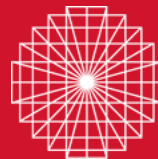




Academic Year Programme: Student Induction



ATLAS
LANGUAGE
SCHOOL

Meet the team



Sebastian

Operations



Maria

Admissions



Ciarán

School Manager



Bruna

Accommodation



Eve

Front of House



Gary

Academics

Contents

- How to apply for your student visa (Stamp 2) and get your Irish Residence Permit (IRP)
- Required Visa documents
- How to get an Irish bank account
- Holiday Policy
- Visa requirements (attendance, exam)
- Visa renewals

Student Visa / Stamp 2

On arrival to Dublin Airport you received a 90-day tourist stamp in your passport. You have until the expiry date of your tourist stamp to apply for your student visa.

You are enrolled for an 8-months Academic Year programme, which means you are entitled to an 8-month student visa.

On this visa:

- You must maintain at least 85% attendance of your classes.
- You can work maximum 20 hours per week during term time and 40 hours per week during holidays.
- You must have medical insurance for the duration of your stay.
- You must sit an exam at the end of your course - e.g. Trinity, Cambridge, IELTS.
- You must obey the law.



Book your immigration appointment

Online Portal: register by creating an account:

<https://portal.irishimmigration.ie/en/>

- Click on 'Don't have an account?' at the bottom
- Register with your personal details and book your appointment
- You need to apply for a **STAMP 2 visa**



Appointment day

Be on time!

Check how you can get there and how long the commute is using Google Maps.



To be excused from class for your IRP appointment: Email info@atlaslanguageschool.com
Attach proof of appointment

Prepare the below documents - originals / hardcopy :

1. Valid passport
2. **Confirmation of appointment** email from immigration
3. Atlas **Student Letter** (course start date/end date, fees paid & programme ref. number)
4. **Medical Insurance** for the duration of your visa
5. **Proof of funds**
6. **Bank card** to pay (€300, no cash accepted)



GNIB office:
13/14 Burgh Quay, Dublin 2

Medical Insurance

Here we will look at insurance provided by Atlas partners **AGI**

You may have a **different insurance provider**. This is perfectly fine for immigration but you may need to contact your agent for further information on how to use it for a claim or change details, like your address.

Designed and Managed by **Hastings INSURANCE** Underwritten by **AGI**

SCHEDULE - OVERSEAS STUDENT PERSONAL ACCIDENT & MEDICAL EXPENSES INSURANCE

Master Policy Holder (The Insured): Atlas Language School **Master Policy Number:** OSP258161002 - 20240527256

Insured Person: The Overseas Student named below who is a full time registered student in Ireland with Atlas Language School for the education course and who has not failed to complete such education course.
248 days from 27/05/2024 (or Course Start Date whichever is earlier) inclusive but not exceeding the Insured Person's date of leaving the Republic of Ireland (other than for the purpose of incidental travel whilst resident in the Republic of Ireland) if earlier than the expiry of the 248 days.

Period of Insurance: € 100 (Non-refundable) (including 5% insurance premium tax and € 60.00 Administration fee)

Section A - Personal Accident - Any One Accident Limit €5,000,000

Description	Sum Insured	Description	Sum Insured
A1. Death	€10,000	A2. Loss of Limb and/or Loss of Sight in one or both Eyes and/or Loss of Speech and/or Loss of Hearing in both Ears	€10,000
A3. Permanent Total Disablement	A.2 + €10,000	A4. Permanent Partial Disablement, up to	A.2 + €10,000
A5. Loss of Hearing in one Ear	25% of A.2	A6. Qualifyingleg	A.2 + €10,000
A7. Paralysis	A.2 + €5,000	A8. Hemiplegia	A.2 + €5,000

Extensions Applicable to Section A:
Burns Benefit
50% of body surface or more: €10,000 25% to 49% of body surface: €5,000 15% to 24% of body surface: €2,500

