

Ollscoil Mhá Nuad

Maynooth University



Maynooth University

International Office Incoming Student Exchange Handbook

ALL INFORMATION CONTAINED WITHIN THIS HANDBOOK IS FOR GUIDANCE ONLY.
IT IS NEITHER EXHAUSTIVE NOR LEGALLY ENFORCEABLE.

ALL INFORMATION IS CORRECT AS OF 15/07/2025.

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Introduction

Considering coming to Maynooth University for your exchange studies? Has your home university nominated you? Have you applied? Already been accepted? Regardless of what stage in the process you're at, you probably have a lot of questions now. Probably about things like how and where to find accommodation, what classes/courses are available to you, registering for said classes/courses, what to expect upon arrival in Ireland, how to make friends, finding additional supports, etc. This handbook is designed to answer as many of your questions as possible and help you to prepare the very best you can for your exchange studies at Maynooth.

The First Steps

If you are planning on coming to Maynooth University, there are a few initial steps that you need to consider. Please note that there are **two types of exchange programme** at Maynooth University: the **Erasmus+ Programme** for students within the European Union, and the **Non-EU Exchange Programme** for students coming from overseas.

Nomination to Maynooth University

You will need to be first nominated by your home university before you can be eligible to apply for one of our exchange programmes. Your home university must already have an Erasmus Agreement or an exchange agreement with Maynooth University.

- **Our nomination deadlines (for both programmes) are as follows:**

Full Year and Semester One/Fall Term	1st May 2025
Semester Two/Spring Term	1st October 2025

- **Late nominations are not accepted.**

Applying to Maynooth University

When we have received and reviewed the nomination from your home university, we will email you directly with the link to our application form for your respective exchange programme. There are a number of things that you must consider before completing the application form:

Our application deadlines (for both programmes) are as follows:

Full Year and Semester One/Fall Term	31st May 2025
Semester Two/Spring Term	31st October 2025

- **Late applications will not be accepted**, so please ensure that you submit your application on or before the deadline.
- **It is your responsibility to ensure that the application form is filled out correctly.**

- **Do not submit duplicate applications.**
- Please ensure that you have **a valid email address** and that it is one you **check regularly**, as this will be the way in which we will contact you and send your further information.
- Please ensure that you **select the appropriate mobility/exchange period** when filling out the application form. Failure to do so will impact your registration and the release of your grades at the end of your studies.
- You will receive an email to confirm that we have received your application. You will also be required to send your **proof of identity** to incoming.exchange@mu.ie as part of your application. For more information on this, please consult the **green box on page 5**.
- If you experience any issues when filling out the application form, please contact incoming.exchange@mu.ie.
- ***PLEASE ENSURE THAT YOU CAN RECEIVE OUR EMAILS:***
 - Please save incoming.exchange@mu.ie to your **'Safe Senders'** list.
 - Please make sure that your inbox is **not too full**.
 - Check your inbox regularly, including your **spam/junk folder**.
 - If you suspect that you are not receiving emails from us, please contact incoming.exchange@mu.ie as soon as possible **BEFORE** the deadline.

Submitting Valid Photo ID as Part of Your Application

- You will also be required to send your **photo ID** to incoming.exchange@mu.ie as part of your application. ***This is so we can confirm your identity for our records.*** Proof of your identity can be a valid:
 - Passport
 - Driving Licence
 - National ID Card (for EU/EEA/Swiss citizens)
- The following formats are accepted:
 - .jpg/.jpeg
 - .png
 - .pdf
- .HEIC files are **not** accepted.
- Selfies are **not a form of photo ID as they cannot be used to verify your identity.**

Acceptance to Maynooth University

What you should receive upon being accepted to Maynooth University:

- **Erasmus/Arqus/Harting scholar:** An acceptance email.
- **Non-EU:** A Letter of Acceptance and “Next Steps” email.
- **Erasmus/Arqus students who are non-EU citizens:** A Letter of Acceptance in addition to their acceptance email.
- A link to join the **Goin’ App** – get to know other exchange students coming to Maynooth before you arrive!

Goin' App

Want to know who else is coming to Maynooth on exchange? Interested in meeting people before you arrive? If your answer to both of these questions is 'yes', then the Goin' App is for you!

Goin' is a social media platform specifically designed for both Full Degree and Visiting International students and plays a significant role in enhancing your international experience right from the beginning. We know that travelling to a new country to study can cause a little bit of anxiety for some students. With Goin' you can meet other students with similar interests and make friends before you arrive at Maynooth, giving you a sense of familiarity and community all while easing those anxious worries associated with doing something new. Send friend requests and join various Group Chats according to your interests (food, books, sports, art, music and lots more!) and dive into your mobility experience well ahead of September!

A link to join the Goin' App will be shared with you in your acceptance letter/email.

Online General Information Sessions:

You will also be invited by email to attend **online General Information Sessions**.

You only need to **attend one session**, as all sessions will cover the same information – please attend at a time that best suits your schedule.

