.944.1448.

We understand that financial aid is often not disbursed until after the term begins. Once we receive your award letter, we will defer the amount you will be receiving in financial aid until disbursement is made.
Upon receipt of your invoice, you are responsible for paying the amount not covered by aid before your program begins.

Before leaving for your program, make a plan for paying the remainder of your balance once the funds are released, using one of the options below. If your home school will not send the funds directly to IES Abroad, make sure someone has the ability to pay the balance due on your account once you are on-site.

**Consortium Agreements**

If your home school requires a consortium agreement or other documentation to release financial aid funds to IES Abroad, send these documents to our Enrollment Management Department at enrollments@IESabroad.org.

We will complete and return these documents to your home school’s financial aid office along with a copy of the fee sheet for your IES Internships program.

**Enrollment Certification**

If you need letters certifying proof of enrollment in an IES Internships program for any reason (scholarship, medical prescription, etc.), email your request to registrar@IESabroad.org.

**Paying your IES Abroad Program Invoice**

IES Abroad Program Invoices for program fees (tuition, housing, and health insurance) are generated on the following schedule:

- Summer and early-starting Fall programs: mid-April
- Fall programs: mid-June
- Spring, January Term, and Winter Quarter programs: mid-November

If we are billing you directly for your program fees, a paper invoice will be mailed to the permanent home address you indicated on your application. An up-to-date version of your IES Abroad Program Invoice is also available in the Optional Forms section of your MyIESabroad account throughout your experience with us.

Keep in mind that charges may be incurred before you leave, while on your program, and after you have returned. See “Fees Incurred On-Site” below for examples of the type of charges you may incur. Your invoice will be updated as charges are added, and a new paper version will be mailed each time this occurs.
You can submit full or partial payment via the following options.

**Online Payment Options**

- **Direct Account Debit** (also known as e-check or ACH) - submit a payment directly from your checking or savings account *(includes 1% additional fee).*
- **Credit Card** – submit a payment with a credit card *(includes 2.5% additional fee).*

**Alternative Payment Options**

- **Phone** - call the IES Abroad Billing Assistant at 800-995-2300 to pay by direct account debit *(includes 1% additional fee)* or credit card *(includes 2.5% additional fee).*
- **Wire Transfer** - transfer funds to:

  **Account name:** Institute for the International Education of Students  
  **Account No:** 886-079-151  
  **Bank:** JP Morgan Chase Bank N.A.  
  **ABA:** 071000013  
  **SWIFT:** CHASUS33  
  **Address:** 10 S Dearborn, Chicago, IL 60603

- **Mail** - send a personal check, certified check, or money order to our office in Chicago. Checks must be in U.S. dollars, drawn from a U.S.-based branch, and made out to “IES Abroad” or “The Institute for the International Education of Students.” Note the student name and invoice number on the check. Send your payment to:

  IES Abroad - attn: Billing  
  33 West Monroe Street, Suite 2300  
  Chicago, IL 60603-5405

**Fees Incurred On-Site**

Additional invoices may be generated after your arrival on-site. Charges may include, but are not limited to:

- Optional field trips
- Housing options carrying an additional fee
- Course readers and copyrights
- Cell phones and/or SIM cards
- Failure to return library resources upon departure
• Housing damage
• Failure to return keys

You may pay these fees by the same methods described above.

Refund Policy

Confirmation Deposit
The $500 confirmation deposit is not refundable. Confirmation deposits can be deferred for up to one calendar year. After one calendar year, the deposit is forfeited and must be made again for any future enrollment with IES Abroad.

Withdrawal or Deferral Before the Program Begins
We make significant financial commitments on behalf of students well before the start of each IES Internships program. Students who withdraw or defer to a future term after the issuance of the initial IES Abroad Program Invoice but before the program start date are responsible for payment of unrecoverable costs incurred by IES Abroad. A refund is issued only on recoverable costs and only after notice of withdrawal or deferral is received in the Chicago office.

Withdrawal After the Program Begins
On or after the published arrival date no refunds will be issued. Appeals for partial refunds will be considered only in cases of serious illness or emergency requiring a student’s withdrawal and in consultation with the Chicago office. The amount of any possible refund will be determined individually on recoverable costs, and will be made at the sole discretion of IES Abroad at the time of withdrawal. Please note that these costs vary considerably and cannot be determined in advance.

Any student who is dismissed after beginning any IES Internships program for any reason forfeits the possibility of any refund for used or unused expenses as well as the comprehensive fee.