Section B - Travel

Medical and other Emergency Travel Expenses
Registration Expenses

B.1.1	€2,500,000	Excluding the first €100 of each claim (The Claims Excess)
B.1.2	€2,500,000	Excluding the first €100 of each claim (The Claims Excess)

Signed by and on behalf of AGI Europe S.A.  Date of Issue: 27/05/2024

Student Information

First Name: _____ Family Name: _____
 Gender: Female Date of Birth: _____
 Address in Ireland: Parkside House, 36A South Richmond Street, Poddinstown, Dublin 2, D02 Y179 Country of Origin: _____
 Course Start Date: _____ Course Finish Date: _____
 College: Atlas Language School

This Insurance excludes any claim arising directly or indirectly from or in connection with or approved by any Pre-Existing Condition as defined by the policy.

Student Acknowledgement: I have read and agreed that the above information is correct and that I have received a copy of the Master Policy wording.

Student Signature: _____ **Date:** _____

The Student must sign this schedule to validate the insurance - If any information contained herein is incorrect then the Student should not sign this schedule but refer to the Policyholder (Atlas Language School) for further guidance.

The Policy Administrators
 Hastings Insurance (Dublin) Ltd is Hastings Insurance
 16 Upper Grand Canal Street, Dublin 4
 Tel 01 4817700 Mail college@hastings.ie
 Hastings Insurance (Dublin) Ltd is Hastings Insurance is regulated by the Central Bank of Ireland

Claims and Emergency Helpline Information below - Keep on your Person in the event of an Emergency

Insured Person: Vanja Hincendat
 Notice of any claim or circumstance is to be given by the Student (quoting the Master Policy Number OSP258161002 and the name of the Master Policy Holder)

Period of Insurance: From (27/05/2024) or course start date (27/05/2024) whichever is the earlier for (248 days) inclusive

Master Policy No: OSP258161002 - 202405272561

For Claims under Section B - Travel
 As soon as possible after the occurrence of Bodily Injury or illness that is likely to result in a travel medical expenses claim for inpatient hospital treatment, diagnostic tests or the incurring of emergency travel or repatriation expenses you, or someone on your behalf, must contact the Emergency Helpline No +44 (0) 1273 747 625 (24 Hour)

Important: If immediate emergency medical care is required you should contact the local emergency services and/or attend an Accident & Emergency department prior to contacting the Emergency Helpline No +44 (0) 1273 747 625 (24 Hour). You are responsible for paying for the first €100 of each and every claim.

For All other Claims: Contact +44 (0) 1273 747 625 (24 Hour) and provide Your Name, College Name, Your Date of Birth, Your Policy Number, Telephone Number and Email Address and advise that you need to make a claim.

Check out your policy, claims process and **AGI's virtual care programme** in the attachments sent to your email on your first day.

This is a basic accident insurance that covers emergencies or accidents only (no GP visits). The insurance has an excess of €100 meaning you will only be reimbursed for expenses that exceed €100€.

If you need to make a claim contact the Emergency Helpline on you insurance (+44 (0) 1273 747 625. Collect all receipts, prescriptions, doctors notes, hospital documents etc.

Endorsement letter

Email: info@hastings.ie
 Web: www.hastings.ie

Hastings INSURANCE

OVERSEAS STUDENT PERSONAL ACCIDENT & MEDICAL EXPENSES INSURANCE

Master Policy Holder (The Insured): Atlas Language School
Master Policy No: OSP258161002
Student Certificate No: 20240527256
Insured Person (Student): _____


It is hereby noted that the Insured Person's (Student) address in Ireland is amended as below

new address

Prepared by The Policy Administrators Hastings Insurance (Dublin) Ltd, U/s Hastings Insurance, Hampton House, 27 Lower Mount Street, Dublin 2, D02FC68, Ireland, Tel 01 4817700. Mail college@hastings.ie
 Hastings Insurance (Dublin) Limited U/s Hastings Insurance is regulated by the Central Bank of Ireland.

