

Student Pre-arrival Information



emerald[®]
cultural institute

Experience Tradition, Embrace Innovation

Dear Student,
we look forward to welcoming you
to the Emerald Cultural Institute
and we wish you a safe and
pleasant trip to Dublin.

In this document you will find everything you need to know about arriving to our school and your first day.

If you have a concern you can speak with or email any member of the Emerald staff, who will be available to assist with any problem you may have.

We will contact you in advance of your first day of lessons for your level test and to arrange a Zoom call with a member of our academic team to assess your speaking. You will receive a welcome email before arrival.

Students can book an airport transfer or organise a taxi themselves at the airport or get public transport. To book an arrival transfer, please contact us at bookings@eci.ie, the cost is €100 one way.



Your Arrival

If you have booked a transfer for your arrival, an Emerald driver will pick you up in the arrivals hall of Dublin airport, he/she will be holding a sign with your name on it. Our driver will take you to the accommodation that you have booked with us. Please note that if you are staying with a host family, usually the evening meal is at around 6pm.

If you miss your flight or if your flight is significantly delayed, please contact the Transfer Manager at: transfers@eci.ie or +353 872 804 743.

If you have not booked a transfer, we recommend that you take a taxi or the **AIRCOACH** bus from outside the arrivals hall (www.aircoach.ie).

There is a Tourist Office in Terminal 1 of Dublin airport should you require tourist information.

If you get lost or for any other emergency, please phone the following number: **+353 868 112 047**. During office hours Monday-Friday, 9.00 to 18.00 call: **+353 1 497 3361**.

What to bring

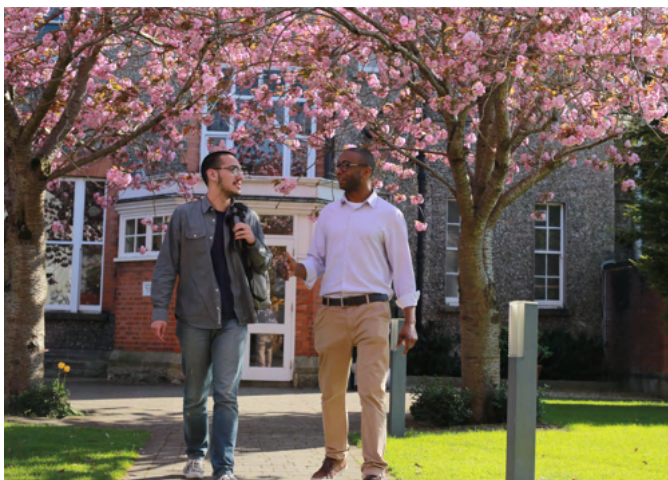
Class materials: bring pen, paper, bilingual dictionary. You can buy your textbook on your first day of school at a cost of €50, depending on your level and the duration of your stay with us. You should bring a **laptop or tablet** with you as our teachers share a lot of material digitally and a phone-screen is often too small for this purpose.

Insurance: Make sure to be covered by some form of medical insurance. If you have any questions regarding this, please contact us.

Clothing: Ireland has a variable but temperate climate and weather extremes are rare. You should bring some rain gear or warm clothes with you.

Bed sheets and linen: for Emerald accommodation it is NOT necessary to bring sheets.

Student Pre-arrival Information



Your first day at Emerald

Please come to ECI Palmerston Park between 8.30 - 9.00 am if you're attending morning classes, between 10.00 - 10.30 am if you're attending afternoon classes. You will be greeted by our receptionist. You will be given your **ECI Welcome Pack** which includes your ECI Student ID Card, a Dublin City Centre Map and the ECI Social Programme for that week. You will be shown to your class by a member of staff. If you have not done the written and oral placement tests, you will be required to do this before attending class. The placement test allows us to place students in a class that suits their level. After lunch we will take you into the city centre for an **orientation**. For students attending afternoon classes, you will have an Induction on Monday and usually the Orientation on Tuesday morning.

Transport

You can travel around Dublin by bus, Luas (tram) or Dart (train). You will be given more information about how to buy tickets and travelling by public transport during the orientation. We advise students to buy a Leap Card which is the transport card in Ireland for bus, Luas (tram) and Dart (train). There are 4 different types of the Leap Card:

1. Adult Leap Card
2. Student Leap Card (age 24+; long-stays)
3. Young Adult Leap Card (age 19-23)
4. Child Leap Card (age 16-18)

The Student Welfare Officer will provide you with more information on this.

Social Programme

Join our activity programme with several activities in the mornings, afternoons and weekends: you will be given more information during your orientation.

Remember to check the latest news on our website, Facebook, Instagram, Tik Tok and LinkedIn. Click the icons to connect with us:



Sim Card

You can find phone shops in the centre of Dublin, for example on Grafton Street, near the Luas stop St. Stephen's Green. The main operators in Ireland are Three, Vodafone, Eir and Tesco Mobile.

Morning lessons	Monday					
	08.50	09.00	11.00	11.30	13.30	14.30
	Meet with Student Welfare Officer and receive student welcome pack	Meet teachers and classmates. Begin first English lesson	Coffee break	Begin second English lesson	Lunch time	City Centre Orientation

Afternoon lessons	Monday				
	10.30	11.00	14.00	15.30	15.45
	Meet with Student Welfare Officer and receive student welcome pack	Time to take a break, study or go into the city centre to buy a Leap Card	Meet teachers and classmates. Begin first English lesson	Coffee break	Begin second English lesson

Student Pre-arrival Information



For long-term students

Non-EU students who intend to stay for more than 90 days in Ireland must register with the Irish Naturalisation and Immigration Service (INIS). To receive the necessary documentation for this, you can **attend a seminar** where you will be given all the relevant information. The following will be required to complete the registration process:

Passport

School letter (INIS letter) confirming fees have been paid

Irish bank account statement showing access to €4500 or 2 recent statements from home bank account with equivalent of €4500 and the relevant bank card.

Private medical insurance (it can be provided by the school)

Learner protection insurance (PEL) (it can be provided by the school)

Students can register for a maximum of 35 weeks and can be renewed on expiry up to a maximum of 2 years. To renew your registration, evidence of attendance at class must be presented. **The minimum attendance level permitted is 85%** - it is very important that all students maintain a high attendance record. Students must also register for and sit a recognised English examination before they complete their course. Information on these exams is available in the academic office.

For more information about immigration procedures, please check out the following website:

www.irishimmigration.ie



Student Pre-arrival Information

Holidays

Students are permitted to take holidays depending on the duration of their course. The following regulations apply:

The minimum holiday period permitted is 2 weeks. Holidays cannot exceed 1/3 of the total weeks of study completed before the holiday

Holidays cannot be taken in the middle of a week (must be booked from Monday to Friday)

Upon returning from a holiday, students may have to take a level test before being placed in a class

In the interest of the student's academic progress, only one holiday is permitted during any 12 week period

Where possible, students are advised to take holidays only on completion of their current level. Holidays cannot be taken during the first 8 weeks of a student's course.

Holidays must be agreed at least 2 weeks in advance of the holiday. Unscheduled breaks in study are not permitted except in exceptional circumstances such as documented cases of illness or close family bereavement. To request an unscheduled break in study, students should contact the **Admissions Department** at bookings@eci.ie or **+35314973361**

Holidays	Course-weeks booked	Holidays permitted
	12 weeks	1 holiday period
	24 weeks	2 holiday periods



Accommodation

All students are advised about the importance of staying in appropriate accommodation during their time in Ireland. The accommodation offered by the school is in homestay or residence, for other types of accommodation please contact us.

Accommodation arrivals should be on Sundays (Saturday arrivals will be also accommodated where possible) and we recommend that you check with our Bookings team before confirming flight arrangements. Please note that we could only help with accommodation students attending a course at Emerald.

Students wishing to extend their accommodation should check availability well in advance of completion of their initial stay (minimum 2 weeks in advance).

For questions about accommodation, extensions and fees, please contact us at bookings@eci.ie.

For more information about homestay, please check our website:

<https://www.eci.ie/accommodation/homestay/>

Your host family details will be sent one or two weeks in advance of arrival.

If you chose a residence, detailed information will be sent you in advance of arrival.

Please make sure you have read and are familiar with our **Terms & Conditions** outlined on our price list or on our website in relation to holidays, changes in course, cancellations and refunds.
<https://www.eci.ie/Help/Terms-Conditions>

FAQ - Frequently Asked Questions

Are students under the age of 18 currently accepted?

The minimum age to attend programmes at Emerald Palmerston Park (our adult centre) is 18. Students younger than 18 years old will be advised a junior summer programme. Exceptions might be made for students aged 17 at the discretion of the Director of Admissions.

Do I need a visa?

People from certain countries need a visa to travel to Ireland. If you are from the EU/EEA, you do not require a visa. Students from certain countries such as Brazil, Mexico, South Korea, Japan and Taiwan do not need a visa to enter Ireland but are required to register with the Irish Naturalisation and Immigration Service (INIS) in Dublin if they plan on staying in Ireland for more than 90 days.

Students from visa-requiring countries such as Russia, Ukraine, Colombia, Turkey and China should contact the relevant embassy for more information, or check the website www.irishimmigration.ie

Can I work in Ireland?

Students from the EEA are entitled to work legally in Ireland based on the same conditions as Irish citizens. Students from countries outside the EEA are entitled to work part-time (maximum 20 hours per week) in Ireland if they are attending a full-time programme for 25 weeks or more. Students are only entitled to work full-time (maximum 40 hours per week) at specific times of the year: 15th December – 15th January, and June, July, August and September.

All students wishing to work in Ireland must obtain a PPS number – please speak to the Student Welfare Officer on arrival for more information. We also hold free regular living and working in Ireland seminars to provide students with advice and information.

Who can I speak to if I have any question?

You can contact our Student Welfare Officer at studentwelfare@eci.ie. A number of our Student Welfare Services are available online. These include:

- Request a letter to open a bank account
- Request a letter for immigration
- Request a letter to apply for a PPS number
- Request holidays
- Request an appointment to speak to a member of our Academic, Accommodation, Admissions or Accounts team.

Scan the QR Codes you find at reception to access these online services.

Can I change travelers' cheques in Ireland?

No.

What credit cards are accepted in Emerald?

We accept all major credit cards, except American Express.

Can I take holidays during my course?

If you are staying for 12 weeks or more you can take a holiday period during your course. You must book these holidays in advance. Holidays cannot be taken during the first 8 weeks of a student's course. Please refer to our Terms & Conditions for further information.

Can I buy medical insurance through the school?

Yes, we can provide medical insurance at a cost of €140 for a period of up to one year. Please contact our bookings department for more information (bookings@eci.ie).

How can I get to school on my first day?

If you are staying with a host family, they will accompany you to school on the first day or show you how to get to school. If you are staying in a residence, you will be provided a PDF with the relevant information about the residence, including how to get to school.

At what time do I need to be in school on the first day?

Please try to arrive by 8.50 am if you're attending morning lessons. Please try to arrive by 1.50 pm if you're attending afternoon lessons. This gives us time to give you your ECI Welcome Pack and show you to your class.

Can someone meet me in Dublin airport when I arrive?

Yes, we can arrange for an Emerald driver to meet you in the airport and accompany you to your accommodation. This service costs €100 each way. For more information contact our bookings department (bookings@eci.ie).

If I am non-EU/EEA student, what documents will I require to show for immigration and at the airport?

At the border control in the airport, we recommend that you ensure you have copies of all your supporting documentation, as you may be asked to provide additional information. Please see below for list of supporting documentation:

- Passport
- Acceptance Letter from the School (to be provided by ECI)
- Booking confirmation of your accommodation arrangements for at least the first fourteen days
- Proof that you can support yourself financially during your stay - personal bank statements, etc.
- Copy of Health Insurance for the duration of the stay

The Deciding Immigration Officer at the border ultimately retains discretion concerning entry in all cases. Please note that we cannot accept responsibility in the event that a student is refused admittance by Immigration officials or where travel arrangements are disrupted due to circumstances beyond our control.

What can I do when I do not have classes? Is there an activity programme?

Emerald offers a social and cultural programme every week which is clearly displayed on the notice board in school. Every week you can choose from our free guided tours or activities available at an extra cost, including excursions outside Dublin at the weekend. You can also stay in school in the mornings/afternoons to watch an English language movie, join our Study Club or just to relax and use our free WiFi. Our Student Welfare Officer will provide information on our social and cultural programme. You can also find more information about our Social Programme on our website and social media. We advise to check Emerald's social media to be up to date with all the initiatives.

Covid-19 Information

Do I need to take a Covid test before travelling to Ireland?

At the moment, no restrictions or travel requirements are in place. For information on the most up-to-date travel requirements, please refer to the following websites:

<https://www.gov.ie/en/campaigns/75d92-covid-19-travel-advice/>

<https://www.dfa.ie/travel/travel-advice/coronavirus/general-covid-19-travel-advisory/>

We recommend that all students take an antigen test at home prior to travelling to Ireland or before coming to school on the first day.

What can I expect when I arrive in Dublin airport?

There are currently no Covid-19 requirements for incoming travellers to Ireland. Please note, if you are transiting through another airport and country on your journey to Ireland, you may be required to fill out additional documentation for that country. We advise you to carefully check all requirements before traveling as these may change.

Where can I find more information?

The most up to date information about COVID-19 will be available from Ireland's Health Service Executive (HSE). Here you will find information about the symptoms of the virus, as well as information about when to contact health professionals. You can also find regular updates on the World Health Organisation's website.

The safety and wellbeing of our staff and students is our main priority.

What should I do if I do not feel well?

All teachers, staff and students are asked to stay home if they are feeling unwell and are experiencing any Covid-19 symptoms. Any staff member or student who develops any symptoms suggestive of Covid-19 on site will isolate in the designated isolation room and leave the premises as quickly as possible.

If you're either staying in homestay or residence, you have to isolate in your room if you're positive to a Covid test. You are free to come back to school after 7 days, if your Covid test is negative. We would advise wearing a mask for the first days once you're back.

Emerald has the right to refuse entry into the premises if students or staff are visibly unwell or with any Covid-19 symptoms.

