



## **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. Application deadlines are 15 May for enrolment the following Semester (First Semester / Autumn Term), and 15 October for enrolment in the following Semester (Second Semester / Spring Term). Decisions will be 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; and
- be a registered learner at an affiliated institution or organisation of Carlow College.

If English is not the first language of the applicant, they 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.

## Appendix 8.1: Conditions and Application Form for U.S. Semester Study Abroad Programme



### Conditions and Application Form of the U.S. Semester Study Abroad Programme, Carlow College, St. Patrick's

By submitting an application to the U.S. Semester Study Abroad Programme (hereafter Programme) at Carlow College, St. Patrick's (hereafter Carlow College), applicants agree to be bound by the conditions outlined in this document. Non-adherence to the conditions may result in termination of learners' participation in the Programme. Learners who withdraw early or are dismissed from the Programme will remain responsible for all Programme costs incurred on their behalf (e.g. no refunds will be given for academic tuition and accommodation). Full loss of academic credit for the Programme may also result.

#### 1. Immigration<sup>1</sup>

All applicants accepted onto the 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 Acceptance' 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 Acceptance' validating that they are a study abroad learner at Carlow College;
- a valid passport issued by the United States (the passport must be within date by 6 months from their departure date at the end of the programme of study);
- evidence of private medical insurance (arranged by your home institution);
- evidence of sufficient funds equal to the amount of €700 per month of their stay or €3,500.<sup>2</sup>

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 Kilkenny / Carlow District Immigration Officer at the Garda Station in Kilkenny. In addition to being fingerprinted, learners are

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<sup>1</sup> 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).

<sup>2</sup> This can be an electronic (screenshot) or paper (statement) of the bank account showing access to at least €3,500 (or dollar equivalent). At the appointment with the Immigration Officer, you will need to show him the bank card demonstrating that you can access the funds in that account (you only need to show the card in person, and he does not need a copy of it ahead of time).

required to pay an application fee in the amount of €300 payable by credit / debit card. Failure to obtain a Stamp 2 Visa will result in dismissal from the programme.

The issuance of student visas is for the duration of the learners' academic studies. As such, visas do not permit learners to remain in Ireland prior to, or after the conclusion of, the academic term. The International Officer at Carlow College will inform the Immigration Officer if a learner withdraws early or their participation in the Programme is terminated.

## **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 Programme are required to maintain a full-time student status which is characterised as taking at least four courses at Carlow College (equivalent to twelve credit hours in the American system). As a condition of the Programme, study abroad learners are not allowed to hold employment whilst studying abroad at Carlow College.

## **3. Course of Study**

At Carlow College, the Programme learners are registered on the B.A. (Hons) in Arts and Humanities Programme. Learners should consult with their home institution or study abroad provider to ensure their chosen courses, as detailed on Section 3 of their application form, will transfer back to their academic programme of study in the United States. The availability of courses is subject to timetabling constraints.

Programme learners may register for a minimum of four and maximum of five courses at Carlow College, each course earning three credits at their home institution.<sup>3</sup> Part-time studies are not permissible under immigration guidelines. 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 Programme learner.

Learners are expected to attend classes / tutorials and maintain their full-time status. Attendance is mandatory unless specified arrangements have been made with the International Officer of Carlow College. Unauthorised absences are grounds for disciplinary action and possible dismissal from the programme.

Carlow College study abroad learners are governed by the same academic regulations as every other learner registered on the B.A. (Hons) in Arts and Humanities Programme.

## **4. Independent Travel**

While it is assumed that Programme learners may wish to participate in additional travel unrelated to the Programme, learners must understand that commitment to their educational programme at Carlow College is primary and takes precedence over all other travel. Learners must understand and acknowledge that they accept full responsibility for personal travel. It is strongly encouraged that learners provide the International Officer of Carlow College with details of any extended travel away from Carlow College so that in case of emergency the appropriate individuals can be contacted.

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<sup>3</sup> Some of our study abroad agreements include the South East Technological University (SETU) which enables learners to study abroad at both institutions.

## **5. Housing**

Learners are expected to live in on-campus accommodation at Lennon House, Carlow College and to abide by the Terms and Conditions of Housing provided by Carlow College. As Lennon House is shared accommodation, learners are expected to be mindful and respectful of their fellow residents.

## **6. Learner Conduct**

Participants in the Programme are subject to the Conditions set out in this document and the rules and policies which apply to all registered learners of Carlow College. Participants should become familiar with Carlow College policies pertaining to their time at the College, including the [\*Learner Code of Conduct and Disciplinary Policy\*](#), the [\*Dignity and Respect Policy\*](#) and the [\*Fitness to Continue in Study Policy\*](#). Carlow College, in collaboration with a participant's home institution or study abroad provider, reserves the right to terminate participation of learners in the Programme for non-compliance with any College policy or procedure.

## **7. Fees**

Carlow College will not directly process learner fees for the Programme learner's tuition or accommodation. All learners enrolled in the Programme are registered through their home institution or study abroad provider. As such, all payments for tuition and accommodation are processed through the learners' home institution or study abroad provider. Carlow College will invoice affiliated institutions or study abroad provider for Carlow College tuition and accommodation; in turn, the affiliated institutions will process tuition and accommodation payments on the learners' behalf.

## **8. Withdrawal from the Programme**

Learners who wish to withdraw from the Programme at Carlow College should immediately seek advice from the International Officer at Carlow College and the study abroad representative at their home institution or study abroad provider as the timing of the intention of withdrawal may have an impact on their academic standing at their home institution.

## **9. 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 extensive consultation with their home institution or study abroad provider. 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 course, but is expected to attend all 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.

## **10. Institutional Information Exchange**

Programme learners are studying at Carlow College as part of an affiliated agreement Carlow College has with their home institution or study abroad provider. Although a full-time registered learner at Carlow College, Programme learners are also (and at the same time) full-time registered learners at their home institution. To enable the exchange, it is necessary for Carlow College to share certain information about Programme learners with the home institution or study abroad provider. Data shared with your home institution or study abroad provider may include:

- Decisions on applications to participate in the semester study abroad programme;
- Academic transcripts and data regarding other academic matters (e.g. non-attendance at classes);
- Notifications, updates and reports arising from non-adherence to rules and policies, misconduct and investigations involving the learners. This includes academic and general disciplinary issues;
- Information regarding emergency situations, including medical emergencies, accidents and other circumstances of a grave nature;
- Information about supports that are offered, or are in place, for learners regarding medical issues, learning differences or disabilities.