This insurance is underwritten by **AGI Europe Limited**, Registered in England and Wales. Company number: 01488200. Registered office: The AGI Building, 28 Fenchurch Street, London EC3M 4AA, United Kingdom. AGI Europe Limited, Ireland Branch, registered branch office AGI Property Casualty, 30 North Wall Quay, International Financial Services Centre, Dublin 1, Branch registration number 90664. Phone: +353 (0) 1 208 1400 Fax: +353 (0) 1 283 7774.

AGI Europe Limited is authorized by the Prudential Regulation Authority of the United Kingdom and is regulated by the Central Bank of Ireland for conduct of business rules.

Signed on behalf of the Policy Administrators 

Date: 11 June 2024

Request this at reception if you need to update your address (e.g. as proof of address for making a bank account).

Proof of Funds



If you had to apply for a visa **BEFORE** arriving in Ireland, you do **NOT** need a proof of funds (e.g. *China, Turkey, Colombia*)

You must prove that you can support yourself financially during your course.

- As your programme results in residence of 8 months, you will need to demonstrate access to at least **€6,665**.



There are several ways to show proof of funds:

recommended

Your foreign bank account

Pre-paid Credit/Debit Card

Postal Money Order

Online Bank Account

Irish Bank Account

Proof of Funds

All of the below need to be from the **same account** and **in your name**.

*Your foreign
bank account*

- **New bank statement** no older than 1 month from when you arrived in Ireland
- **Old statements**, showing transactions from the last 6 months
- Corresponding **Bank Card**



*Pre-paid
Credit/Debit Card*

- **From your foreign bank**
- **Card**
- Verification/**Statement** of €6,665

Proof of Funds

Postal Money Order

The postal money order must be

- **in your name**
- **specify the value (€6,665)**

You can get this at any Post office

- Closest to school: **Rathmines Post Office DSU**
4/6 Rathmines Rd Upper, Rathmines, Dublin 6, D06 XV90



Online Bank Account

- Get an Irish sim card
- Download one of the online bank apps on your phone
- Provide the relevant sign up documentation
- Lodge your money
- Download and print your account statement



47828



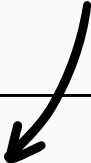
**Wait until you have received both the card and the PIN number before you lodge your money*

How to get an Irish bank account:


Irish Bank Account



To receive your bank documents and book an appointment send an email to: info@atlaslanguageschool.com



Hi Atlas,
 I want a bank account.
 My name is:
 My phone number is:
 My address is:




If you are with a **host family** please tell us in your email and we will prepare your documents using the Atlas residence address

Take with you to the appointment - hardcopy:

1. **Student Letter**
2. **Booking Form**
3. **Enrolment Letter**
4. **Bank Letter**
5. **Passport**
6. **Proof of Irish Address** (*Medical Insurance/ Endorsement Letter)



Before your appointment, please check your documents:

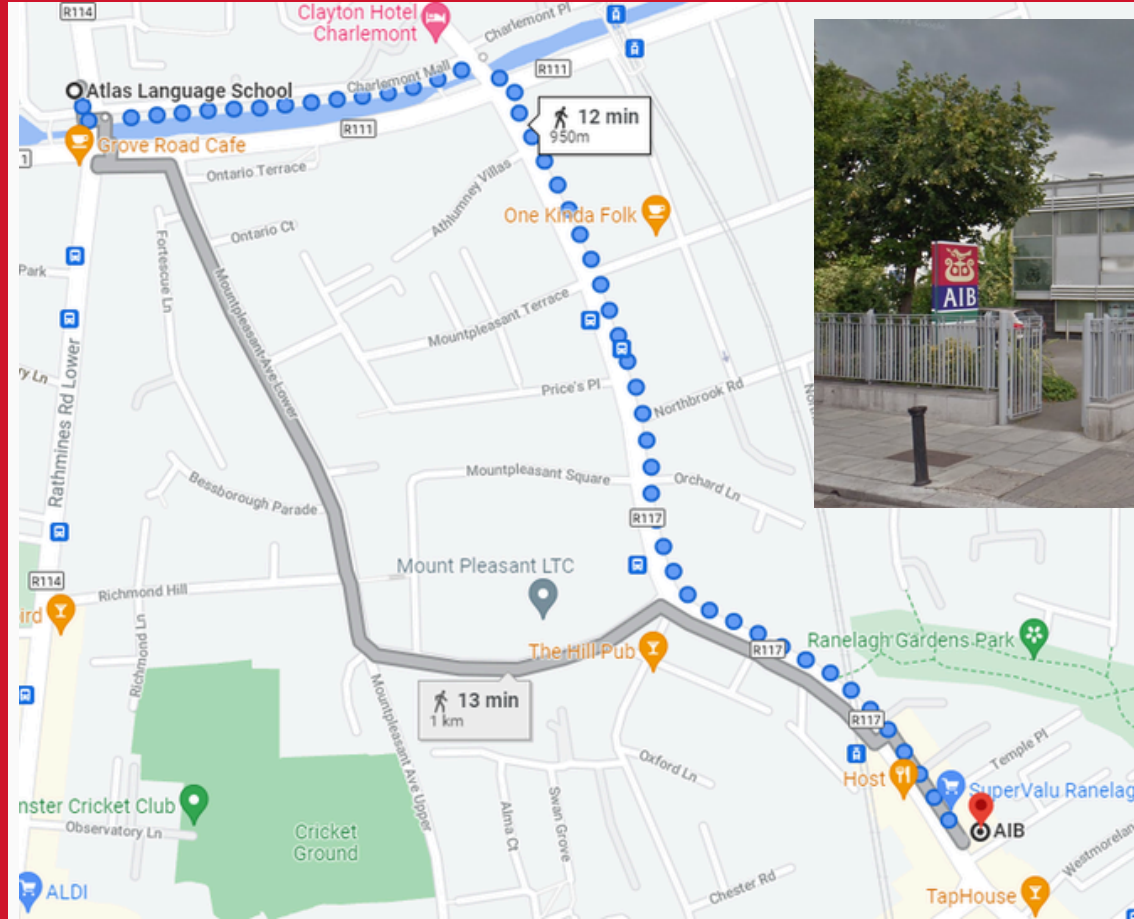
- The **address** in your insurance policy and in the student letter is the same.
- Your name is your **full name as in your passport**.

It is not recommended to keep large amounts of cash on hand - if you do, always keep it on your person, **never leave cash unattended.*

Where is the bank?



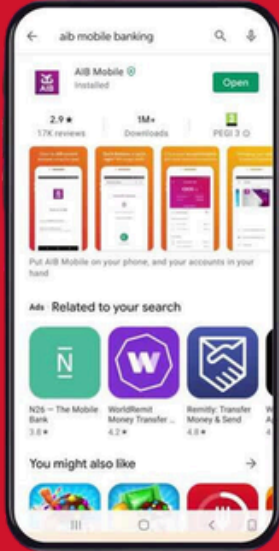
**AIB BANK,
40-42
Ranelagh,
Dublin 6,
D06VY58**



Waiting for a bank appointment made with Atlas can take up to 3 weeks

Don't want to wait? You always have the option to take your documents and go to the bank to get an appointment yourself. If you do this - make sure you cancel your appointment with school.

Irish bank account



The account opening process takes 10 - 15 minutes

You will receive your bank account details:

- Account number & IBAN
- Online Registration Number
- Download the AIB mobile banking app
- Create a (PAC) - 5 digit Personal Access Code



AIB will never ask for your bank details via text message or email - Beware of scammers seeking your info. Never give your card details or PIN code to anybody else.

Your **bank card** and a **4 digit PIN code** will be sent by post to your address stated in your medical insurance and bank letter.

- The PIN arrives first after 1 week
- The card arrives 2 days after the PIN arrives
- Activate your card by making a payment or withdrawing from an ATM using your PIN - after this you will be able to use apple-wallet and tap



We suggest you to wait until you have received both the card and the PIN number before you lodge your money

Successful Visa Applicants

You will receive:

- (1) Stamp 2 in your passport**
- (2) Irish Residence Permit (IRP) card**

You will need to provide an address for immigration to post your IRP card to, if you do not have an address (i.e. homestay accommodation or changing residence) you can use the school address and the reception team will email you when it arrives.

