



PRE-ARRIVAL INFORMATION



Pre-Arrival Information for Students

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1) Introduction

Dear student, we look forward to welcoming you to Limerick Language Centre. Here is a little information for before you travel to help you prepare in advance.

2) Do I need a visa to study in Ireland?

If you are from the European Union (EU), European Economic Area (EEA) & Switzerland, you are free to travel to Ireland and study without the need to apply for any visa.

If you are from a country outside this area, you will need to check if you are from a visa-required country before travelling to Ireland. If you are from a visa-required country, you must apply for an entry visa before travelling to Ireland, and then apply for a student visa to stay for the duration of your study. If you are a citizen from a country which is not visa-required, you do not need an entry visa to travel to Ireland, but you will need to apply for a student visa to study in Ireland after you have arrived.

For detailed information on who needs a visa and how to obtain a visa:

<http://www.inis.gov.ie/en/INIS/Pages/Irish%20Visa%20Information>

Before you travel

Provide Limerick Language Centre with details of your flight and your arrangements for travelling from the airport to Limerick. If you have arranged for a local arrival transfer from Shannon Airport or Limerick City Centre, this is very important for us to know so that we can inform the driver. You should add Alan on Whatsapp +353 86 8341891 so that you can inform him of any change or delay when you are travelling – we can then tell the driver about the change.

If you are going to stay with one of our Host Families or in Student Apartment Accommodation, you will have the contact details of your accommodation from Limerick Language Centre. If you are travelling directly to your Host Family without our transfer, you should contact your family at least a week in advance, if possible, to tell them your arrival time at their house to make sure they are ready for you.

3) Arrival at the Airport

On Arrival at the Airport

If you come from outside the EU/EEA you will be requested to complete a landing card with your personal details when you arrive. You will need to hand this in to the Immigration Officer at Passport Control. You may also be asked for the following documents which we advise you to have in your hand luggage so they can be checked quickly and easily. Should you experience any difficulties please contact us at +353 (86) 8341891

Important Documents to bring:

Non-EU Students

- Passport
- Entry visa (if applicable)
- Evidence of private health insurance (if Limerick Language Centre is organising this, it will be mentioned on your confirmation letter)
- Limerick Language Centre confirmation-travel letter stating that you have paid your fees in full
- Proof that you have sufficient financial resources ('see below')

EU/EEA Students

- Passport
- European health insurance card
- Confirmation of your place at Limerick Language Centre

4) Travelling from the airport to your accommodation

- **To travel from Dublin Airport, we recommend the following routes/services:**

Eireagle: <http://www.eireagle.com/>

This is the fastest one and most direct. Arrives at Limerick City Centre 'Arthur's Quay'

Dublin Coach: <http://www.dublincoach.ie/>

Also very fast with just one change about 20 minutes into the journey (it's quite easy for tourists, etc to manage). Arrives at Limerick City Centre 'Arthur's Quay'

Bus Eireann: <http://www.buseireann.ie>

Very convenient as well with just a few stops. Arrives at Limerick Bus/Train Station (Also called 'Colbert Station')

- **To travel from Cork Airport, we recommend the following routes/services:**

CityLink: <http://www.citylink.ie/> Arrives at Limerick City Centre 'Henry St'

- **To travel to Shannon Airport to Limerick**

Shannon Airport is very close to Limerick city. It is possible to catch a bus from the airport to Limerick city centre with www.buseireann.ie or www.jjkavanagh.ie. There are also taxi services from the arrivals hall.

When you arrive in Limerick, it is very easy to take a taxi to your accommodation from the various bus stops and bus station.

5) Arrival at your Accommodation

When you arrive at your Host Family or Student Apartment accommodation, a family member/staff member will meet you and welcome you to your accommodation. Prior to your arrival, you will also receive extra information about your accommodation to help you get started.

For more details regarding your accommodation: <http://www.english-in-limerick.com/index.php/accomodation/>

6) Permission to remain in the state

Generally speaking, non-EU/Non-EEA students can be granted up to 90 days permission to remain as a visitor upon arrival, provided they can satisfy an Immigration Officer that they have sufficient funds to support themselves, that they have a valid visa, if one is required, and that they will not breach Irish immigration or other laws.

Non-EU/non-EEA students who wish to reside in the State for longer than 90 days must register with the Irish Naturalisation and Immigration Services (INIS) and apply for further permission to remain before their initial leave to enter expires.

The Irish government charge a fee of €300 for the Irish Residence Permit or IRP (formerly GNIB card). This fee must be paid at time of registration with INIS.

The Irish Residence Permit/IRP (formerly GNIB card) is a credit-card sized card which includes the student's photo, residency details and date of expiry.

