



**National University of Ireland, Galway**  
Application Process Overview

Thank you for applying to study abroad through the Institute for Study Abroad, Butler University (IFSA-Butler). This PDF document contains three forms, which you must fill out to complete your study abroad application. **Please return the following forms within ten days to IFSA-Butler:**

- Course/department preference form
- Housing preference form
- Family visit form

**The forms below are also part of your study abroad application and must be returned to IFSA-Butler before it is considered complete:**

- Personal Essays page
- Academic Information page (does not apply to online applicants)
- Agreements and Releases page
- Program approval form (2 pages)
- Academic recommendation(s)
- Official transcript(s) from all universities attended
- Eight color ID photos (2x2)

All but the last two items can be downloaded from our Web site at [www.ifsabutler.org/apply/forms.html](http://www.ifsabutler.org/apply/forms.html).

You may mail these forms to your program advisor, Emily Koehler, at:

Institute for Study Abroad, Butler University  
1100 W. 42<sup>nd</sup> St., Suite 305  
Indianapolis, IN 46208

You may also fax your application forms (except transcripts and photos) to Emily Koehler at **317-940-9704**.

Once your application is complete we will submit it to National University of Ireland, Galway (NUI, Galway) for an admissions decision. We will notify you of the university's decision as soon as we receive it, usually a few days after the submission of your application to the university.

Within the next two weeks you'll receive an IFSA-Butler welcome packet by mail that contains the following reference materials:

- *Preparing to Study Abroad Ireland* guide
- *Money Matters* guide
- Ireland budget planner
- Financial aid checklist
- Schedule of mailings

**The information in this document and in the welcome packet is extremely important. Please read everything thoroughly. If you have any questions or concerns after reading this information, contact your program advisor at 800-858-0229, or via e-mail at [ekoehler@ifsabutler.org](mailto:ekoehler@ifsabutler.org) .**

**National University of Ireland, Galway**  
Completing the Course Preference Form

**What is the department/course preference form?**

The course preference form is a way to inform NUI, Galway of the courses you are interested in taking during your term(s) abroad. Upon acceptance to NUI, Galway, your program advisor will inform you of any course restrictions you may face. Galway does not require that you list specific courses, unless you are applying to the Faculty of Science or Engineering.

**The course preference form is not a registration form;** neither you nor the university is bound by your selections, and you do not officially register for courses until you arrive at NUI, Galway. You should discuss your course selections with your academic advisor at your home institution and have several backup choices in mind.

**Where can I find a list of departments and courses that the university offers?**

*Note: An updated list of courses usually is not available until just prior to departure. Use last year's list for now.*

1. Go to our Web site: [www.ifsa-butler.org](http://www.ifsa-butler.org).
2. Click on "Programs" then choose "Republic of Ireland" then "National University of Ireland, Galway" from the program list.
3. Click on "Online Course Catalog."
4. Click on the semester you are studying abroad once you are on Galway's Web site.

While the year may not correspond with your intended semester of study, the courses listed serve as a good guideline for what course options will be available to you when you enroll. You may need to consult individual departmental pages for descriptions, which can be accessed from the main NUI, Galway page. The departmental pages may or may not have course descriptions. Please contact IFSA-Butler if you have questions while researching courses. *We do not have paper catalogs for NUI, Galway, so you will need to access the Web site to research your courses.*

**What courses am I eligible to take?**

As an IFSA-Butler student, you are entitled to enroll in undergraduate courses for which you are qualified and in which space is available. Course descriptions in the online course catalog (see above) include prerequisites you must fulfill in order to enroll in each course when applicable.

Please indicate the subject areas in which you would like to take courses on the appropriate lines of the departmental preference form. Generally, you must have some background in the subjects you wish to study overseas. Nominate only those subjects for which you are academically prepared.