After your appointment your IRP card will be sent to you by post within **10 working days**.



ATT: YOUR NAME
Atlas Language School,
Portobello House, 34A
South Richmond Street,
Dublin 2, D02YH79



Unsuccessful application

Issue with your documents?
 They will give you a return appointment - speak with a front of house officer at school reception and they will make corrections on documents if necessary.
 Any other issues while at the appointment call the school
 +353 1 478 2845

How to get your student visa: REVIEW



You can print your documents for free and get them checked with front of house officers at school reception



Create an ISD account to book your appointment
Receive your confirmation email with date/time



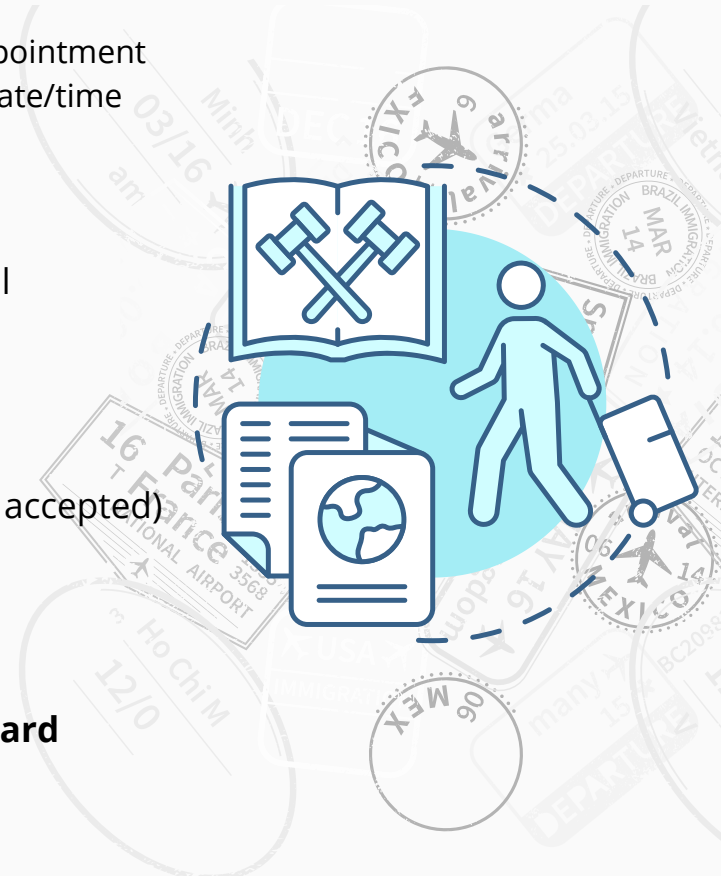
Prepare your documents to bring:

1. Valid Passport
2. Appointment confirmation email
3. Atlas Student Letter
4. Medical Insurance
5. Proof of funds (€6,665)
6. Bank card to pay (€300, no cash accepted)



You will be issued:

- **Stamp in your passport**
- **Irish Residence Permit (IRP) card**

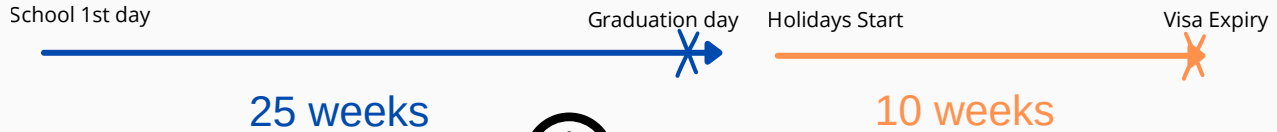


Holiday Policy

35 weeks / 8 months

If you are registered to study for 25 weeks, you normally take 10 weeks holidays **AFTER** you complete the course of study.

