

TO: PARTICIPANTS IN UNIVERSITY COLLEGE CORK STUDY ABROAD PROGRAM

FROM: KRISTI ECK, STUDY ABROAD ADVISOR

SUBJECT: UPDATED INFORMATION ON UNIVERSITY COLLEGE CORK PROGRAM

Make your flight arrangements

Student flight information is available on-line on SUNY Cortland's Study Abroad Web site: www.cortland.edu/studyabroad. Go the Ireland link and then select the University of College Cork. The travel dates for your program are listed on this web page. You may make any flight arrangements you desire, but please be sure to arrive at and depart from the program on the specified dates.

Once you have booked your flight, you must return the flight information form to the Clark Center for International Education, Miller Building B-16, P.O. Box 2000, Cortland, NY 13045. Our office will forward your flight information to the University College Cork. You are responsible for arranging your own transport from the airport to University College Cork. Please see below for arrival details.

Passports and Immigration Control

(source: <http://www.ucc.ie/en/international/StudentInformationandServices/TraveltoUniversityCollegeCork/ArrivalinCork/>)

At the port of entry into Ireland, all students must pass through passport and immigration control. To receive official permission to enter Ireland you will need the following documents:

Your valid international passport

- Entry visa (if applicable)
- Your UCC acceptance letter offering you a place on a full-time course
- Evidence, such as a bank statement or letter from sponsors stating you can meet all the costs of your stay in Ireland
- Evidence that you intend to leave Ireland at the end of your studies

Do not enter Ireland as a visitor and then attempt to change status to student.

All non-EU students will have their passports computer swiped and date stamped by the Immigration Officer. It endorses a requirement for you to register with the Immigration Office before the date stamped expires. It is usually within one month of entry. Details of how to register with Immigration are outlined under the Immigration Procedures section.

Please treat Irish Immigration Officers with the respect that their Office deserves. Behave in a polite and courteous manner at all times.

Cork Airport

Cork Airport is 6 km from the city centre. A bus leaves approximately every 45 minutes from the airport to the city centre. Weekday services commence at 06.40 and the last bus to leave the airport is at 23.15. Weekend services commence at 07.30 and the last bus leaves the airport at 21.45. The cost is €3.80 for a single fare and €6.70 for a return journey.

A taxi rank is also located at the airport. All airport taxis are metred. A taxi fare to either the city centre, Campus Accommodation or UCC costs approximately €15, depending on traffic.

Cork Airport: www.corkairport.com or Telephone: + 353 21 4313131

Course Approval

You must get your courses approved at your home campus, prior to departure.

Cortland students must fill out the blue form entitled *Overseas Course Approval Form*. It will require signatures from your academic advisor, international coordinator and the Associate Dean. Our office will fax that form to University College Cork on your behalf.

Students from campuses other than Cortland should check with their own campus to learn about the proper procedure to obtain home campus course approval for the courses taken in Cork. You will need to submit a copy of your home campus course approval form to our office. We will fax a copy to Cork on your behalf.

SUNY Cortland's Academic Policy

You will be required to sign and date the form outlining SUNY Cortland's Academic Policy for Overseas Study. Please read this policy carefully. It applies to all students studying at Cork through Cortland's program, whether or not the student's home campus is SUNY Cortland. Please keep a copy of the policy with you when you travel to Australia.

Register at your home campus for your semester abroad

Special Note for SUNY Cortland Students:

SUNY Cortland students should select with their advisor the courses to be taken overseas. The advisor should fill out and sign the student's blue Overseas Course Approval Form by indicating the courses to be taken, along with the Cortland equivalent and number of credits for each class. Once the blue form has all of the required signatures, the student should take it to the Associate Dean for her/his signature. The form should then be brought to the Clark Center for International Education, Miller Building, Room B-16 (lower-level). The student will then be cleared for registration on the Banner Web Registration system. Students may not register until the time that has been reserved and noted on their time ticket. Students will need to know their pin number or code to get the time ticket and register for classes.

Students from other SUNY campuses

If you are a student from a SUNY campus other than Cortland, you will register for your study abroad experience at your home campus. You will pay your SUNY tuition to your home campus, too.

If you are not a SUNY student

You will be registered at SUNY Cortland as a non-matriculated visiting student. You will pay SUNY tuition to SUNY Cortland upon billing by our Bursar's office. Be sure to return to our office the Visiting Student Application form that was included in your initial acceptance packet.