Please note the following special circumstances:

- **Most first-year (i.e. freshman year) courses** are offered on a **year-long** basis only. Full-year students may enroll in first-, second-, and third-year classes; however, students applying for a semester program are generally limited to second- and third-year classes.
- **Languages**—French is available only to students who have previous knowledge of the language. First-year (i.e. year-long) courses in Spanish, German, and Italian are available for beginners. Students interested in studying a language at NUI, Galway should be aware that it is difficult to determine what level they should enroll in until they have experienced the language teaching at the university.
- **Gaelic**—NUI, Galway does not offer courses in Gaelic language for beginners as part of the formal curriculum. However, NUI, Galway does offer beginning Gaelic courses for no academic credit to students interested in starting to learn the language. Information about these courses will be available when you arrive on campus.

- **English**—Visiting students may take only one English **seminar** per semester and admission to seminar courses is limited.
- **Psychology**—Visiting students are restricted in the number of courses they can take.

**NUI, Galway imposes a higher tuition fee for courses in sciences and some other laboratory courses.** If this fee applies to you, the payment is your responsibility. Please contact the IFSA-Butler finance office if you have questions about this fee.

**Remember:** While we make every effort to enable visiting students to enroll in their priority courses, specific courses cannot be guaranteed in advance. Your program of study is finalized upon arrival at NUI, Galway.

**How many courses am I eligible to take?**

IFSA-Butler requires students to enroll in a full course load at the host institution as defined by IFSA-Butler. At NUI, Galway, a full course load consists of **30 ECTS credits for the semester (equivalent to 15 U.S. semester credit hours)** and **60 for the year (equivalent to 30 U.S. semester credit hours)**. The number of courses you must take depends on the credit value of the selected courses.



National University of Ireland, Galway  
Department/Course Preference Form

Name: \_\_\_\_\_ Major: \_\_\_\_\_

Length of Study:     Fall \_\_\_\_ Spring \_\_\_\_ Academic year \_\_\_\_

\*See page 2 for instructions on how to find course listings and descriptions.

**Departments**

If you are studying in the **Faculty of Arts** only, it is fine to list the departments you hope to study in overseas, in lieu of listing specific courses.

\_\_\_\_\_  
\_\_\_\_\_

**Courses**

If you are applying to study in the Faculties of Commerce, Science, or Engineering, please list your course preferences below, including the course code, the semester in which the course is offered, and its credit weighting. You must take 30 ECTS credits per semester, or 60 ECTS credits for the year. **Course registration will take place after arrival at university**, so enrollment in these courses cannot be guaranteed until then. Be certain that you have these courses pre-approved by your home university. If you are studying in the Faculty of Arts only, it is fine to list departments instead of courses.

Course Code	Course Title	Semester	Credits
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please copy this form for your records before returning it to: Institute for Study Abroad®  
Butler University  
1100 West 42<sup>nd</sup> St., Suite 305  
Indianapolis, IN 46208

Or fax this form to: **317-940-9704**

**National University of Ireland, Galway**  
Important Academic Information

**Should I have courses approved by my home university?**

Yes. Instead of trying to determine **specifically** how many and which classes you should take, be prepared to take five to eight classes that your home university has approved. Obtain approval for more courses than you actually need to take, just to give yourself leeway.

**What will classes be like in Ireland?**

There are a number of ways in which the Ireland education system differs from the U.S. In general, there are fewer teaching contact hours, less detailed structure in the course syllabus, fewer performance assessments, greater emphasis on essay-writing, greater emphasis on individual research and study, and extensive use of reading lists in lieu of textbooks. You will spend less time in class and more time in the library doing independent reading and research.

**What are the registration conditions?**

You must take a full NUI, Galway course load as determined by IFSA-Butler. Credit will be awarded on a Butler University transcript based on a typical American full course load. Please be aware that you may be charged additional fees by your home university or NUI, Galway to take or process additional credits. Taking less than a full course load may jeopardize your student status and result in personal academic repercussions and/or loss of financial aid. All courses are graded on an A–F scale, and there is no provision for pass/fail or auditing courses.