For students accepted in June for the September intake:

- **Monday, 9th June:**
- **4:00pm (Irish Time)**
- **Tuesday, 10th June:**
- **11:00am (Irish Time)**
- **Wednesday, 11th June:**
- **3:00pm (Irish Time)**

For students accepted in November for the January intake:

- **Dates and times TBC.**

Extension Requests

Please note that students who were nominated for only Semester One cannot be re-nominated for Semester Two.

ERASMUS

Extension requests must be sent via email to incoming.exchange@mu.ie by no later than **31st October 2025**. Any requests made after this deadline will not be considered. Requests must come from the Partner University directly and are subject to availability of places as set out in our Agreements. Requests from students will not be considered.

NON-EU

Extension requests must be sent via email to incoming.exchange@mu.ie by no later than **31st October 2025**. Any requests made after this deadline will not be considered. Requests must come from the Partner University directly and are subject to exchange balances. Requests from students will not be considered.

Requests to Shorten Your Exchange Period/Mobility

If you need to shorten your exchange period/mobility, please notify both your home university and the MU International Office as soon as possible. We may also reach out to your home university to verify your situation before completing any paperwork relating to your departure.

Requests to Defer from First Semester (Fall Term) to Second Semester (Spring Term)

If you initially planned to study at Maynooth for the First Semester/Fall Term, but now wish to defer to the Second Semester/Spring Term, please notify both your home university and the MU International Office as soon as possible. We can then amend your records. Your home university does not need to submit another nomination if you choose to defer.

Accommodation

Please note that there is **no on-campus accommodation available** and so you should be prepared to live off-campus instead.

Our [MU Student Services](#) deliver webinars to advise students on how best to search for off-campus accommodation. You will receive an email invitation to attend these webinars **approximately three months prior to your arrival in Ireland**. You need only attend one webinar, as all webinars will cover the same content. You have the option to attend the one that best suits your schedule. You will also receive **guest login details** for the Studentpad portal **after the webinars have taken place**.

About Maynooth Studentpad:

- [Maynooth Studentpad](#) is the off-campus accommodation service that is offered by our Student Services. There are some houses/apartments available on Studentpad, but the majority of properties on the site would be a room in a family home (what we refer to in Ireland as "Digs"). Most properties advertised are in Maynooth, or other towns that are within a short commuting distance to Maynooth, such as [Kilcock](#), [Celbridge](#), [Leixlip](#), [Lucan](#), [Clane](#), [Rathcoffey](#), [Enfield](#), [Clonsilla](#) and [Castleknock](#).
- General costs can be found on the Studentpad platform, in the [FactFinder](#) section of the site. There are three tables on the FactFinder: Area Statistics, which gives a very general overview of rent prices in the different areas; Prices including utilities; and Prices excluding utilities.
- Students may be able to live together, but this would depend on the type of accommodation available (house, apartment, room in a family home, etc.) and the arrangements would have to be agreed between the student(s) and the landlord.
- All accommodation is generally furnished and bed linen provided. Student Services also provide information sessions for landlords, so they are made aware of the types of students that will be seeking accommodation and what their needs would be when looking (Domestic student, International student, etc.).
- **Landlords and properties are not vetted by Maynooth University** - the Studentpad platform is offered in good faith to both the landlords and the students. Student Services review all the advertisements before they are

uploaded to Studentpad, but students are still advised to be mindful when using the site.

Maynooth Studentpad Disclaimer:

Please note that Maynooth University offers Maynooth Studentpad site in good faith and is intended for general information purposes and should not be relied upon as the basis for making any decision. It is offered as a courtesy to both students and local landlords. Please be aware that the properties have not been inspected by the University and the University does not carry out Garda Vetting on prospective landlords. You should note, we do not retain information on the performance of these accommodations year to year.

Studentpad for September 2025 (Fall) Intake:

Studentpad will open for the **September/Fall Term intake** on **17th June at 2:30PM (Irish Time)**. Students will be invited to attend online info-sessions with our Studentpad Team prior to this. All students will receive an invitation by email to attend the sessions.

Online info-sessions will take place on the following dates/times:

- **Thursday, 12th June:**
 - **9AM (Irish Time) and 3:30PM (Irish Time)**
- **Friday, 13th June:**
 - **9AM (Irish Time) and 3:30PM (Irish Time)**
- **Monday, 16th June (Q&A Sessions):**
 - **9AM (Irish Time) and 3:30PM (Irish Time)**

Sessions will cover how to use the portal, as well as tips on how best to search for accommodation, the types of accommodation available and public transport options.

Students will receive **guest login details for the portal after the sessions have taken place**. Students need only attend one session as all sessions cover the same information. Students can attend a Q&A session if they have any questions prior to their accommodation search.

Studentpad for January 2026 (Spring) Intake:

Studentpad will open for the **January/Spring Intake** on **17th November at 2:30PM (Irish Time)**. Students will be invited to attend online info-sessions with our Studentpad Team prior to this. All students will receive an invitation by email to attend the sessions.