Field Trips

In addition to a subsidized open-top bus tour of the city, IES Abroad Dublin also offers optional field trips each summer. The full cost of these trips is the responsibility of Internship students.
Dublin - Summer 2016 - Northern Ireland

Enjoy Belfast city centre and visit Dunluce Castle, Carrick-a-Rede Rope Bridge, Bushmills Distillery, and the Giant’s Causeway, a World Heritage site. Students will stay in the seaside town of Portrush. This trip will leave Dublin early on Friday morning and return on Sunday evening.

Trip Length: 3 days Trip fee: $240

Dublin - Summer 2016 - Howth

Hike in Howth Head, a lovely seaside fishing village in North County Dublin. Your lunch and DART fare are included in this one-day excursion.

Trip Length: 1 day Trip fee: $10

Dublin - Summer 2016 - Causey Farm
Students visit an open farm where they will have the chance to try out Irish dancing, bake traditional Irish bread, play hurling (Ireland's national sport) and visit a bog!

**Trip Length:** 1 day  
**Trip fee:** $20

- Fees for optional field trips cover transportation, accommodations, tours and entrance fees, and some meals.  
- Field trip enrollment may incur a non-refundable charge which you must pay even if you do not attend the trip.  
- All field trip locations are subject to change.  
- You are prohibited from bringing guests on IES Abroad-sponsored field trips.

**Health & Safety**

**Health Insurance**

Your health and safety are our highest priority, therefore we require all students to be adequately covered by our prearranged comprehensive international student health insurance plan. Once you have confirmed your place on the program, we will automatically enroll you in the required Cultural Insurance Services International (CISI) international health insurance on your behalf. The mandatory insurance is included in your program cost and cannot be waived for international programs.

You will receive an insurance confirmation/registration email prior to departure. The insurance plan is intended to cover all IES Internships participants while on their program, but certain limits apply. The plan is not intended to replace your existing plan.

More information about your insurance:

- After completing the online insurance registration, you can print
your insurance cards and brochures.
- IES Abroad Center staff will provide you with information on local hospitals and doctors during orientation.
- Your coverage will begin on the first day of your program and expire on the last day of your program.
- On-site staff will provide additional information regarding the in-country health insurance plans during orientation.

Students interning in Sydney will be enrolled with the CISI Australia/New Zealand/Japan/Turkey plan (Policy #: GLM N04964998). Students attending programs at all other centers will be enrolled with the CISI standard plan (Policy #: GLM N04964986). This information can also be found in the IES Abroad Student Handbook.

The CISI standard plan policy number is GLM N04964986.

**Domestic Program Insurance**

If you are studying on an IES Internships summer program in the United States you are not required to purchase the CISI insurance if you are already insured by another provider.

**Prescription Drugs**

If you plan on taking any type of medicine or prescription drug while on your program, we strongly advise you to consult with your physician prior to departure regarding any need for monitoring.

You may also consult with your doctor regarding on-site referrals, though the IES Abroad Center staff will have a list of physicians available for consultation as well.

It is important that you disclose any health conditions and note any medications on your IES Abroad *Medical Report* so that we can support you as best we can.

In addition:

- We recommend bringing enough medication to last the duration
of your stay.

- If you plan to purchase a particular medication while on the program, you should make certain that it is available in your program location. If so, you will need to see a local physician to obtain a new prescription.
- Do not mail medicines or vitamins; they will be held up in customs, and a prescription from a local doctor must be shown to pick them up.
- Always carry prescription drugs in a drug store bottle with a label showing your name, the generic name, the dosage of the drug, and instructions for use.

Vaccinations

We recommend that you speak with your doctor and/or consult the Centers for Disease Control’s international travelers’ hotline to review up-to-date vaccination requirements for any region or country you select.

Contact the CDC at 800.232.4636 or visit www.cdc.gov.

Travel Safety

Cell Phones & TravelTracker™
Our longstanding commitment to student safety means we work very hard to establish and maintain avenues of communication and information tracking between students and staff.

We require you to have a cell phone during your time on the program to encourage and simplify communications with both the IES Abroad Center and your parents in the event of an emergency.

You will be required to provide your Center with your cell phone number and to keep your phone turned on and charged at all times for the duration of enrollment.

You are also required to submit an electronic independent travel itinerary through TravelTracker™ and/or a paper independent travel itinerary form to Center staff any time you are away overnight.

This information is vital in the event of an emergency and students need
to be reached when their cell phones are not functioning.