**What if I need to take a required course?**

IFSA-Butler is not in a position to guarantee that a particular course will be offered at your host university or that you will be allowed to take that particular course. If you need to take a required course, you should indicate that it is required on your course preference form. Depending on the university and the department in which the course is offered, you may not receive confirmation that the class is offered and/or available to you before you depart. Remember that there are course cancellations at the last minute, just as in the United States. Be prepared to make a substitution if necessary. You may want to take with you course descriptions of the equivalent courses at your home university that are copied from your home university's course catalog; they'll come in handy in case you need to find additional courses once you are abroad. See "Academics" in your *Preparing to Study Abroad* guide for more information about registering for a required course.

**How do I determine U.S. semester credit hours?**

You must take a full course load as determined by IFSA-Butler. A full course load at NUI, Galway is 30 ECTS credits for the semester (equivalent to 15 U.S. semester credit hours) and 60 ECTS credits for the year (equivalent to 30 U.S. semester credit hours). The number of classes you must take depends on the credit value of the classes you select. Choose classes in any combination of credit values, as long as their total value is 30 ECTS credits for the semester. One ECTS credit is equal to .5 U.S. semester credit hours. Most classes are worth 5 ECTS credits, which is equal to 2.5 U.S. semester credits hours.

**Are all tuition costs covered by my IFSA-Butler program fee?**

All IFSA-Butler fees are based on an arts and humanities fee structure. Universities abroad may charge higher fees for courses in certain degree programs. Check the fee sheet included in your acceptance packet for these additional costs, called tuition differentials. Tuition differentials are not covered by the IFSA-Butler program fee. If you enroll in a department or course that imposes a tuition differential fee, IFSA-Butler will send a bill to your billing address once you are abroad and your enrollment is confirmed.

You may also incur additional costs if you take more than a full IFSA-Butler course load. See the "Program Fees and Financial Aid" section of your *Preparing to Study Abroad* guide for more information about supplemental fees.

## Housing Information

As part of our services to you, IFSA-Butler will make arrangements for your housing. Please read the following information before completing your housing preference form. Return this form to IFSA-Butler within ten days of receipt.

### **Is my housing included in the program fee?**

Your program fee includes accommodation at NUI, Galway while classes are in session. If you arrive prior to the IFSA-Butler program start date or choose to remain abroad following the conclusion of the program, you are responsible for arranging and paying for accommodation. Some university housing requires students to move out during winter and spring breaks. If you wish to remain in residence during the vacation period(s), you must notify the university housing office upon arrival to make necessary arrangements. Staying in residence during university breaks may incur additional costs not covered by the IFSA-Butler program fee.

### **What are my housing options?**

The following housing options are available during your semester or year abroad. Please keep in mind that housing is guaranteed, but your preferences are not.

- Menlo Apartments (shared rooms with laundry included)
- Gort na Coiribe (shared rooms)

**All of IFSA-Butler's housing for NUI, Galway is located in these two student villages, and you will not necessarily be living with Irish students. You will be housed in a double room. Single rooms are available upon request but you will have to pay a supplemental fee.**

Both Gort na Coiribe and Menlo Apartments are within walking distance of the NUI, Galway campus and the center of Galway city. Each self-catering flat/apartment accommodates three to six students in double rooms. You will share a bedroom and will also share a bathroom, kitchen facilities, and living/dining areas in both complexes. Kitchens are fully equipped with cooking utensils, cutlery, and crockery.

You will supply your own linens (sheets and towels), which can be purchased upon arrival overseas. Duvets and pillows will be provided. There are phones for incoming calls in every bedroom. There are also public pay phones located on-site at each complex. You may also purchase call cards at the Reception of each student village to make outgoing calls from your bedroom phone. Rates vary per minute to the U.S. and using the specific call cards available is the only way you can make outgoing calls from your room. (See your *Preparing to Study Abroad* guide for information about telephone services in Ireland.)

Rooms are now equipped with Internet connections, and this service is available free of charge. You must speak to the on-site staff when you have moved in to get your Internet connection set up. If you do bring a laptop, insure it before you go.

