



**CARLOW
COLLEGE**
ST. PATRICK'S

Admission Guidelines and Procedures for U.S. Semester Study Abroad Applicants

Since 2003, Carlow College, St Patrick's (hereafter Carlow College) has developed educational cooperation agreements with institutions of higher learning in the United States. The purpose of these agreements is to enhance the educational experiences and the cultural understanding of learners and faculty members at both Carlow College and affiliated institutions. Carlow College is committed to ensuring that applicants are subject to the terms and conditions agreed upon between Carlow College and affiliated institutions.

These guidelines exist to ensure that a) the academic standards at Carlow College are maintained and b) every application is reviewed in an equitable manner. Although potential applicants are screened by their home institution, Carlow College shall have the final authority on admission decisions, and those decisions will be made no later than 15 November (Autumn Term) and 15 May (Spring Term), and communicated through the International Office at the applicants' home institution, unless otherwise stipulated in affiliate agreements. Carlow College will only accept applicants enrolled at one of our affiliated institutions.

Moreover, it is important to note that Carlow College subscribes to a policy of equal opportunity and will not discriminate on the basis of race, gender, age, sexual orientation, marital status, ethnicity, religion, national origin or disability. The International Officer is the final arbiter regarding admission decisions pertaining to our U.S. Semester Study Abroad Programme.

Application and Admission

1. Selection Criteria

All applicants for the U.S. Semester Study Abroad Programme at Carlow College must have:

- completed at least twelve credit hours at their home institution by the time they commence their studies at Carlow College (credits taken in AP, CLEP, IB, etc. may be counted toward the twelve-hour total);
- obtained a cumulative mark of at least 2.5 out of a 4.0 at their home institution;
- obtained a mark of B or higher in a written composition course completed at a third-level institution (e.g. post-secondary institution);
- be a learner in good standing at their home institution;
- be a registered learner at an affiliated institution or organisation of Carlow College.

If English is not the first language of the applicant, he/she should review the *English Language Requirements for Admissions to Carlow College, St. Patrick's* and provide the necessary paperwork detailed.

2. Complete Application

An application is considered complete when it includes:

- a completed U.S. Semester Study Abroad Application Form;
- an up-to-date and official academic transcript;
- the nomination by the International Officer / Study Abroad Advisor at a learner's home institution.

3. Applicants with Disabilities

Carlow College welcomes applications from learners with disabilities or additional support needs. As such, Carlow College is committed to making reasonable accommodations to ensure that academic opportunities are available to all appropriately qualified applicants, irrespective of disability.

Applications from learners with disabilities are subject to the same academic selection process as all applications, and will be assessed using our standard admissions practices and policies as stipulated by the Evidence of Disability Form (see the programme coordinator at your home institution if you feel this applies to your situation).

Registration

1. Immigration¹

All applicants accepted onto our U.S. Semester Study Abroad Programme are required to obtain a Stamp 2 Visa from the Irish Naturalisation and Immigration Service to study at Carlow College for one academic term or one academic year. After applicants have formally been accepted onto the programme, they will receive a 'Letter of Induction' from the President of Carlow College. Along with this document, applicants are required to present to the Immigration Officer at Dublin Airport the following documents:

- a 'Letter of Induction' validating that they are a study abroad learner at Carlow College;
- a valid passport issued by the United States;
- evidence of private medical insurance (arranged by your home institution);
- evidence of sufficient funds in the amount of €3,000.

The Immigration Officer at Dublin Airport will stamp all passports for a period of thirty days.

Upon completion of registration at Carlow College, the International Officer at Carlow College will schedule appointments with the Carlow/Kilkenny District Immigration Officer for the application of a Stamp 2 Visa. At their designated appointment, learners will present the same documents at the Garda Station that they presented to the Immigration Officer at Dublin Airport. In addition to being fingerprinted, learners are required to pay an application fee in the amount of €300 payable by credit/debit card.

¹ For a complete detailing of immigration requirements see *Guidelines for Non-EEA Students Coming to Ireland to Study for a Semester* (Dublin: Irish Naturalisation and Immigration Service, January 2011).

2. Status

Adhering to the *New Immigration Regime for Full Time Non-EEA Students* (2011) and all Carlow College affiliation agreements, learners enrolled on the U.S. Semester Study Abroad Programme are required to maintain a full-time student status which is characterised as taking at least four modules at Carlow College (twelve credit hours in the American system). Although permissible under Irish law, study abroad learners are not allowed to hold employment whilst studying at Carlow College.

3. Course of Study

Our semester study abroad learners may register for no more than five modules at Carlow College, each module earning three credits at their home institution. Learners are only allowed to take courses pre-articulated by their home institution and all learners must have their course of study confirmed by their home institution no more than one week after they have commenced their studies at Carlow College. The Irish Experience module, and its accompanying field trips, are mandatory for every semester study abroad learner.

4. Grade Transfer

At the conclusion of each semester, official transcripts from Carlow College will arrive no later than four weeks after the last day of final examinations to representative at affiliated institutions. Carlow College accepts no responsibility for the transfer of credit back to a learners' home institution; learners should confirm credit and grade transfer arrangements with their home institution before the end of the first week of commencing studies at Carlow College.