Travel Tips
When planning travel during your time on the program, be sure to keep the following basic health and safety provisions in mind. We recommend that you:

- Travel with a companion whenever possible and avoid walking alone at night, even if you are familiar with the area.
- Stay alert, confident, and aware of your surroundings. Walk purposefully and make eye contact with people around you. Trust your instincts.
- Use helmets, seat belts, life jackets, and other relevant safety devices.
- Always keep your door locked in any facility where you are staying.
- Investigate what emergency medical services are available in the region or country where you will be traveling.
- Choose safe, reliable transportation.
- Don’t rent or buy a motorized vehicle.
- Don’t swim after drinking alcohol.
- Pack a basic first aid kit.
- Leave jewelry and expensive watches at home.
- Carry money, tickets, and passport in body pouches; do not leave them in your hotel room or luggage.
- Carry photocopies of passport, credit cards, and airline tickets.
- Make sure luggage has identification inside and out.
- Keep luggage locked and securely stored.
- Be mindful when withdrawing money from an ATM when you are alone.
- Keep a low profile in public areas. Avoid displaying any object of value (jewelry, cameras, cell phones, electronic devices) that could attract the attention of bag snatchers and pickpockets.
- In addition, you must have your cell phone turned on and with you at all times so that you can be contacted in case of an emergency. You should also inform yourself of any unique situations in specific cities that might necessitate taking additional special precautions.
- When traveling outside of your host country, in addition to leaving an itinerary with your Center, we encourage you to register with the U.S. Embassies/Consulates (or the Embassy/Consulate of the country whose passport you are carrying) in each of the
countries you are visiting. In the event of an emergency, disaster or crisis in a country you are visiting, local consular officials will be better able to locate you if you register with them in advance. It is especially important for you to register if you are visiting a country “that is experiencing civil unrest, has an unstable political climate, or is undergoing a natural disaster, such as an earthquake or a hurricane.” As you make travel plans, you can easily register online at step.state.gov/step. Consular registration information is kept private and is not released to anyone without required permissions.
Daily Life

This section of your Predeparture Information delves into what daily life will be like for you in your host city.

This section will answer questions like:

- How will I communicate with my family and friends back home?
- What’s the feel of the city and what are the best ways to meet locals?
- How diverse is my host city and how can my needs be accommodated?
- What are some of the expectations of me as an IES Internships student?

Be sure to read through this entire section of your Predeparture Information so you feel as prepared as possible when you first step foot in your host city!

Center

Center Overview

The IES Abroad Dublin Center occupies a red-brick Victorian building that was originally a post office and has been completely renovated. The Center is walking distance from St. Stephen’s Green and Trinity College.

Features include:

- High-speed Internet, printer, photocopier and scanner access
- A student lounge with study desks
- 4 laptops and 2 desktops
- Classrooms
- A small library

Library

A small lending and reference collection is available for students at the
Megan Markey earned an MBA in Education Management from the Institute of Education, University of London and a Masters in Sociology from University College Dublin. Employed by IES Abroad since 2004, Megan teaches our service learning seminar, Service Learning: Youth Engagement and Education in Ireland. She has also taught qualitative research for the Sociology Department at University College Dublin. Megan was the Assistant Director of the Dublin Center from 2010-2014.

Staff

IES Abroad Dublin Staff

Regina Fitzpatrick
Program Coordinator

Claire Gannon
Student Welfare Officer

Stephen McMahon
Regional Education Technology Specialist

Mairead White
Accountant Assistant

Communications

Telephone Calls upon Arrival
Many students want to contact their families once they arrive, however, please let your family know that your busy orientation schedule may not allow for you to call home right away. If your family does not hear from IES Abroad, this means that you have arrived safely.

If you are not bringing an American phone with an international plan, you will purchase a phone on-site. There are many phone companies (such as Meteor, 3, or e-mobile) that offer cheap phones (usually around €30) with a non-contract monthly fee of anywhere from €15-45 depending on your communication needs. This will be discussed in more detail upon arrival.

International Calls

International calls directly from your cell phone may be very expensive. We suggest purchasing a phone that provides cheaper calls to the US or that you communicate internationally through online means.

Keeping in Touch Online

Internet-based communication is an easy and free way to maintain
contact with family and friends back home and abroad. Check out:

- Skype for free internet-based audio and video calling and messaging
- Viber for audio calling and messaging
- Whatsapp for messaging
- Google Hangouts for audio and video calling and messaging

Even if you purchase a basic cell phone if abroad, you can use your smartphone's Internet-based communications when you are connected to WiFi.

