



**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. Those decisions will be made no later than 15 May for enrolment the following Semester (First Semester / Autumn Term), and no later than 15 November 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;
- 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.

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. Immigration¹

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 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 equal to 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 at the local police station for the application of a Stamp 2 Visa. At their designated appointment, learners will present the same documents at the same police 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. 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

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).

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. 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 course, 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.

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. Failure to do so may cause for dismissal from the programme. As Lennon House is shared accommodation, learners are expected to be mindful and respectful of their fellow residents.

6. Personal Conduct

As a guest in Ireland, Programme learners are responsible for conforming to all applicable Irish laws, and rules and policies of Carlow College. Be aware that you are also under any code of conduct determined by your home institution or study abroad provider. Learners must conduct themselves in an appropriate manner at all times. Inappropriate behaviour may be cause for dismissal from the Programme. In the case of conflict between the codes of conduct and policies of home institution / study abroad provider and host institution, that of the host institution will take precedence.

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. Legal Problems

Carlow College is excused of liability for those circumstances outside of the control or responsibility of the College (e.g. arising from the learners' own acts or omissions). The learner is responsible for all legal problems encountered in Ireland. Carlow College will endeavour to assist learners but does not guarantee assistance of any kind can be provided.

11. 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.

12. Dismissal Policy

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. Due to the short-term nature of the Programme, learners may either be subject to investigation in the usual way under College policies or in serious cases, Carlow College reserves the right to instigate the Dismissal Procedure described below.

Carlow College, in communication with learners' home institution or study abroad provider, Carlow College reserves the right to terminate participation of learners in the Programme for infractions which include, but are not limited to:

- a) violation of Conditions set out in this document;
- 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 Carlow College to be disruptive to the learner or incompatible with the interest or welfare of others or the reputation of the programme;
- g) non-adherence to the rules and policies which apply generally to learners attending Carlow College.

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.

13. Dismissal Procedures

Dismissal from the programme will take the following form:

- a) the International Officer of Carlow College identifies violation of any rule or condition;
- b) the International Officer of Carlow College discusses the violation with the learner and a course of action is agreed upon. This information is sent to the

learner's home institution or study abroad provider through which the learner applied;

- 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 of Carlow College for immediate dismissal.



**CARLOW
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ST. PATRICK'S

FOR OFFICE USE

Application number: _____

U.S. Semester Study Abroad Application Form

Please review the Admission Guidelines for U.S. Semester Study Abroad Learners (p. 10) prior to completing this 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> :	
Home (Permanent) Address:	
Male/Female <i>(please circle)</i>	Nationality:
E-mail Address to be Used for Correspondence:	
Contact Phone Number:	
Next-of-Kin <i>(Please detail the contact details of the person who should be contacted in the event of an emergency. Please tell the designated Next-of-Kin that their details have been provided.)</i>	
Name:	
Relationship to You:	
Contact Phone Number:	
E-Mail Address to be Used for Correspondence:	

Section 2 – Undergraduate Institution(s)

Certified copies of your third-level academic transcripts should be attached to application

Name of Institution:	
Stage of Studies:	Major:
Name of Institution:	
Stage of Studies:	Major:

Section 3 – Programme Information and Course Selection

Academic Year:	20___ / ___ (e.g. 2017/2018)
Semester:	___ Autumn ___ Spring
<p>At Carlow College, St. Patrick's, all U.S. Semester Study Abroad 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 will transfer back to their academic programme of study in the United States.</p> <p>You must receive pre-approval from your home institution or provider for all ten of the courses listed before starting your semester at Carlow College. On arrival at Carlow College you will chose, at minimum, four courses from your pre-approved list.</p> <p>Please note: the availability of courses is subject to timetabling constraints.</p>	
Carlow College Course Title	Articulation Code at Home Institution or Provider
Irish Experience (Mandatory)	

Section 4 – English Language Competency

English as a first language (<i>please circle</i>): Yes / No
IELTS Score (<i>if answered 'No' above</i>):
Other (<i>give details</i>):
<p>If 'No', please review the <i>English Language Requirements for Admissions to Carlow College, St. Patrick's</i> and provide the necessary paperwork. This document can be found at: http://www.carlowcollege.ie/Portals/0/Admissions/EnglishLanguageEntryRequirementsforAdmissiontoCarlowCollegeStPatrick's.pdf.</p>

Section 5 – Home Institution or Provider Details

Name of Home Institution or Provider:	
Name and Postal Address of Officer or Coordinator to whom transcripts should be sent to upon completion of your studies at Carlow College, St. Patrick's:	
E-Mail Address of Officer or Coordinator to whom electronic transcripts should be sent to upon completion of your studies at Carlow College, St. Patrick's:	