Return your "Green Forms"

You received a set of "green forms" in your acceptance packet from SUNY Cortland. These forms include the following: Physician's Statement, Student Health Information, Agreement and Release, and Permission for Emergency Treatment. You should complete them now and turn them in to the Clark Center for International Education. They are due immediately.

Insurance and Medical Care:

Return your insurance acceptance or waiver to the Bursar's Office at SUNY Cortland

SUNY Emergency Medical Evacuation/Repatriation Insurance is mandatory. You will be billed for that coverage by Cortland's Bursar's Office. The cost is \$6.00 per month, subject to change.

SUNY insurance information and forms should have been included in your acceptance packet from SUNY Cortland. You must complete the forms, indicating whether or not you want to purchase additional insurance through SUNY. Failure to return these forms will result in your automatically being added to the insurance roster for the comprehensive SUNY insurance plan at a cost of \$79.00 per month (subject to change) and your grades will not be released until that bill is paid. If you feel that you are sufficiently covered by your private medical coverage and you wish to deny additional SUNY coverage, you will have to present proof of coverage (a front and back photocopy of your insurance card) and sign the waiver included in the packet of insurance information sent by the Bursar's Office.

There is a clinic on the UCC campus where you can go to consult a doctor.

Registration for classes at your home campus while you are in Cork

SUNY Cortland students are responsible for selecting their courses for the following semester from Cortland's course registration web site. You will need to do the following in order to be able to register while abroad. You must have an active PIN for Banner Web for Students. Try

accessing your Banner account with your PIN. If you have difficulty, go to <http://bannerweb.cortland.edu/> on the Cortland web site. There you will find instructions on resetting your PIN. Should this fail you must contact the Help Desk in the Computer Center at Cortland to activate or change your PIN. The phone number is 607-753-2500. You must consult with your advisor about your next semester's course, either before you go or by e-mail while you are abroad. Your advisor will give you a Registration PIN after you have jointly selected your classes for the next semester. You will be assigned a "time ticket", that is a time slot during the registration period during which you will be allowed to register. It is determined by the number of credits you have, so those with more credits will be able to register before students who have fewer credits. If you experience difficulty with web registration, there is a tutorial page available on at the SUNY Cortland Registrar's website.

Please be advised that the web registration will be available during the hours of 6:00 a.m. to 12:00 a.m. EST. You will have to plan accordingly to account for the time difference at your location.

Make housing arrangements for the semester after your return

It is also a good idea to have someone make arrangements for your next semester's housing while you are in Cork. Cortland students may wish to consider the option of living in the Whitaker International House or Studio West. Each houses exchange and international students along with students from the U.S. who have a particular interest in other countries' cultures and languages.

Consider these programs for the semester you return:

➤ The Global Ambassadors

Cortland students have the opportunity to join *Global Ambassadors*, a student organization that includes international students and U.S. students, and works on a variety of international projects on campus. Students who are interested in learning about a career in the field of international education may want to explore the International Education Training Corps. For more information, please contact the Office of International Programs.

➤ *Internship in the Clark Center for International Education at SUNY Cortland*

Cortland students may want to consider a part-time internship in the Clark Center for International Education at SUNY Cortland upon their return. This would give you a chance to use your experience to the benefit of other students and to learn something about International Education as a possible career. Students from other colleges may find similar opportunities on their own campus.

How will your grades transfer back to your home campus?

You will receive grades in the Irish system which will be converted to letter grades by Cortland Clark Center for International Education and entered on a transcript supplement. A

copy of the transcript supplement will be sent to you and to your home campus. If you are a SUNY Cortland student, both the grades and credits will be factored into your cumulative GPA and will become part of your permanent college record. If you are not a SUNY Cortland student, you will have to check with your home campus registrar to learn how courses taken abroad are factored into your academic course work.

Visiting Cork and Ireland:

UCC is located about a 15-20 minute walk from the business and shopping district in Cork. You can also take one of the busses that run along Western Road near the college. The Irish Tourist Board is located in downtown Cork and can give you additional information. There is also a travel office on campus where you can find good deals on student travel.

Contact Person at UCC:

Karen McSweeney

International Education Office

University College Cork

Cork, Ireland

Tel. (From U.S.):011-353-21-490-1828

Fax:(From U.S.):011-353-21-490-3118

E-mail: k.mcsweeney@ucc.ie

UCC's Web Page: <http://ww.ucc.ie/summer/irish>