Be sure to check with your cellular provider to ensure that you may access the Internet on your phone without incurring mobile data costs. You’ll probably want to set your phone to Airplane Mode or turn Mobile Data OFF.

Keep in mind that high bandwidth services like Skype may not function as expected in areas with slow Internet connections.

**Laptops**

We strongly encourage you to bring your laptop computer to access the Internet and to complete coursework. Don’t forget to insure it!

**Technical Support**

Our on-site staff is not trained to offer technical support for personal laptops or to assist with hardware or software malfunctions or incompatibilities, though we will be able to direct you to local resources.

We cannot guarantee or support Internet in your housing, but Internet access is available at the IES Abroad Center and we will help you find convenient places that do provide Internet.

**Data Usage**

We do our best to maintain enough bandwidth for everyone at the Center to complete their academic work. We thank you in advance for limiting your internet data usage while at the Center and your housing, especially in regards to downloading non-academic files such as movies and music since this type of usage compromises the ability of other students to complete their online academic work. If you have questions
about appropriate internet usage, the Center staff will gladly assist you.

Internet Access

The IES Abroad Center is equipped with a commercial grade wireless network that is available to students during Center hours.

Mail

All letters and packages sent to you should be addressed to you at the IES Abroad Dublin Center. This helps avoid complications that might arise with the delivery of packages and registered letters, letters with postage due, etc. Letters sent airmail from the U.S. usually take seven to ten days to reach Dublin. You are notified by text or email as soon as something arrives for you.

Do not send clothes (used or new) or electrical items by UPS, Federal Express, DHL, etc., since customs in Dublin will charge a high duty on these items. You risk being charged duty on any airfreight. Remember that there are numerous opportunities in Dublin to buy new clothes and shoes, and you will almost inevitably be drawn to do so. Upon return to the United States, keep in mind that because postage rates in Europe may be higher than in your home country it will be more expensive (often double) to ship things home.

IES Abroad is not responsible for returning packages and/or correspondence to you or to the sender if mail arrives for you after you have departed your IES Abroad program. Please notify friends/family to factor in shipping time as well as your program departure date.

Customs

Shipping Precautions

- Shipping can be very expensive.
- Packages aren’t guaranteed to arrive, and IES Abroad cannot influence local custom rules.
- As fun as it may be to get packages from home, be prepared for potentially restrictive foreign customs and long delays.
- If friends and family want to send you packages, we recommend they use online retailers that deliver to your host city. For example, Teleflora and FTD both have international flower delivery options.
- If someone sends you a personal care package from the U.S. or elsewhere, they should indicate that the contents are “used personal items” and give them a low customs value to reduce the risk of high customs fees, though fees are always possible and often unpredictable.
- Most students find it’s easier to take everything they’ll need for their term with them, or plan to buy items they need while on the program.

Items Often Seized by Customs
We do not recommend shipping the following items because they are often seized by customs:

- Prescription items, including medications, glasses, and contact lenses
- Toiletries
- Electronics, including parts and accessories
- Homemade food items

Mailing Replacement Credit/Debit/ATM Cards

- Replacement credit/debit/ATM cards should be sent in a flat envelope delivered by a private carrier like FedEx or DHL.
- Do not include a replacement credit/debit/ATM card in a care package with other items. We don’t recommend one carrier over another—as long as the envelope is sent with a tracking number, the delivery should occur without significant problems or delays, though you may have to pay a customs fee.
Life in your City

City and Culture

Dublin is a modern city, which, as one of the smaller EU capitals, still maintains an intimate and warm feeling. The past 25 years of growth and modernization of Dublin is exemplified by the hip Temple Bar area, which, once decayed and earmarked to be flattened to make way for a bus station, is now one of the city’s main tourist attractions.

In Dublin, every place has a story to tell: the city’s literary history seems to bump against you at every corner, and the pubs are open to everyone. Irish literature, whether on the stage or on the page, is more vibrant than ever, with a hugely disproportionate number of new plays, novels and poems emerging from this tiny island.

Dublin is also a city on a human scale, (just over 1.5 million people) which is easy to get around on foot. It retains much of its 18th Century Georgian charm whilst striding confidently into the new millennium. Ireland’s long history of scholars and storytellers has resulted in a lively and vibrant, theater, music, and arts scene – imbuing Dublin with an exciting and cosmopolitan atmosphere.