Personal Disclosures

Section 1 – Supports for a Disability or Learning Difference Disclosure

<p>Do you have a disability or any learning difference(s) you wish to disclose (<i>please circle</i>):</p> <p>Yes / No</p> <p><u>If you answer 'yes', please see the section below 'Consent for Processing Personal Data'.</u></p>
<p>If 'Yes', please complete the Carlow College Evidence of Disability Form found at: http://www.carlowcollege.ie/Portals/0/International/Evidence%20of%20Disability%20Form%202017.pdf?ver=2017-03-24-103737-450. This will help us to plan supports for your disclosed disability or learning differences prior to your arrival.</p>

Section 2 – Medical Condition Disclosure

<p>Do you have any medical condition(s) you wish to disclose (<i>please circle</i>): Yes / No</p> <p><u>If you answer 'yes', please see the section below 'Consent for Processing Personal Data'.</u></p>
<p>If 'Yes', please describe the condition(s) and indicate the types of supports which you typically require. This will help us to plan supports for your condition(s) prior to your arrival:</p>

CONSENT FOR PROCESSING PERSONAL DATA

If you have provided us with information about a medical condition, learning difference or disability, we must have your explicit consent before we can use it. Please consider the following statements and tick the boxes if you agree that we can use your personal data for the purposes outlined:

I consent to the processing of my medical information in order to assess the need for and provide supports to me. I understand that both Carlow College, St. Patrick's and my home institution / study abroad provider have access to this data.

Please tick the box if you consent

I consent to the processing of my disability / learning difference information in order to assess the need for and provide supports to me. I understand that both Carlow College, St. Patrick's and my home institution / study abroad provider have access to this data.

Please tick the box if you consent

You may grant, refuse or withdraw your consent at any time. Withdrawal of consent does not affect the lawfulness of processing before its withdrawal. If you wish to withdraw any consent you have given, please send an email to intloffice@carlowcollege.ie.

Application Declaration

I certify that the details given in this application and the associated documents are true to the best of my knowledge and belief.

I have read and understand the *Conditions of the U.S. Semester Study Abroad Programme, Carlow College, St. Patrick's* and agree to be bound by them. I understand that non-adherence to the conditions may result in the termination of my participation in the Study Abroad Programme.

Signed: _____ **Date:** _____

Completed forms should be processed through the International Office at your home institution or study abroad provider.

FOR OFFICE USE

YEAR OF ENTRY: _____

SIGNED: _____

International Officer

DATE: __/__/____

Admission Guidelines for U.S. Semester Study Abroad Learners



Since 2003, Carlow College, St Patrick's (hereafter Carlow College) has developed educational cooperation agreements with many institutions of higher learning in the United States. The purpose of these agreements is to enhance educational experiences and the cultural understanding of learners and faculty members at both Carlow College and affiliated institutions. The operational purpose of these agreements is to manage the process of application, exchange² and result transfer. Carlow College is committed to ensuring that applicants are subject to the terms and conditions agreed upon between Carlow College and affiliated institutions. To further this end, all applications are to be processed through the home institution or study abroad provider's³ international officer.

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 or study abroad provider, Carlow College shall have the final authority on admission decisions, and those decisions will be communicated no later than two working weeks from receipt of application.⁴ 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 gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community. The International Officer of Carlow College is the final arbitrator regarding admission decisions pertaining to our U.S. Semester Study Abroad Programme.

Application and Admission

3. Section 1 – Personal Details

As part of completing Section 1, learners must submit, as part of their application form, a photocopy of the applicant's passport page. This is the only form of personal identity that is accepted.

4. Section 2 – Undergraduate Institution(s)

To be considered for studying abroad at Carlow College, all applicants must have:

- completed at least twelve credit hours at a third-level 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;

² In this context, the term 'exchange' refers to the activities and events while a learner is studying at Carlow College as part of our study abroad programme.

³ The only study abroad provider that Carlow College is currently affiliated with is the Illinois Consortium for International Studies and Programs (ICISP).

⁴ Applications deadlines are 15 October (Spring Term) and 15 May (Autumn Term).

- 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 registered learner at an institution or study abroad provider that is affiliated with Carlow College.

To provide evidence of these academic achievements, all applicants for the U.S. Semester Study Abroad Programme at Carlow College must submit certified copies of their third-level academic transcripts as part of their application form.