25 weeks of course
10 weeks of holiday



This is recommended as the best option for you!

33 weeks of course
2 weeks of holiday



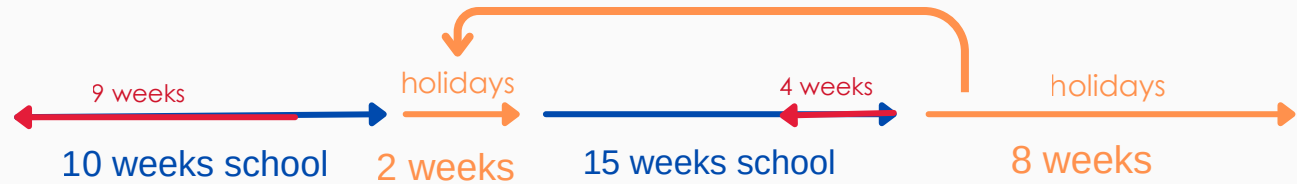
35 weeks of course
0 holidays



Mid-course holidays

It is possible to take holidays mid-course but you need to request your holidays in **advance** and receive a confirmation from Atlas.

example 25w+10w:



Holiday Rules:

- Holiday **requests** must be emailed minimum of **1 week prior** to the time off - requests made after 5pm the Friday before the week/s holiday will not be granted.
- Holidays can be taken for **full weeks, Monday to Friday, ONLY** - requests of 4 or less days will not be granted.
- Holidays are not permitted in the **first 9 weeks** of your course.
- Holidays are not permitted in the **final 4 weeks** of your course.
- You can only take **1 week** of holidays **for every 3 weeks of classes** you complete.



Email your holiday request to:

info@atlaslanguageschool.com

New Message

Hi Atlas,

My name is:

I want to request holidays
 from DAY/MONTH to
 DAY/MONTH

Thanks!

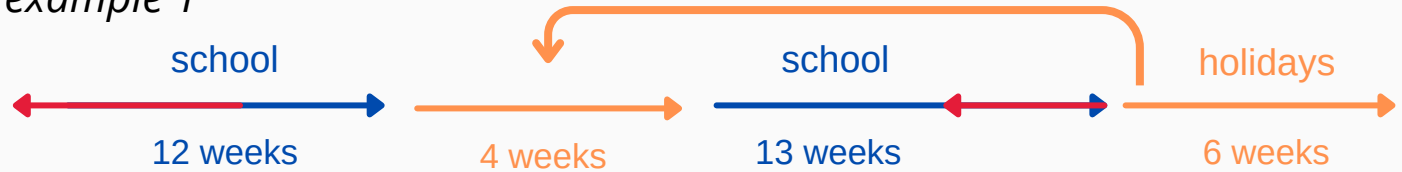
Mid-course holiday examples:



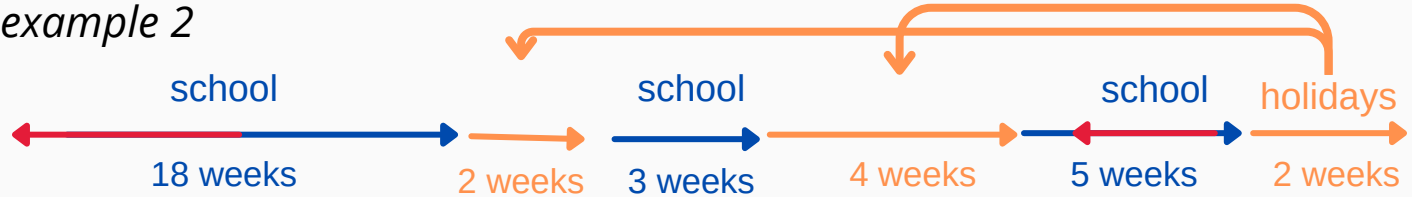
Do NOT book flights/accommodation for holidays until you receive confirmation from Atlas through email.