### **Will I have a meal plan?**

**No. All university accommodation at Galway is self-catering.** No meals will be provided; however, you will have access to kitchen facilities where you may prepare your own meals.

### **When will I receive my housing assignment?**

Your housing assignment will be given to you closer to departure. Your exact address and roommate allocations will be given to you during orientation overseas.

### **Do I have to pay a housing deposit?**

IFSA-Butler requires a standard housing deposit of \$300 made payable to the Institute for Study Abroad® before going abroad. We will return this deposit to you after March 1 for fall programs or September 1 for spring and year programs, less any fines, damages, or outstanding debts in your name. This deposit applies to students in both on- and off-campus housing. Please pay your housing deposit separately from your program deposit.

**Can I arrange my own housing?**

IFSA-Butler recognizes that some students require independent housing for their time abroad. This could be for reasons of religious or health reasons, or because of family connections abroad.

If you are considering participating on an IFSA-Butler program, but don't want to take advantage of our guaranteed housing, you may sign up for independent housing on the housing preference form. Once you've made this choice we will not provide housing for you on our program.

You must notify us of your intention to live in independent housing by October 31 for the spring semester or by May 1 for the fall semester or full year. Independent housing requests received after this date will be denied and you will be required to live in IFSA-Butler arranged housing.

Be advised that housing costs can be very high in certain major urban centers around the world. If you are thinking of saving money by selecting this option, please research your options early so that if the costs are higher than our housing fee, you can choose to be housed by IFSA-Butler instead.

If you choose the independent housing option, IFSA-Butler will not charge you for your room. Instead, you will have to make all arrangements for your housing, including all payments in local currency, damage costs, and payment of utilities while abroad. The NUI, Galway accommodation office can help you find housing. Their Web site is [http://www.nuigalway.ie/ss/accommodation\\_office/](http://www.nuigalway.ie/ss/accommodation_office/).



Housing Preference Form  
**National University of Ireland, Galway**  
**Please complete and return within ten days of receipt to:**  
 Institute for Study Abroad, Butler University  
 1100 W. 42nd Street, Suite 305  
 Indianapolis, IN 46208-3345  
 Fax 317-940-9704

Name: \_\_\_\_\_ Home University: \_\_\_\_\_

Gender:  Male  Female Term:  Fall semester  Spring semester  Full year

**A. Housing Arrangement Preferences**

Please select one of the following housing arrangement options and mark any preferences you may have.

**1. I would like IFSA-Butler to arrange housing for me.**

We will provide guaranteed housing for you. The requests you outline below will be considered, but we cannot guarantee your preferences. Housing may be located near class buildings or elsewhere in the city. The cost of commuting is your responsibility. For more about available housing options, refer to the housing information included in your welcome packet.

**If available, I would prefer:  Single Room  Single-gender residence  Non-smoking  Smoking**

\*There will be a supplemental fee for single rooms

You will be housed in a shared student apartment or flat. If you do not request single-gender residence, you will be living in a co-ed flat with both males and females. If you are not comfortable living with members of the opposite sex, please request single-gender on this form.

Please complete section B if you are electing option 1 (IFSA-Butler arranged housing)

**B. Apartments/Flats**

Please rank the following options in order of your preference with 1 being your first choice for accommodation. They are both similar, so you may also write "no preference."

\_\_\_\_\_ Gort na Coiribe (shared rooms only)

\_\_\_\_\_ Menlo Apartments (shared rooms only; laundry included)

Please explain any specific religious or other daily living needs that necessitate particular features/considerations in your accommodation or for the IFSA-Butler orientation.

*Not all requests can be accommodated. You may be charged an additional fee if your request is accommodated.*

Please list any roommate requests. All requests must be mutual and in writing but cannot be guaranteed.

**2. I will arrange my own housing.**

You are responsible for arranging housing, handling any housing issues, and making any necessary payments. IFSA-Butler cannot have any involvement with or responsibility for your independent housing.

You do not need to complete the rest of this form. **Please return this Housing Preference Form to the address listed above along with a letter from your advisor on university letterhead stating that your university approves of independent housing.**