5. Section 3 – Programme Information and Course Selection

Although U.S. Semester Study Abroad learners take courses across many different programmes, they 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 that their chosen courses will transfer back to their academic programme of study in the United States. You must receive pre-approval from your home institution or provider for all ten of the courses listed before starting your semester at Carlow College. The Irish Experience course (including its field trips) is mandatory for all U.S. Semester Study Abroad learners. On arrival at Carlow College you will choose, at minimum, four courses from your pre-approved list.

The Carlow College academic timetable may not be completed by the application deadlines for visiting U.S. Semester Study Abroad learners. As such, the availability of courses is subject to timetabling constraints.

6. Section 4 – English Language Competency

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

<http://www.carlowcollege.ie/Portals/0/Admissions/EnglishLanguageEntryRequirementsforAdmissiontoCarlowCollegeStPatrick's.pdf>.

This paperwork must be submitted as part of the U.S. Semester Study Abroad Application Form.

7. Section 5 – Home Institution or Provider Details

At the conclusion of their studies, academic transcripts will be sent to the person and address provided on the application form. As per our affiliation agreements, Carlow College cannot guarantee transcripts before four working weeks after the completion of the academic examinations boards for their semester of study. Typically, this is within four weeks of your final assessments.

PERSONAL DISCLOSURES

8. Section 1 – Supports for a Disability or Learning Difference Disclosure

Carlow College welcomes applications from learners with disabilities or additional learning support needs. As such, Carlow College is committed to making reasonable

adjustments to ensure that academic opportunities are available to all appropriately qualified applicants, irrespective of disability or additional learning support needs.

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.

If you wish to provide us with information about a learning difference or disability, please complete the *Carlow College Evidence of Disability Form* available at:

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

The information provided on this form will be processed by the International Office and shared with the Academic Resource Office, home institution / study abroad provider for the purposes of arranging reasonable academic accommodations and supports. The Academic Resource Office will assess learner needs and will communicate and agree with the learner, what reasonable academic accommodations and supports for disclosed disability or learning differences are available at Carlow College. This information will be made available to, and agreed with, the learner prior to the learner travelling to commence their studies at Carlow College.

While every attempt is made to provide reasonable academic accommodation for learners with physical disabilities or impaired mobility, Carlow College is a protected structure with limits imposed on the structural modifications that can be made.⁵ As all areas cannot be universally accessed, applicants with restricted mobility are strongly advised to contact the International Office to explore the College's suitability for their individual learning needs.

EU, Visiting or International learners do not qualify for supports through the Irish HEA 'Fund for Students with Disabilities', and are advised to consult the Disability Service in their home institution or study abroad provider in advance of applying for admission. Please note that reasonable accommodations for semester study abroad learners that apply in their home institutions may not be applicable in Carlow College.

9. Section 2 – Medical Condition Disclosure

Carlow College appreciates any information that applicants may provide to enable us to better prepare for their study abroad experience. Please note any information provided by applicants may be shared with Carlow College staff (e.g. accommodations or field-trip) leads to enable appropriate support arrangements to be put in place.

CONSENT FOR PROCESSING PERSONAL DATA

All learners that provide us with information about a medical condition, learning difference or disability, must provide us with their explicit consent before we can use it. we must have your explicit consent before we can use it.

⁵ A listed building is a structure that a planning authority considers to be of special interest from an architectural, historical, archaeological, artistic, cultural, scientific, social or technical point of view (*Planning and Development Act, 2000*).

If you agree that we can use your personal data for the purposes outlined in the section titled 'Personal Disclosures', please note that you may grant, refuse or withdraw your consent at any time. Withdrawal of consent does not affect the lawfulness of processing before its withdrawal. If you wish to withdraw any consent you have given, please send an email to intloffice@carlowcollege.ie.

10. Application Declaration

Please read this section and the following documents carefully before applying to the U.S. Semester Study Abroad Programme at Carlow College: the *Conditions of the Study Abroad Programme, Carlow College, St. Patrick's*. Learners are also encouraged to read all policies related to data protection: <http://www.carlowcollege.ie/About-the-College/Presidents-Office/Data-Protection>.

11. Complete Application

An application is considered complete when it includes:

- a completed Carlow College, St. Patrick's U.S. Semester Study Abroad Application Form;
- a copy of your passport page showing your photograph and personal details
- certified copies of transcripts from current institution of study;
- if your first language is not English, attach evidence of proficiency in English (IELTS Score or equivalent);
- if you have elected to provide evidence of a disability or learning difference, a completed *Carlow College Evidence of Disability Form*.

Notes:

1. The deadline for receipt of applications is 15 May (Autumn Term) and 15 November (Spring Term).
2. All semester study abroad learners 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 learners' academic studies. As such, visas do not permit learners 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 or study abroad provider.