Limerick Language Centre will provide students with detailed information on the GNIB registration process during orientation period

The Student Visa in Ireland

Allows you to:

- Stay in Ireland for up to 8 months for the purpose of studying a programme of 25 weeks minimum
- 20 hours per week while studying
- Up to 40 hours a week in the holidays. Holiday periods have been standardised – June to September inclusive and from 15 December to 15 January

Your student visa requires:

- a minimum of 85% of attendance.
- you to take an official recognised external exam at the end of your programme.

9) School policy on punctuality and attendance

Students must attend a minimum of 85%.

Each week, the Academic Director will check attendance.

- If you begin to attend **less than 85%**, the Academic Director will give you **a verbal warning**.
- If there is no improvement and your attendance remains **below 85%**, the Academic Director will give you **a written warning**.
- If your attendance **consistently remains below 85%** which displays non-conformance with the Department of Justice rule, then the **school will report you to GNIB and INIS**.
- If you have 25% or more uncertified absence during your first 6 weeks, this fact will be communicated to GNIB and INIS.
- If you cannot make up attendance to a minimum of 85% before the programme ends, this fact will be communicated to GNIB and INIS.
- Students may not arrive for class later than 15 minutes after class has started or leave earlier than 15 minutes before class has ended.

10) Sick leave

It is important that you contact the Academic Manager immediately by email or text on the first day of sickness and each day subsequently. You must provide us with a certificate from a doctor on the first day of your return.

11) Holidays

Students may not take unscheduled holidays except in documented cases of illness or family bereavement. You must receive permission from the Academic Director for any holiday. This is a documented process and you will receive your permission in writing. All scheduled holidays are posted on the school website. Once you have completed your full course, you are entitled to take holidays for the remainder of your stay in Ireland.

12) End-of-course Examination

Students are registered by the school for the appropriate exam when registration is open for the exam in a specific examination centre. We will record your registration. Students must provide us with examination results, which we will also record, before we can issue a final course certificate.

The Academic Manager is responsible for maintaining and monitoring attendance records, recording sick leave and holiday requests, registration of students for end-of-course exams:

deirdre@english-in-limerick.com

13) How to Get your PPS Number

What is a PPS number? Your **Personal Public Service Number** (PPS number) is a unique reference number that you need to work and that allows you to access social welfare benefits, public services and information in Ireland.

To get your PPS number you need to:

Make an appointment online on: www.mygovid.ie

Go to your appointment and bring:

- proof of address
- your passport
- your visa
- offer of employment



Your PPS number will be posted to you after your successful application.

14) How to Get your Student Card – ISIC card or LEAP card

We recommend the Student Leap Card for discounted national and local travel and the ISIC card for shopping discounts and for international proof of student status.

A) ISIC card

Use the following link to apply for an ISIC Card.

- <https://www.isic.ie/>

Apply online for a virtual ISIC card or order an additional plastic card which will be posted out to you.

<https://ie-online.aliveplatform.com/ordering/card-type-selection?>

Requirements for issuing:

- Passport style photo
- Scan or photograph of the applicant's identity card (ID card or passport)
- Confirmation of student status (school letter which we can give you)
- €10

B) LEAP card

Use the following link to apply for a Student Leap Card.

<https://www.studentleapcard.ie/>

Apply with your mobile phone online for a Student Leap Card.

You can collect your Student Leap Card in person at the University of Limerick Students Union (*open Monday to Friday 9.30-12.30& 1.30-3.30*) or it can be posted out to you.



<https://www.ulstudentlife.ie/product/student-leap-card/>

Requirements for issuing:

- Take a photo and upload from your phone
- ID card or passport
- Confirmation of student status (school letter which we can give you)
- €10

15) Living costs in Ireland

This is a guide to help you work out the costs for living expenses such as accommodation, food, and other basics. Lots of things can affect how much money you'll need, so these numbers are indicative only.

- **Accommodation**

As an English language student at the LLC you can choose to live with a home stay family or in student residence

Home Stay accommodation: €215 per week for a single room with meals

Student residence: €150 per week self-catering

- **Cost of Living**

We've started you off with some basic accommodation prices. For example, if you decide to stay in a home stay you'll need less money for food, while if you're renting in a student residence then you'll need to put money aside for food, heating internet.

- Food € 300 per month
- Other living expenses € 250 per month

16) Health Insurance for Limerick Language Centre students

Health Services in Ireland

EU Nationals

Students from EU Member States in possession of the European Health Insurance Card (EHIC) are entitled to public health services in Ireland. The EHIC card is available from the health authorities in your home country. For further information and information on your entitlements to healthcare while in Ireland, please see the European Health Insurance Card website.

Non-EU Nationals

Because of the regulations of the Garda National Immigration Bureau (GNIB), non-EU students must obtain private health insurance (please see Health Insurers in Ireland below). The Director, Alan Brennan, can arrange health insurance for students.