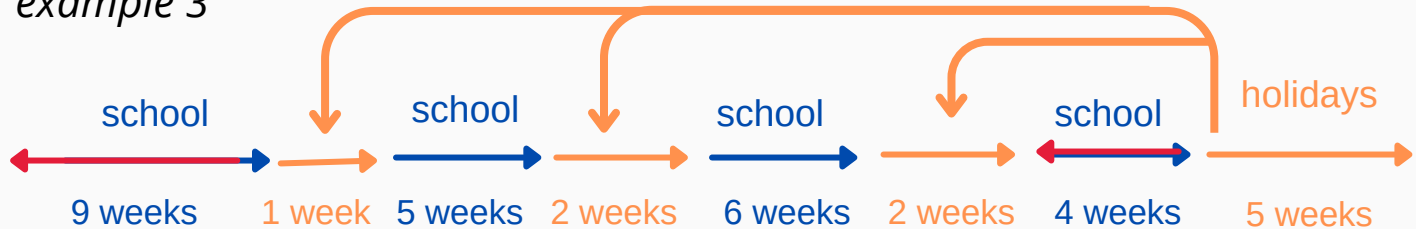
example 1



example 2



example 3



Attendance



Need a doctor?

Ask at the school reception
or email

info@atlaslanguageschool.com
and the front of house officers
can provide contacts and/or help
you make an appointment

You must maintain an attendance of at least 85%

- Attendance is taken at the start of every class - if you are late or leave early you will be marked absent.
- You can be excused for official immigration, bank or PPSN appointments.
- Absence related to employment cannot be excused (e.g. job interview, change of shifts etc.)
- **Your attendance is reported to immigration on a weekly basis.**
- If you miss one full week of class, or more than 50% of classes over 2 weeks, you will be removed from the register and may not return to class until you meet a member of Academic Management

You can find out your attendance percentage during your course by checking the Atlas app or by emailing info@atlaslanguageschool.com

Absence due to illness:

It is normal that during your 8 month stay in Ireland you may at some point become ill. To protect your classmates, teachers and school staff please

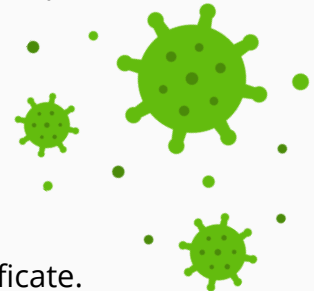
- **Wear a mask in class**
- **Sanitise & wash your hands regularly**
- **Stay home**

You may be excused from classes due to illness.

You must email on the day of the absence to request the excuse.

If you are ill 3 days or more you will need to provide a doctors certificate.

Speak to us if you need bereavement leave. We are sympathetic in such situations



End of course exam



TRINITY
COLLEGE LONDON

CAMBRIDGE
English

As a condition of your student visa, you **must** sit an exam at the end of your course. Atlas is an exam centre for Trinity College London exams and Cambridge exams, and you will be assigned one of these exams **depending on the level of your English when your course begins**.

Your exam is provisionally assigned in the first week of your course, but can be easily changed on consultation with the Course & Exams Manager or at the **Exams Tutorial** (on the next slide), if you reach the required level of English. Changing class or level does not automatically change your exam.

As you approach the end of your course, please regularly check your inbox for emails about your exam. **You may not be able to renew your visa if you do not take an exam.**

exams@atlaslanguageschool.com



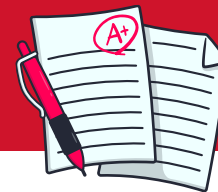
Tim

Course & Exams Manager



Exams Office,
second floor

Mid-course exams tutorial



TRINITY
COLLEGE LONDON

 **CAMBRIDGE**
English

As you know, AY students are **assigned a *provisional* exam** in **week 1**

In week 10 of the course, AY students will be invited to an
Exams Tutorial with their teachers.

The teacher will tell you what your ***provisional* exam** is scheduled to be.

At this point, it will be possible to change your exam
to an **alternative exam and/or date**.