Above all this is the fact that Dublin has a reputation for being a friendly city, and Dubliners show the same interest in outsiders as they ever did. Pubs, small restaurants, and cafés are the ubiquitous hangout of students from Ireland and around the world. It is a place to which travelers return, and of which they retain fond memories long after they are gone.

Catch a few highlights of the city in the New York Times feature, "36 Hours in Dublin!"

Intercultural Competence

What you gain on your program will likely go beyond friendships, travel savvy, and academic achievement.

A global internship also provides you the unique opportunity to develop intercultural competence, the set of skills required to work and communicate successfully and appropriately with people from other
Here are a few ways you can develop intercultural competence.

- Be aware of your own cultural orientation and how it impacts your experience of and behavior in your new surroundings.
- Pay attention to the people in your host city, and try to recognize how their cultures impact their behaviors, communication styles, and reactions.
- As you get to know people in your new environment, ask them about behaviors and language that are appropriate in various situations.

Gaining intercultural knowledge and skills can help you to solve everyday problems more easily, to develop a deeper understanding and appreciation for your experience while you're there, and to interact with diverse groups of people after you return home.

**Culture Shock**
As you know by now, this experience is extremely rewarding, but it can also be emotionally, psychologically, and even physically challenging. To help you navigate your experience, it may be helpful to familiarize yourself with the stages of culture shock that you may experience and reverse culture shock that you may experience after your return home as seen here: www.iesabroad.org/study-abroad/alumni/re-entry

**CORE**
Developing intercultural competence is not always easy, but we are here to support you! After you arrive, IES Abroad staff will help you to set appropriate goals for intercultural learning through our Comprehensive Orientation and Re-Entry Experience (CORE), which starts during on-site orientation. Take advantage of CORE to debrief the experiences you have in your new environment, and to learn from our staff and from other students about ways to engage the cultures that you encounter.

**Meeting the Locals**
Making friends in the local community is often a main priority for students. It’s not always easy to meet people, especially people your own age—doing so will likely require initiative on your part and also courage and perseverance.
Never hesitate to ask the staff at the Center for guidance—they will be glad to help you.

Think about how you get involved at your home campus and seek out opportunities to do something similar while abroad—this is just one way you might meet people.

Here are some examples of how previous students got involved in the local community (along with students’ comments on how they learned about the opportunity):

- **Participate in community events.**
  - "I participated in the Dublin: One City, One Book festival (I was able to read a poem at the book launch of the poetry collection, If Ever You Go)."
  - "I went to a lot of theatre with Irish friends."

- **Volunteer at a local organization or participate in an internship, if available for your program.**
  - "I volunteered at the International Literature Festival in Dublin, which I found out about through an e-mail from IES that said the festival was looking for volunteers."

- **Join a faith community.**
  - "I attended a church and its youth group, which I found out about through another student studying abroad."

- **Join a local club or society that aligns with your interests (Semester students only).**
  - "I made sure to join student societies right away in order to more easily meet my fellow students. I joined the Literary Society, the Food and Drink Society, and the Philosophical Society."
  - "I joined the Student Managed Fund (investment club), The Phil (philosophy organisation), Business Economics Organisation. I found out about all of them through Fresher's Week on campus the week before school starts (organisation fair)."
  - "I was a member of Q-Soc, which I learned about through the university’s website."

- **Join an athletic team or a local gym (Semester students only).**
"I went to the gym on campus, which was advertised to all students during orientation."

“Community yoga, community gym, found out about it through another student in the program.”

Where to find or research opportunities for involvement:

- Ask the Center Staff
- Ask an Ambassador (past participant)
- Ask students at the local university
- Go to the club/society fair on the local university campus
- Online research

Public Transportation

Once you have learned to embrace the differences inherent in the Irish system, you will be well on your way to mastering the art of getting around on public transport within Dublin and Ireland! A small thing to remember is that in Ireland when you are buying a round trip ticket you need to ask for a return ticket. The phrase ‘round trip’ is not commonly used.

The easiest way of getting around Dublin is by walking. However, if it is raining, as it frequently is, the bus is the best option of travel around the capital.

Dublin Bus

The buses in Dublin are operated by Dublin Bus. They are yellow and blue double decker buses with the route number and destination (in English and Irish) on an electronic screen on the front of the bus. You never have to wait a long time for a bus within the city centre as they are quite frequent; at rush hour times though (7.30am-9.30am and 4.30pm-7pm) the frequency of buses will be slowed by the traffic jams of rush hour. Buses only accept the exact fare and do not give change. Though taking the bus can be an efficient and cost-effective way to get around the city, knowing which bus to take can be a bit tricky. You'll receive more detailed information about how to use the bus system during your on-site orientation.

