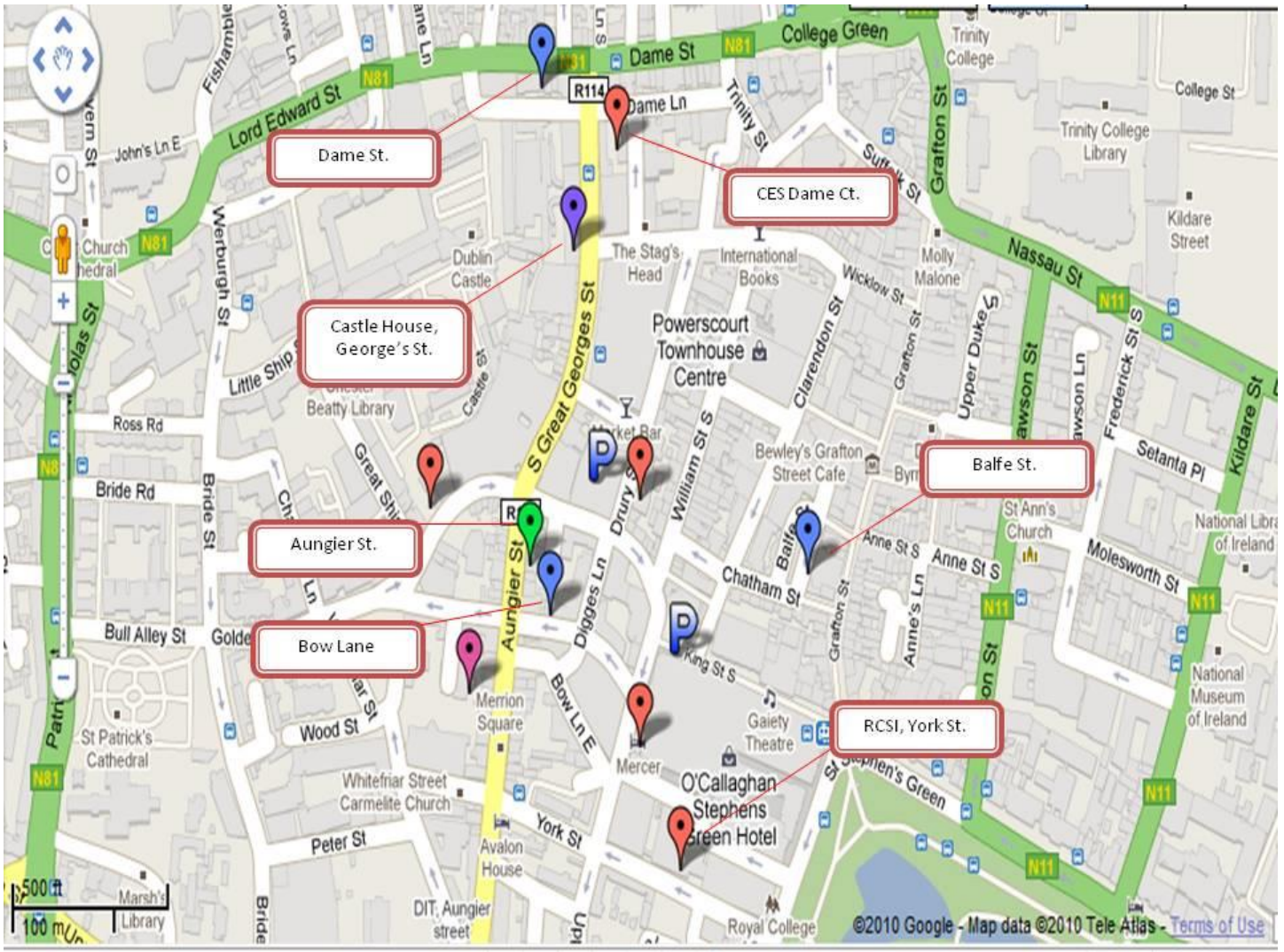


INTERNATIONAL STUDENTS

Quick Guide



DBS Campus Locations



- Aungier Street Head Office
- Bow Lane (Classrooms) Door Code 9214
- Balfe Street - Block A & B Door Code 6305*(star button)
- Castle House Students Common Room @ 4th Floor

Student Registration / Immigration Requirements

INITIAL REGISTRATION OF NEWLY ARRIVED INTERNATIONAL STUDENTS:

When you first arrive in Dublin to study with DBS you will have spoken to the Admission team in our head office in Aungier Street. You then need to contact the International Student Services Officer at Aungier Street campus.

When you come to us, we will need the following information:

- **Permanent address, not a temporary address (i.e. you cannot be staying with friends for a short period, or in a hostel)**
- **Irish mobile phone number (Free Meteor&Lyca SIM cards available in Student Services)**
- **Current Email address.**

There are a number of steps to be completed in order to establish you as a student in Ireland.

Step 1 - Opening a Bank Account:

When you visit International Student Services please have your DBS confirmed letter of offer with you. You will need to submit an online letter request through student intranet for opening a bank account. We cannot issue any letters if the student is living in a hostel. The accommodation has to be a proper address.

We have arranged for you to initially open your bank account at AIB (Allied Irish Banks), No.7 Dame Street, Dublin 2 - Opposite the main entrance to Trinity College, **or we can issue a letter to whichever bank you choose**. Please be advised that **only one bank letter can be issued to all NON EU students to open accounts**. No more letters will be issued to open more than one account after this period or throughout the year/s.

When you receive your PIN number and ATM card by post from the bank, you will need to lodge your money into your new account, and then you will need to request a bank statement from the bank employee to be posted out to you. New students as per GNIB requirements will need to have minimum of €3000 lodged to their bank account.