If you are absent, the tutorial will be rearranged for the following week.

Our Access, Transfer, and Progression policy and our Academic Integrity policy
are available on the [Atlas website](#)

Speak to the Course & Exams Manager if you are interested in taking the IELTS
exam at the end of your course, of if you would like information on the **English
language entry requirements of Irish universities**

IELTS[™]
English for International Opportunity

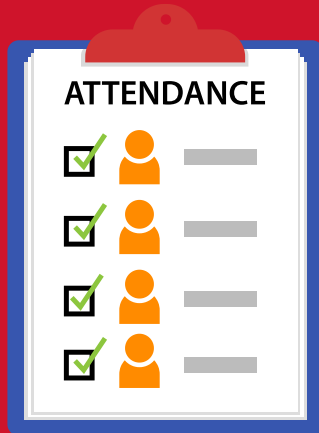


Exam Registration and Attendance Monitoring Consent



Please submit the below **online consent form** to confirm that you have read and understood the Attendance and Exams requirements;

- You must maintain a minimum of **85%** attendance
- Your attendance is monitored and reported to immigration each week
- The atlas exam manager will schedule your end-of-course exit exam based on your level of English (Trinity or Cambridge)



Scan with the
 camera on
 your phone



Academic integrity, and the use of AI



The Core Values of Academic Integrity at Atlas

Honesty - being truthful in all aspects of learning and assessment.

Fairness - acting in ways that are just and impartial.

Respect - acknowledging the work, ideas, and contributions of others.

Responsibility - taking ownership of one's learning and behaviour.

Trust - building confidence between students and teachers through ethical conduct

The full policy is available on the Atlas website, as is the **Atlas AI policy**, which outlines our approach to the use of Artificial Intelligence for teaching, learning and admin services in the Atlas group of schools.



Getting a job in Dublin



PPSN

Personal Public Service Number you must have a signed job offer from your employer confirming when your job started. This letter should be on **company headed paper** with the **employer's contact details** and **employer/company registered number**. You do not need a PPS Number to look for work or for an employer to make an offer of employment.

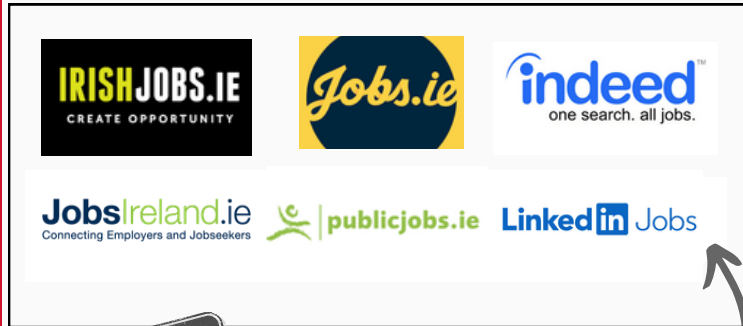
You will need a MyGovID account to apply for a PPSN.



You can print your CV with front of house officers at school reception by emailing your PDF to info@atlaslanguageschool.com
 Cash only
 5c B/W / 10c Colour

On your Student Visa:

- You can work **maximum 20 hours per week** during term time
- 40 hours per week during holidays (summer & winter).



Check out these job websites in Ireland and the jobs noticeboard on the basement level of the school.

Print out your CVs and walk around the city looking for 'we're hiring' signs in the business windows

JOB CLUB

JOIN US EVERY

MONDAY

1.30pm to 3.00pm

for AM students

Classroom 204
(second floor)

TUESDAY

5.15pm to 6.15pm

for PM students

Library
(second floor)



All sessions are followed by a CV Advice and Correction Clinic. We'll help you make your CV look better for Irish employers.

There are 4 Job Shop sessions, a different one each week:

1. How to Write a Good CV
2. How to Write a Good Cover Letter
3. Preparing for Interviews
4. Finding a Job in Dublin (including PPS number and tax information)



Still have questions?

Contact us at
admissions@atlaslanguageschool.com