Luas

Luas in Irish means speed. The Luas is Dublin's light rail tram network that operates on two lines, Red and Green, within the city. There is a 15 minute walk that divides the Green and Red lines. The Luas is useful for
going longer distances and for traveling to Dublin's train stations.

**Irish Rail**
The two main stations in Dublin are Heuston Station and Connolly Station, both of which are accessible from the Red Line Luas. These stations connect Dublin to the rest of Ireland, allowing for quick access to many areas across the country. The train can be an expensive way to travel, which is where the Student Travel Card is a useful money-saver.

**The DART (Dublin Area Rapid Transport)**
The DART is operated by Irish Rail and is used primarily by weekday commuters and by Dubliners travelling to the seaside towns near Dublin and Wicklow on the weekend. You might use the DART to go to Howth, Malahide, or Dun Laoghaire on day trips. One of the most frequently used DART stations is Pearse Street Station, close to Trinity College.

**Bus Éireann**
Traveling by bus around Ireland is one of the cheapest and best ways to see the countryside. Though it can be very slow due to multiple stops and various kinds of traffic, there are express buses that run quite frequently.

**Student Travel Card**
In order to take advantage of student prices on any means of transportation in Dublin and around Ireland, the only accepted card is the Student Travel Card. ISIC cards will not be accepted as a student ID for use on Irish transportation.

**Airport Transportation**
The Aircoach and Airlink buses provide easy transportation to and from the airport. You can purchase a single ticket or a return ticket, and the buses stop at many locations around Dublin.

**Currency**
The Irish monetary unit is the euro (€). For more information on the euro and related topics, visit the European Commission website.
Handling Money Abroad

Before departing, you should exchange about US$200 into Euros in order to cover immediate expenses. Euros can be purchased at large U.S. banks, American Express offices, and at most international airports in the U.S. and abroad.

In case of an emergency, however, you should have more than one way to access funds. The following guidelines will help you plan for financial management abroad.

ATM
When accessing a bank account through an ATM card, we recommend the following:

- Before departing for Ireland, notify your bank that you will be using the card for an extended period of time abroad, and inquire about usage fees any special procedures that may be necessary to use your card abroad.
- If obtaining a new card, test your PIN number before your departure.
- Give a family member access to the account in case of access problems abroad.
- Make sure the card is linked to a checking rather than a savings account.
- Bring a duplicate card in case the card gets damaged, lost, or stolen.
- Check with your bank to see what fees are charged when withdrawing money from an ATM abroad.

Credit Card
You may also make purchases and obtain cash advances using a credit card. VISA and MasterCard are the two credit cards most widely accepted internationally. Credit cards are generally not accepted for transactions under €5. Keep in mind the following in terms of using credit cards abroad:

- Before departing for Ireland, notify your bank that you will be using the card for an extended period of time abroad, and inquire about any additional fees that may be associated with using your card abroad.
- Although accepted in many places, credit cards are not used as frequently in other countries as they are in the United States.
- Arrange for someone at home to pay your monthly balance.
Using your credit card for a cash advance generally requires you to pay a finance charge and interest on the amount you withdraw, making a cash advance costly.

**Emergency Funds**
Do not send checks or cash through the mail. It is essential that you and your parents realize that financial responsibilities above and beyond those outlined in the *Form of Agreement and Waiver* are your responsibility, and IES Abroad’s general policy is not to provide students with personal loans. However, in case of emergencies (e.g., accidents, hospitalization) IES Abroad may be able to provide cash advances or make payments on your behalf.

**Chip and Pin Credit Card**
The chip and pin credit card system is in use in Ireland and in the majority of EU countries. Credit cards that use chip and pin have a magnetic chip in the card and users require a private 4-digit PIN to use the card. American credit cards have a magnetic strip that requires swiping the card and obtaining the user’s signature. Some European shops and businesses will not accept a credit card that does not have a chip and pin. However, in many cases, the chip and pin process can be bypassed if requested. We recommend bringing a chip-and-PIN credit card which is common in Europe. You can read more about this type of card on the U.S. News & World Report website.

**Setting up an Irish Bank Account**
You have the option of setting up an Irish bank account for the duration of your program; however, the process can be quite involved and lengthy. We recommend checking with your home bank about how to access your money overseas without incurring large fees. If you do wish to set up a bank account, Center staff is available to assist you upon arrival.

