



Pre-arrival information

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 all the essential information about your arrival and first day at Emerald.

If you have any concerns, feel free to contact us via e-mail or phone — we're here to help.

Before your first lesson, we will get in touch with you to schedule your level test and a Zoom call with a member of our academic team to assess your speaking skills.

You will also receive a welcome email before your arrival.

Your arrival

If you have booked a transfer with us, a driver will be waiting for you at Dublin Airport.

Your Emerald driver will meet you in the arrivals hall, holding a sign with your name. Our transfers cost €105 one way, and guarantee you a quick and smooth arrival to your accommodation

If you are staying with a host family, please note that evening meals are usually served around 6 PM.

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).

If you need tourist information, you can visit the Tourist Office located in Terminal 1 of Dublin Airport.

For general enquiries

info@eci.ie

+353 497 3361

To arrange a transfer

bookings@eci.ie

If you miss your flight or if your flight is significantly delayed

+353 872 804 743

If you get lost or for any other emergency

+353 1 497 3361

(during office hours Mon-Fri,
9.00 - 18.00)

+353 868 112 047

(out of office hours)

What to bring

Bring with you your pen, paper, and bilingual dictionary. You can buy your textbook on your first day at a cost of €50, depending on your level and the duration of your course. Bring a laptop or tablet with you to access our learning digital material.

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

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 are provided in Emerald accommodation.





Your first day

We will welcome you at Emerald Cultural Institute Palmerston Park between 8:30 – 9:00 AM, and you will receive your ECI Welcome Pack, which includes:

- Your ECI Student ID Card
- An information handout
- The ECI Social Programme for the week

A member of our academic staff will guide you to your classroom. If you haven't completed your written and oral placement tests, you'll be able to do them before attending class.

After lunch, we will give a presentation with everything you need to know about student life at Emerald and living in Dublin. In the afternoon, we will take you on an orientation tour of the city centre.

Sim Cards

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.

Transport

We advise students to buy a Leap Card (transport card) to travel by bus, Luas (tram) and Dart (train). There are 4 different types of the Leap Card:

- Adult Leap Card
- Student Leap Card (age 25+; staying at Emerald for 6 months or more)
- Young Adult Leap Card (age 19-25)
- Child Leap Card (age 16-18)

You will be given all the information about public transport during the orientation.

Social Programme

Join our social and cultural programme with daily activities every afternoon and day trips available on the weekends. You will be given more information during your orientation.

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



Holidays

The minimum holiday period allowed is one full week, from Monday to Friday (holidays cannot be taken mid-week). The maximum holiday permitted is one-third of the total weeks studied before the holiday. Students are allowed only one holiday within any 12-week period. Holidays cannot be taken during the first eight weeks of a course and should ideally be scheduled after completing a level. All holidays must be requested and approved at least two weeks in advance. When returning from a holiday, students may be required to take a level test before rejoining their class. Unscheduled breaks are not allowed unless there are exceptional circumstances, such as a serious illness or close family bereavement. In such cases, students must contact the Student Welfare Officer at studentwelfare@eci.ie.



Accommodation

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

All students are advised about the importance of staying in appropriate accommodation during their time in Ireland. Our Institute offers homestay and residence options. Arrivals are preferred on Sundays, but Saturday arrivals may be accommodated if possible. Please check with our Bookings team before confirming your flights. We can only arrange accommodation for students enrolled in a course at Emerald. If you wish to extend your stay, please check availability at least two weeks before your initial booking ends.

For more information about homestay, please check our website: www.eci.ie/accommodation/homestay/ Your host family or residence details will be sent to you one or two weeks before your arrival.



Long term non-EU 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).

You can ask our staff to provide you with the required documents a couple of weeks before your appointment. The following will be required to complete the registration process:

- Passport
- Letter (INIS letter) confirming fees have been paid
- Irish bank account statement showing access of €4,680 or 2 recent statements from a home bank account with equivalent of €4,680 and the relevant bank card (students without a valid entry visa only). Please note: learners starting their course on or after Monday 30/6/25, will need to show proof of €6,665 instead of €4,680.
- Private medical insurance (it can be provided by Emerald)
- Learner protection insurance (PEL) (it can be provided by Emerald)

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.



Frequently asked questions

For more detailed information, feel free to visit our website and explore our dedicated [FAQs page](#).

How can I get to Emerald on my first day?

If you are staying with a host family, they will accompany you to the Institute on the first day or show you how to get there. 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 Emerald.

Are students under the age of 18 currently accepted?

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

Can I change travelers' cheques in Ireland?

No.

What can I do when I don't have classes?

Emerald Cultural Institute offers a social and cultural programme: every week you can choose from our wide range of activities, including excursions outside Dublin at the weekend. You can also stay at Emerald in the mornings/afternoons to join in-house activities, attend 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 during your induction.

What credit cards are accepted in Emerald?

We accept all major credit cards, except American Express.



Frequently asked questions

Can I buy medical insurance through Emerald?

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

Do I need a Visa?

Students 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 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. You can find more information on the website www.irishimmigration.ie



Frequently asked questions

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 (to be provided by Emerald)
- 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.

Who can I speak to if I have any question?

You can e-mail us at studentwelfare@eci.ie

You can visit our website www.eci.ie to

- 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.

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