The bank statement is deemed to be official proof of your address to enable you register with the GNIB (Garda National Immigration Bureau) and to apply for PPSN Number application.

Step 2 - Register with GNIB to obtain a full study visa.

After you have opened your bank account and have received your bank statement by post to your address, please return to the International Students Services office with this statement.

You will then be given permission for GNIB registration. As a new student to Ireland you will need to bring your bank statement, your passport, your medical insurance, receipt of college fees payment, and also your college acceptance letter, go to GNIB 13/14 Burgh Quay, Dublin 2. There is a fee of €300 for your registration at the GNIB Office, payable by credit/debit card.

Step 3 - You need PPS number to get your result at the end of your study. And enable you get a part time job.

When you have received your visa extension and GNIB card, make an appointment with welfare.ie to apply for your PPSN number (Personal Public Service Number). You will need to bring your college acceptance letter, your passport, and also your bank statement as prove of address. The visa stamp issued to you by GNIB will normally be a 'Stamp 2' - This permits you as a NON EU student on a study visa to work part-time for up to 20 hours per week during term time and 40 hours per week when on holidays.

The DBS Intranet

The Intranet is there to help YOU!

JUST ASK !!

The DBS Student intranet: www.dbs-students.com.

It contains all the information that you need to help you without waiting - saving time when you should be at class or working part time!



This will give you complete access to all departments of DBS. You can request documents / information / letters etc. – things that will make your life a lot easier.

Give it a try – quicker than you think – and saves waiting!!

Frequently Asked Questions (FAQ):

Where can I get my attendance figures?

It is important that you attend class. Remember, it is **your responsibility** to ensure that you are present each time to sign in. All students are required to ‘scan’ their student card at the beginning of each class or session using the reader in each classroom.

If you have forgot to tag in, please notify the lecture to record your attendance immediately.

The Programme Coordinator for your course of study monitors your attendance.

Contact details for your Programme Coordinator:

- ❖ Undergraduate Business: businessschool@dbb.ie
- ❖ Undergraduate/Postgraduate Arts and Media: artsschool@dbb.ie
- ❖ Postgraduate Business: linda.murphy@dbb.ie
- ❖ ACCA: professionalschool@dbb.ie

Percentage class attendance is required for Visa Extensions, Re-entry and Multiple Entry Visas.

From an immigration perspective the minimum attendance requirement for International students is 80%.

Dublin Business School is obliged by law to advise GNIB when a student is not attending class – If you miss class through illness, please forward a medical certificate to your Programme Coordinator, these must be submitted immediately within the week of your return as **late certificates will not be accepted**.

Please note that the International Student Services do not monitor or calculate attendance and therefore does not give attendance figures to students on demand.

Please refer to your Programme Coordinator by email requesting your attendance.

Where can I get a Student Travel Card?

In order to be eligible to purchase a discounted student bus, train or LUAS ticket, students must in addition to their college student card also have a student travel card. This card costs €12 and is valid for one year. To purchase this card you will need your DBS student card, an application form and two passport photos (photos can be taken at point of purchase for an additional €3 fee). Application forms are available from the Student Service office in DBS or alternatively you can visit an Express Agent. The nearest ones are located in Trinity College.

Where can I find my timetables?

All timetables are available online via the DBS student intranet: www.dbs-students.com/timetables - or you can contact your Programme Administrator if you have a query.

What about medical insurance – am I covered in case of an accident?

Part of the requirements of getting a student visa is that you must have medical insurance.

In general, this covers you for hospitalisation in the case of an accident / emergency. **BUT** it does not cover you for general day to day visits to the doctor for minor ailments!

Full policy details are available from your Medical Insurance provider.

What about Home stay and future accommodation?

Most students who come to Ireland avail of our ‘home stay’ service. This is for a 4 week period and with an Irish family that can reside up to 2-4 miles from the city centre. We try to accommodate all reasonable requests to the best of our ability.

Afterwards, most students re-locate to apartments or services accommodation. Both our Student Services Offices, has a full listing of all types of accommodation available. This service is available to all our students.

Check our Accommodation Guide on www.dbs-students.com/student-services for all the help you need!

What else -----?

All NON EU Admissions enquiries are handled by the International Admissions Office in Aungier Street.

Once you are registered as a student, all questions regarding your course are handled by the *Registrar’s Office*: www.dbs-students.com/registrar or your Programme Coordinator.

International Student Services Office (for Visa letters etc.) is based in Aungier Street.

REMEMBER-----For all your needs!

www.dbs-students.com

Example of www.dbs-students.com/International webpage:



When you click on the ‘Letter Request Form’ button, you will be brought into another screen with an online form which you must complete in full - You have approximately 10 letters to choose from:

1. **Open a Bank Account**
2. **GNIB Request**
3. **Permission to Work Letter**
4. **Multiple Entry Visa Letter / Re-entry Visa Letter**
5. **Letter to Foreign Embassy for Travel**
6. **Graduate Scheme Visa Letter**
7. **General Reference Letter (e.g. for a Landlord/ Gym) Please specify by editing the field to specify what the letter is required for. This helps speed up the process.**

Once you select your letter you must complete the rest of the form in full. Please note that if you are looking for a travel letter you must specify the exact dates of travel otherwise we will not be able to issue the letter. Remember to click the submit button! Priority will be given to fully completed Letter Request Forms. If the letter request is incomplete and / or does not contain the information required to facilitate your request, then we will advise you by Email and you will be required to submit again.

Finally ---- Again ---- For ALL your needs!

www.dbs-students.com

Welcome to



Dublin Business School
excellence through learning