**Estimated on-site expenses**

*All prices below are depicted in euros (€).

<table>
<thead>
<tr>
<th>Food &amp; Drink</th>
<th>50-80</th>
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</thead>
<tbody>
<tr>
<td>Groceries per week, if you cook every meal at home</td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td>Cost</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Breakfast at a restaurant</td>
<td>5-10</td>
</tr>
<tr>
<td>Lunch at a restaurant</td>
<td>7-10</td>
</tr>
<tr>
<td>Dinner at a restaurant</td>
<td>12-30</td>
</tr>
<tr>
<td>Soft drink</td>
<td>2-3 (2.10 at a convenience store)</td>
</tr>
<tr>
<td>Coffee</td>
<td>2.50-3.00</td>
</tr>
<tr>
<td>Meal at a university dining facility</td>
<td>6-8</td>
</tr>
<tr>
<td>Extra Linens (IES Dublin provides one set for free)</td>
<td>25</td>
</tr>
<tr>
<td>Toiletries per Month</td>
<td>20</td>
</tr>
<tr>
<td>Laundry per load</td>
<td>7-9 (student apartments are equipped with washer)</td>
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<tr>
<td>Movie</td>
<td>8-12</td>
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<td>Theater performance</td>
<td>10-30</td>
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<tr>
<td>Museum entry fee</td>
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<tr>
<td>Fitness club membership per visit</td>
<td>6-10</td>
</tr>
<tr>
<td>Dance club cover charge</td>
<td>10</td>
</tr>
<tr>
<td>One-way bus fare</td>
<td>1.95-3.05</td>
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<tr>
<td>Taxis</td>
<td>10-15 from city center to the apartments</td>
</tr>
<tr>
<td>Spending money per week (clothes, souvenirs, going out)</td>
<td>10-100 depending on student</td>
</tr>
</tbody>
</table>

**Sports & Fitness**

Dublin has many sports clubs, gyms etc., most of which will offer a special short-term membership rate for students.

**Diversity**
Initiative to Diversify Education Abroad (IDEA)

Our Initiative to Diversify Education Abroad (IDEA) strives to make studying abroad a learning experience accessible to all students, creating a student body that reflects the diversity of both the U.S. and U.S. college students.

We define a diverse student as someone who identifies as a racial/ethnic minority, first-generation college student, economically needy, LGBTQ, and/or is a student who has demonstrated a history of overcoming adversity (a physical or learning disability, for example). We hope the information here will answer some of the questions or concerns you might have.

If you have any questions or concerns, please feel free to contact our Diversity Director at 800.995.2300 or diversitydirector@iesabroad.org.

We are here to help you have the most enriching experience possible.

Diversity Abroad

There are few places where most of the population comes from one national, religious, or ethnic group. At IES Abroad, our faculty, staff, and programs are committed to recognizing and acquainting students with the diversity that exists within Ireland. As an IES Abroad student, you are continually provided with opportunities to explore the cultural richness of your host environment and learn about economic, social, and political status of local populations. IES Abroad staff is always there to provide information and assistance regarding support networks, social organizations, places of worship, and other resources.

Minority Students

Students considered racial and ethnic minorities in the US will still be part of a minority population in Ireland. The CIA’s World Fact Book reports that 94% of the population is white (of European descent). The remaining 6% is evenly representative of residents of Asian or African descent and those of mixed heritages.

Recently, Ireland has experienced a high rate of immigration, both legal and illegal, thus contributing to its changing demographics. Many immigrants come from Nigeria, South Africa, China, and Brazil.
Immigration has affected the economic and social climates and attitudes within Ireland. Depending on location, however, the Irish may infrequently see or interact with a person of Asian or African descent. Therefore, students of these backgrounds may attract more attention and be subject to greater curiosity just because of their novelty especially in rural areas.

**Sexual Orientation and Gender Identity**
Although homosexuality was not decriminalized in Ireland until 1993, laws and attitudes have changed rapidly since. There is an active and vibrant LGBTQ scene in Dublin and most cities. Much like in the U.S., Dublin universities sponsor a variety of LGBTQ student support groups and societies. Civil Partnership is legal, and a same-sex marriage referendum is scheduled in 2015. While rural areas of Ireland remain more conservative, Dublin City prides itself on its progressiveness, especially given the changes that took place in such a short period of time and with such a small population.