For information on the Irish public health care system see HSE (Health Service Executive).

Health Insurance

Non-EU students must obtain private health insurance. You can purchase insurance in your home country, however you will need to ensure that it is valid in Ireland and in any other countries you plan to travel to. There are different levels of private health insurance available. Students are advised to read their policy documents carefully. The GNIB

require that, if you have health insurance from your own country it must cover you up to €25,000 for in-hospital treatment.

Basic medical expenses insurance, MEDIC over, is available from O'Driscoll O'Neil Insurance Brokers. This insurance policy will satisfy the visa requirement for private health insurance and can be obtained upon arrival arrive in Ireland. For more information on this insurance please visit the director, Alan Brennan.

More comprehensive plans are available from one of the three main private health insurance companies in Ireland: VHI, AVIVA or Laya Healthcare. Please note that in order to apply for a policy from one of these companies you will need to provide an address in Ireland and for AVIVA's service you need to have a PPS number. Also note that medical cover does not normally begin immediately with VHI or AVIVA. There is usually a 'waiting period' of twenty-six weeks.

17) Frequently Asked Questions

Q. What clothes do I need?

Apart from everyday clothes and personal wash kit, you should remember to pack a warm jumper or two, a rain jacket, swimming costume and maybe some clothes to participate in sport activities. In Ireland the weather changes all the time and you must have clothing for cold and wet weather. You might want to bring some smarter clothes too for special occasions. Don't forget to bring towels and an international power adaptor.

Q. What will the weather be like when I'm there?

We suggest looking at the weather forecast for the time of your stay but keep in mind that temperatures never get too high and prepare for rain!

Q. Will I be able to use my mobile phone?

Mobile phones are the most convenient way of communicating but they can also be expensive. Use of prepaid phone cards (bought at newsagent shop) for international calls charges your mobile phone at a local rate and this may be cheaper than making the international call directly on your mobile.

Calls to the following numbers can be made if you need help:

- 100 for the Operator (if you are having problems getting through to the number you have dialled)
- 999 Emergency (for fire, police or ambulance)
- Telephone rates within Ireland are cheaper when made between 1800 hours and 0600 hours during weekdays and throughout the weekend. Cheap rates for international calls vary by country.

Q. Do I need to bring material for class?

No, you will be provided with a text book on your first morning which is a loan scheme so we request that you do not write on the book. Please remember to bring a pen and paper

18) Student Welfare

Every student's safety and enjoyment is the concern of the personnel at the Limerick Language Centre:

- During your learning programme we will provide: an induction meeting on Day 1 which will inform you of important information regarding your stay at the Limerick Language Centre
- Each student will be given an emergency 24/7 telephone number
- A Student Services Office which is responsible for organising the Social Programme, external examinations and to make sure you enjoy your stay and learn lots of English!
- A sports and social calendar which provides some activities and recommends others.
- Comfortable and clean accommodation
- Trained, friendly and helpful staff
- Qualified and experienced teachers
- A Welfare Noticeboard displaying relevant Health and Safety information
- First Aid Qualified staff that will be made known to all staff during the welcome meeting
- Regular Fire Drills

We want you to enjoy your stay, make new friends and learn lots of English. However, there are things which you can do to guarantee that these objectives are met:

- Try to be respectful and friendly to people you meet
- Try to speak English with your classmates, your family, your flatmates, etc. Remember you don't need to have perfect English but to improve it you need to practise a lot!
- Try to participate in the sport and social events which have been organised by the school.
- Remember to be respectful and friendly to your peers irrespective of their age, gender or nationality.
- Don't carry valuable items or large sums of cash around with you, i.e., passport and money. Just take the amount you need for the day and remember it is not obligatory to carry personal identification with you in Ireland. It can cause a lot of disruption and frustration if you need to replace a passport or ID card during your stay in Ireland and it will probably entail many phone calls and a trip to Dublin!
- Remember that we drive on the left in Ireland so be careful at junctions, etc., as either a pedestrian or a car driver.
- Do your best to arrive to lessons and activities on time as it can be disruptive for your peers!
- If you need to talk to someone about anything which you are worried or unhappy about, please talk to the Director, the Academic Manager or the Student Liaison Officer. Please remember that they are here to help.

19) Useful Websites

For more details information on immigration and registration:

<http://www.inis.gov.ie/en/INIS/Pages/registration-study-language#notes>

For further information check the Irish Immigration Service webpage:

www.inis.gov.ie/en/INIS/Pages/Study

Please find more details here in our Student Handbook which you may find useful:

<http://www.english-in-limerick.com/index.php/student-info/>

20) Limerick Map

Limerick Map showing useful locations

Immigration Henry St. Garda Station



Limerick Language Centre

21) Social Media

You can find regular news about our school on our Facebook & Instagram pages by clicking here:

