



Travel Newsletter

Institute
for Study
Abroad
BUTLER UNIVERSITY

IRELAND

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Important Reminders

Documents

Before you get on a plane, make sure you have:

- Your **passport**
- **Student validation document** (included in this mailing)

Remember, you will not be allowed to board your flight and/or clear immigration in Dublin without these items.

Payments

Make sure you have paid your **program fee** and/or taken care of your financial aid. We can't place you in housing if your program fee isn't paid.

Travel notification form

Send us your **travel notification form** if you haven't already done so. We need to know when to expect you in case you don't arrive on time.

Check In and Boarding Passes

Allow plenty of time

Whether you take the group flight or travel independently, you should plan to arrive at the airport three hours before your international flight. This will allow you enough time to check in, get a boarding pass, clear security and make it to your gate.

Check in!

You must check in for your flight. Otherwise, the airline can assign your seat to someone else.

Checking your baggage

At your domestic airport, find out if your domestic airline has an agreement with your international carrier to check baggage. If so, your domestic airline may be able to check your bags all the way through to Ireland, and you will also receive your international flight boarding pass at your domestic airport.

If your bags can't be checked through to your final destination, you'll have to do the following once you arrive at your international departure airport: Claim your luggage, check in and re-check your luggage with your international airline and go through security again to re-enter the gate area.

Get to the gate in plenty of time so you don't miss your flight!

Travel Problems?

If you are delayed and might miss a flight, you'll need to make arrangements to get on the next available flight:

Students on the group flight

Contact Advantage Travel at **800-788-1980** and let them know about your flight delay or missed connection. Advantage can help get you on a new flight if necessary. Leave a message if no one picks up; Advantage checks messages regularly and will return your call.

Students traveling independently

Contact your airline (not travel agent!) to make alternate flight plans.

All students

Call IFSA-Butler at **800-858-0229** to let us know about your new travel plans. We will then inform our Ireland office of any delays on your behalf. We monitor messages on flight days, including evenings and weekends, so leave a detailed message if you do not speak with someone directly.

Leave your name, airline, new flight numbers, departure and arrival times, and the name, phone number and room number of your hotel if necessary.

Be sure to call IFSA-Butler on our general line at 800-858-0229 to ensure that the correct person gets the message. **Please do not leave a message about travel problems on your program advisor's voicemail.**

Baggage Allowances

Check with your domestic and international airlines for baggage allowances. If you try to check luggage that exceeds their limits, you may have to repack or pay an excess baggage fee. Do not overpack!

We do not recommend bringing items such as skis and bikes. If you feel you must bring your own, call both your international and domestic carrier for information about packing and excess baggage fees.

Do not lock your luggage. The U.S. Transportation Security Administration (TSA) has asked travelers to keep suitcases unlocked so they can be easily searched. Putting locks on your luggage can result in damaged, lost or delayed bags.

Security Check

You will have to undergo numerous security checks. Do not joke about having weapons or explosives. Be patient and cooperative with all airport personnel.

You may be required to turn on electronic equipment or remove batteries from electronics. Be sure your electronics are fully charged, and include the power cord or battery in your carry-on.

Your Carry-On Bag

Be sure to pack:

- Passport (and at least one copy of it)*
- Student validation document*
- Plane tickets or e-ticket confirmations*
- Cash, ATM card, credit cards*
- This newsletter
- Insurance coverage details*
- List of contact names, phone and fax numbers, and email for the study abroad advisor at your home college
- Camera
- Medications and prescriptions*
- Spare glasses/contacts
- Updated transcript (unofficial is fine)
- Toiletries (liquids, gels and/or aerosols must be 3.3 ounces or less and fit comfortably in one clear, resealable quart-sized plastic bag)
- Something to read/listen to
- Water (purchased after clearing security)
- Change of clothes in case your luggage is lost

** Keep these items and other valuables secure and with you at all times.*

Registering with the Garda

All students studying in the Republic of Ireland are required to register with the Garda National Immigration Bureau (GNIB) after your arrival in Ireland.

The cost of registration is €150. Payment can be made by credit card or bank giro; cash will not be accepted. If you pay by credit card, you will receive your registration card when you register. We advise all Republic of Ireland students to pay the €150 fee **by credit card** to avoid any delays. The IFSA-Butler orientation covers the registration procedure, and our Ireland office staff can answer any questions you might have.

Travel Tips

Below are some tips for staying comfortable during your long flight and once you land:

- Wear loose, layered, comfortable clothes.
- Try to sleep as much as possible on the plane.
- Drink as much water as possible on the plane.
- Avoid drinking alcohol, which will dehydrate you.
- Don't nap when you arrive in Ireland! Your body needs to get used to the different time zone. Go out in the sunshine, if possible, and get as much fresh air as possible.

Customs Forms

As your plane descends into Ireland, you will receive a few forms with customs and agricultural declarations. These forms include a landing card that you must present when you clear immigration. You'll be required to enter an Ireland address on the card. If you don't have your address yet, give the address of our Ireland office:

Institute for Study Abroad
46 Merrion Square
Dublin 2

Customs limits the amount of alcohol and cigarettes that you can bring into the country (duty-free goods valued up to €175 or £145, one liter of spirits and 200 cigarettes are allowed). Do not bring explosives or flammable fluids. Remove the price tags from any new purchases; you don't want to pay customs charges on new belongings.

If you have nothing to declare, go through the green channel.

Remember, it's not a problem to declare something you don't have to. However, if customs officers discover that you neglected to declare something required, they can fine, deport or imprison you.

Clearing Immigration

When you go through immigration, the officials will ask the purpose of your visit. Tell them that you are a student and present your **passport, landing card** (from the airplane) and **student validation document**. The student validation document verifies your status as a full-time student and confirms that your program fees are being paid.

If the official asks for your address and you do not yet have one, give them the address of our Ireland office:

Institute for Study Abroad
46 Merrion Square
Dublin 2

Lost Luggage

If your luggage doesn't come out of the carousel, see the airline officials to file a lost luggage claim **before you leave the baggage claim area**. If you already have your housing assignment, give them that address. Otherwise, give them the address where you'll be staying for orientation. It's listed in the "Arrival Information" section below. If you lose your luggage, let the IFSA-Butler Ireland staff know.

Arrival Information

Group 1: University College Cork
Arrive in Dublin on January 1

Group 2: Burren School of Art, NUI Galway
Arrive in Dublin on January 2

Group 3: Trinity College Dublin, University College Dublin
Arrive in Dublin on January 9

Group 4: University of Limerick
No group flight; program starts on January 16

Group 6: NUI Maynooth
No group flight; program starts on January 23

Students on the group flight

Students arriving via the group flight will be met at the airport by IFSA-Butler staff. Look out for them as you come into the arrivals hall. From the airport, our staff will take students to the orientation hotel.

Students traveling independently

If you are traveling independently, please arrive at the orientation hotel by **2 p.m.** on your program start date (listed above):

O'Callaghan Mont Clare Hotel
Merrion Square
Dublin 2

Traveling to the Orientation Hotel

Students not taking the group flight or on programs that do not have a group flight option are considered independent travelers. Please arrive at the orientation hotel by **2 p.m.** on your program start date for the beginning of orientation. You will receive an orientation packet from our Ireland staff when you check in at the hotel.

For independent travelers, a taxi from the airport will be most convenient, especially if you are carrying a lot of luggage. The cost will be approximately €40. Tipping is not generally required in the Republic, but you might tip 10 percent if your driver has been particularly helpful with your luggage.

Another option is the Aircoach, which runs daily from the Dublin Airport arrivals hall. The Aircoach departs every 20 minutes between 4:30 a.m. and 12:30 p.m., then every hour between 12:30 p.m. and 4:30 a.m. Tickets can be purchased on the coach or online at www.aircoach.ie.

Students should ask for the Aircoach that goes to O'Callaghan Mont Clare Hotel. The coaches are just outside the terminal.

If You Arrive Early

IFSA-Butler cannot accommodate early arrivals. If you plan to arrive in Ireland before the program start date, we recommend the following hotels:

O'Callaghan Mont Clare Hotel
Merrion Square
Dublin 2

Kinlay House
2-12 Lord Edward St.
Temple Bar
Dublin 2

Neither IFSA-Butler nor your host university has luggage storage facilities. You can store your luggage at certain train or bus stations for a small fee.

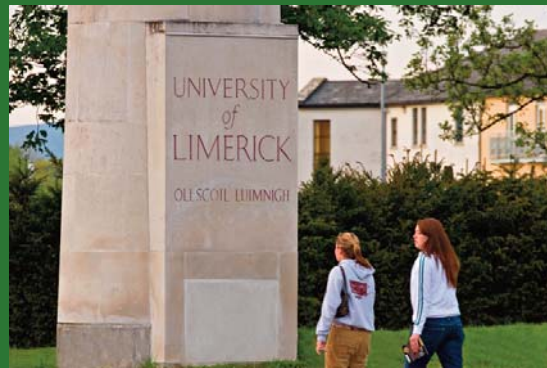
Currency

You can exchange currency at the airport. If you arrive late at night or on a weekend, you should definitely exchange your currency at the airport. Banks give a better rate of exchange, but they are not open on weekends, holidays or at night.

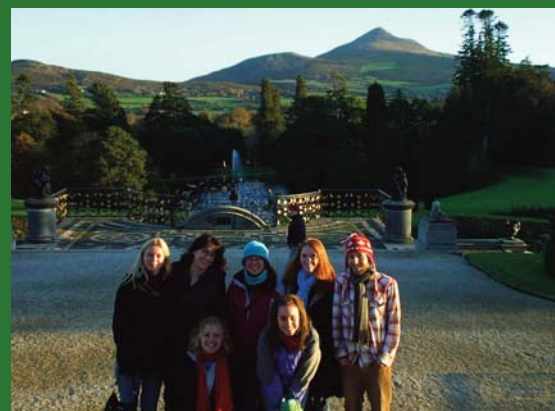
You can exchange U.S. dollars at banks in Ireland for a small fee. You can also use your U.S. ATM card to withdraw money from your account in euros.

Updated Calendar

We've included an updated program calendar. Please check to see if any dates have changed. Remember all exam dates are provisional; you should verify exam dates after arriving at your host university before confirming your plane ticket home.



Questions? Call us at 800-858-0229 or visit us online at www.ifsa-butler.org.



Program Calendar Ireland Spring 2012



IFSA-Butler arranges optional transatlantic group flights for most programs. Group flights depend on the availability of commercial flights and the number of students attending each university program.

	Burren College of Art	National University of Ireland, Galway	National University of Ireland, Maynooth	Queen's University Belfast
Group Flight Departs	January 1	January 1	N/A	N/A
Ireland Arrival*	January 2 (Dublin)	January 2 (Dublin)	January 23 (Dublin)	January 23 (Belfast)
Program Starts	January 2	January 2	January 23	January 23
IFSA-Butler Orientation	January 3-4	January 3-4	January 24-25	January 24-25
Residence Begins	January 6	January 4	January 25	January 25
University Orientation	January 9	January 5-7	January 26-27	January 26-29
Classes Begin	January 9	January 9	January 30	January 30
Spring Break	N/A	April 1-12	April 9-13	April 2-20
Exams**	In term	April 13-May 18	May 13-June 1	May 17-June 2
Program Ends	April 21	May 19	June 2	June 3
	Trinity College Dublin	University College Cork	University College Dublin	University of Limerick
Group Flight Departs	January 8	December 31	January 8	N/A
Ireland Arrival*	January 9 (Dublin)	January 1 (Dublin)	January 9 (Dublin)	January 16 (Dublin)
Program Starts	January 9	January 1	January 9	January 16
IFSA-Butler Orientation	January 10-11	January 2	January 10-11	January 17-18
Residence Begins	January 11	January 2	January 11	January 18
University Orientation	January 12-13	January 3	January 12-13	January 19-20
Classes Begin	January 16	January 4	January 16	January 23
Spring Break	April 10-23	March 31-April 29	March 5-18	April 2-9
Exams**	April 30-May 25	April 30-May 25	May 3-12	April 30-May 14
Program Ends	May 26	May 26	May 13	May 15
	University of Ulster	Teacher Education at Stranmillis University College		
Group Flight Departs	N/A	N/A		
Ireland Arrival*	January 23 (Belfast)	January 23 (Belfast)		
Program Starts	January 23	January 23		
IFSA-Butler Orientation	January 24-25	January 24-25		
Residence Begins	January 25	January 25		
University Orientation	January 26-27	January 26-29		
Classes Begin	January 30	January 30		
Spring Break	April 2-13	TBA		
Exams**	May 14-June 1	TBA		
Program Ends	June 2	June 1		

* Students must arrive in their orientation city by 2 p.m. in time to check in and make it to the 6 p.m. welcome dinner. Trinity students must arrive in time to check in to their hotel by noon on January 9; orientation will begin at lunchtime.

** Exams may take place on a Saturday during the exam period.

(continued on next page)

These dates are correct as of November 7, 2011, but must be regarded as provisional, given the mutability of Irish university calendars. At some institutions, examinations for study abroad students may be concluded before the official end of the academic year. These universities cannot give us final examination schedules at this time.

Upon arrival at the overseas host institution, students should check the program end dates for changes before confirming return travel plans. End dates vary from department to department, and students must complete all course obligations prior to departure. In addition, students should not make plans to travel on the final day of exams since there may be exams **on** that day.

Program housing is available only until the program end date.

Exams must be taken where and when scheduled. Under no circumstances may students request that an exam time be changed. In Ireland, exams are taken under formal examination conditions, and changes cannot be made for individuals.