**Religious Issues**
CIA's World Fact Book describes more than 84% of the population as ascribing to Catholicism, while 5.7% identify as having no religion. Less than 3% of the population ascribes to the Church of Ireland, Hinduism, Islam, Judaism, or others.

**Physical Disabilities**
Ireland is not fully accessible. Accommodations are fairly uncommon and architecturally many hotels and bed and breakfasts tend to be in older buildings, and are not easily accessible except by stairs. However, tours, restaurants and air and rail transportation can be more accommodating. Visit national tourist and regional websites to learn more about what is available.

**Student Conduct**

**Code of Student Responsibility**
The *IES Abroad Code of Student Responsibility* is based on the premise that our students are guests abroad. Students are expected to abide by the customs of the country in which they are studying and are legally subject to the same laws that govern local students. Students who participate in our programs are representatives of IES Abroad at all
times for the duration of their enrollment. Any student who violates any policy outlined in the Code will be subject to administrative review and possible sanctions up to and including dismissal from the program.

There are four parts to the Code of Student Responsibility: the Academic Integrity Code, the Academic Integrity Code Violation Review Process, the Student Code of Conduct, and Judicial Procedures. Systems for dealing with violations of these policies are outlined in detail in the online IES Abroad Student Handbook. It is in the best interest of all students to read and become familiar with these policies. The Code of Student Responsibility, the IT Policy, the Alcohol and Other Drug Policy, and the Student Sexual Harassment Policy can be found in your IES Abroad Student Handbook.

IES Abroad Alcohol and Other Drug Policy
The use of illegal drugs and the abuse of alcohol are seriously detrimental to one’s health and well-being. IES Abroad allows for the consumption of alcohol, within reasonable limits, by students who are of legal age in their host countries. Students who choose to consume alcohol do so with the knowledge that they remain responsible for their actions at all times and are expected to drink responsibly. IES Abroad does not encourage the use of alcohol or condone any drinking patterns or behaviors that are detrimental to the health and welfare of the individual, IES Abroad, or the community. The possession, use, or distribution of any drugs that are considered by host country law to be illicit or illegal drugs or controlled substances is prohibited. Students are cautioned that ANY ALCOHOL OR OTHER DRUG INFRACTION WILL BE CONSIDERED A GRAVE VIOLATION OF POLICY AND WILL RESULT IN SERIOUS SANCTIONS THAT MAY INCLUDE DISMISSAL FROM THE PROGRAM. The complete Alcohol and Other Drug Policy can be found in the IES Abroad Student Handbook.
Contact Us

This section of your predeparture information gives detailed contact info for your IES Abroad Center and the IES Abroad Chicago office.

Chicago Contact Information

Who to Contact at IES Abroad
Your main contact at IES Internships before your program begins is your Program Advisor. You can reach your advisor at:

- internships@IESabroad.org
- 800.995.2300 or 312.944.1750

For questions about disability accommodations or medical concerns, contact the Dean of Students office at:

- studentaffairs2@IESabroad.org
- 800.995.2300 or 312.944.1750

Email application documents for IES Abroad scholarships to:

- scholarships@IESabroad.org

Chicago Office Hours
8:30 a.m.-4:30 p.m. U.S. Central Time, Monday-Friday

Chicago Office Address
IES Abroad
33 W. Monroe St., Suite 2300
Chicago, IL 60603 USA

Fax Number
312.944.1448

After-Hours Emergency Numbers
If you have an emergency before you depart for the program, call 800.766.7793 or 817.871.4100 to reach a Program Advisor at home. This number should also be used to report flight delays before you arrive in your host city.
If an emergency occurs after you arrive in your host city, your family can call 800.953.0171 or 812.355.3099 to reach a Program Dean at home.

**Center Contact Information**

**Center Address**
IES Abroad Dublin  
27-29 Rathmines Road Lower, Dublin 6  
Ireland

**Center Phone Numbers**
From U.S.: 011.353.1.497.0176  
From Ireland: 01.497.0176

**Center Hours**
8:00 a.m.-4:30 p.m., Monday-Friday

**Center Emergency Phone Number**
Use these numbers and the dialing instructions below for emergencies on-site, including travel delays within Europe. Please remind friends and family not to use these numbers except in cases of real emergency and to keep in mind the time difference between your home country and Ireland.

| General Emergency Number | 087.992.4850 |

If you are calling from Dublin dial the numbers above.

If you are calling from another European country dial 0 + 353 + the numbers above.

If you are calling from the U.S. dial 011 + 353 + the numbers above.