5. Fees

Carlow College will not directly process learner fees for an American student's tuition or accommodation. All learners enrolled in the U.S. Semester Study Abroad Programme are registered through their home institution. As such, all payments for tuition and accommodation are processed through the learners' home institution. Carlow College will invoice affiliated institutions for Carlow College tuition and accommodation; in turn, the affiliated institutions will process tuition and accommodation payments on the learners' behalf.

6. Withdrawal from the U.S. Semester Study Abroad Programme at Carlow College

Learners who wish to withdraw from the U.S. Semester Study Abroad Programme at Carlow College should immediately seek advice from the International Officer at Carlow College and the study abroad representative at their home institution.

7. Dismissal from the U.S. Semester Study Abroad Programme

Carlow College, in communication with representatives at relevant affiliate institutions, reserves the right to dismiss any learner at any time for any of the following infractions:

- a) violation of any rules associated housing terms and conditions and violation of national laws;
- b) disruptive behaviour;

- c) excessive absences from the academic programme;
- d) use of illegal drugs;
- e) excessive use of alcohol;
- f) any conduct that appears to the on-site representative's judgment to be disruptive to the learner or incompatible with the interest or welfare of others or the reputation of the programme.

Learners dismissed from the programme will remain responsible for all programme costs incurred on their behalf, and will be sent home at their own expense. Full loss of academic credit may also result.

Dismissal from the programme will take the following form:

- a) a representative from Carlow College or an affiliate institution identifies violation of programme rules;
- b) The International Officer will discuss the violation with the learner and a course of action is agreed upon and documented. A copy of this document is sent to their home institution;
- c) If remediation does not occur within the agreed-upon timeframe, and if the learner continues to break the rules of the agreement, he or she will be contacted by the International Officer for immediate dismissal.

8. Request Permission for an Additional Study Term at Carlow College

Learners who wish to study an additional term at Carlow College may do so after thorough consultation with their home institution. After such consultation, if it is deemed that the learner can study for an additional term at Carlow College, the learner will not be required to re-take the mandatory Irish Experience module or accompanying field trips. Additionally, learners will be required to re-register with the Irish Naturalisation and Immigration Services to be issued a new Stamp 2 visa; resulting in a new payment of €300.

Updated 24 November 2017



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FOR OFFICE USE

Application number: _____

U.S. Semester Study Abroad Application Form

Section 1 – Personal Details

| | |
|---------------------------------------|--|
| Title (Mr/Ms/Mrs etc): | Date of Birth: __/__/____ (DD-MM-YYYY) |
| Family Name <i>(as on passport)</i> : | |
| First Name <i>(as on passport)</i> : | |
| Correspondence Address: | |
| Male/Female <i>(please circle)</i> | Nationality: |
| Personal Email: | |
| Telephone: | Emergency Contact: |

Section 2 – Undergraduate Institution

Certified copies of your academic transcripts should be attached to application

Name of Institution:

Stage of Studies:

Major:

Section 3 – English Language Standard

Native English Speaker *(please circle)*: **Yes/No**

IELTS Score *(if answered 'No' above)*:

Other *(give details)*:

Section 4 – Evidence of Disability

Medical condition / disability *(please circle)*: **Yes/No**

If yes, please complete the Evidence of Disability Form:

<http://www.carlowcollege.ie/Portals/0/International/Evidence%20of%20Disability%20Form%202017.pdf?ver=2017-03-24-103737-450>

Section 5 – Data Protection

Personal information provided to Carlow College, St. Patrick's will be treated with the highest standards of security and confidentiality in accordance with Data Protection Acts 1988 & 2003. The information provided on this form will be held and used for the purpose of processing your application for study and on-going administrative requirements.

If my application is accepted, I give the International Officer at Carlow College, St. Patrick's authority to communicate with, and share personal information with, the study abroad officer at my home institution of study (*please circle*): **Yes/No**

Section 6 – Application Declaration

I certify that the details given in this application and the transcripts attached are true to the best of my knowledge and belief. I agree to be bound by the College's regulations.

Signed: _____ **Date:** _____

Completed forms should be processed through the International Office at your home institution.

FOR OFFICE USE

YEAR OF ENTRY: _____

SIGNED: _____

International Officer

DATE: __/__/____



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Guidelines for the completion of Application Form

Please submit the following documentation with your application:

1. Certified copies of transcripts from current institution of study.
2. If your first language is not English, attach evidence of proficiency in English (IELTS Score or equivalent).
3. A copy of your passport page showing your photograph and personal details.

Notes:

1. The deadline for receipt of applications is 15 May (Autumn Term) and 15 November (Spring Term).
2. All semester study abroad students must take a full-time course of study. Part-time studies are not permissible under immigration guidelines.
3. The issuance of student visas is for the duration of the students' academic studies. As such, visas do not permit students to remain in Ireland prior to, or after the conclusion of, the academic term.

Completed forms should be processed through the International Office of your home institution.