Online info-sessions will take place on the following dates/times:

- **Thursday 13th November:**
 - **9AM and 3:30PM (Irish Time)**
- **Friday 14th November**
 - **9AM and 3:30PM (Irish Time)**
- **Monday 17th November (Q&A Sessions)**
 - **9AM and 3:30PM (Irish Time)**

Sessions will cover how to use the portal, as well as tips on how best to search for accommodation, the types of accommodation available and public transport options.

Students will receive **guest login details for the portal after the sessions have taken place**. Students need only attend one session as all sessions cover the same information. Students can attend a Q&A session if they have any questions prior to their accommodation search.

Students can also find some useful information on the Maynooth Studentpad section of our website:

- [Travelling by bus to Maynooth University](#)
- [Travelling by train: Ireland rail travel information - Iarnród Éireann - Irish Rail](#)
- [Maynooth University General Transport Guide](#) (This guide is also very useful for discovering surrounding towns to stay in during your time at Maynooth.)
- [Your Journey Starts Here | Transport for Ireland](#)
- [Leap Card for Public Transport Discounted Fares](#)
- [Accommodation Checklist](#)
- [Household Costs & Key Questions](#)

There are some other websites that you can consult in your search for off-campus accommodation. However, it is important to note that ***Maynooth University is NOT affiliated with any of these sites:***

- daft.ie
- rent.ie
- myhome.ie
- property.ie
- homestay.com
- collegecribs.ie
- hostelworld.com
- hazelwoodstudentvillage.com
- gsv.ie
- amberstudent.com
- shanowensquare.com
- shanowenhall.com
- hostingpower.ie
- studentmaynoothaccommodation.ie
- uniplaces.com
- erasmusplay.com
- thedukemaynooth.com

Immigration

Some students may require a visa to enter Ireland. If you are unsure of whether you require a visa or not, please check the Irish Immigration website [here](#).

If you do require a visa, please note the following:

- **Letters of Acceptance** can be used as supporting documentation for visa applications.
- Please be prepared to wait **approximately 3 months** for a decision to be made on your visa application.
- Please be advised that **Maynooth University cannot intervene on your behalf** if you experience issues applying for a visa, e.g. lengthy processing times.

Students who are coming from *outside* the EEA / EU / Switzerland will need to register with Irish Immigration and obtain an Irish Residency Permit (IRP) Card. This process happens **after** you have arrived in Ireland. Please see our **immigration webpage** and the **official Irish Immigration website** for more information. **Note:** The cost of registration is €300.

IMPORTANT NOTE: Though Ireland is a member state of the European Union, it is not a member of the Schengen Area. Erasmus students who are non-EU citizens, but hold a residency permit for another EU country, will need a visa to enter Ireland, unless they are a citizen of a visa-waived country. They will also have to register with Irish Immigration and obtain an Irish Residency Permit Card.

Registering with Irish Immigration After You Have Arrived in Ireland

After you have arrived in Ireland, you will need to book an appointment to register your presence with Irish Immigration. You will need to set up an account through the Irish Immigration Customer Service Portal in order to book an appointment.

To set up an account you will be asked to provide the following:

- Your email address
- Your mobile/cell phone number
- Your passport

IMPORTANT NOTE: Do NOT set up an account overseas/before you arrive! If you lose access to your phone SIM card from your home country, you will lose access to your account.

Supporting Documentation for Your IRP Appointment

You will be required to provide certain documents at your appointment. More information about this can be found [here](#).

One of the documents you will be required to provide is a **letter to certify your registration** at Maynooth University. You can request this letter from the Student Records and Registration Office by completing the letter request form [here](#).

Immigration Permissions and Working in Ireland

- For **non-EU** citizens studying at Maynooth for the **Full Year** – can work up to 20hrs per semester; 40hrs during holidays, e.g. Christmas and Easter breaks.
- For **non-EU** citizens studying at Maynooth for **one semester only** – **cannot work!**
- **EEA / EU / Swiss citizens** – can work without restriction (within reason, of course - attendance at all your lectures, tutorials, labs, etc. is mandatory!).
- **Any students who are working, regardless of citizenship** - apply for a **PPSN** (Personal Public Service Number) to avoid paying Emergency Tax - [gov.ie](#) - [Get a Personal Public Service \(PPS\) Number](#).

Travelling to Northern Ireland

- Northern Ireland is part of the United Kingdom of Great Britain and Northern Ireland. Your Republic of Ireland immigration status or visa is **not** valid there.
- Immigration spot checks are undertaken by British authorities throughout Northern Ireland.
- You **must** check if you need to have a visa to visit Northern Ireland.
- British immigration information can be found at www.gov.uk.

Insurance

All incoming exchange students must have travel insurance which includes **repatriation** (assisted return to the home country in the case of serious injury or illness, or fatality). Students must be covered for the entire duration of their stay at Maynooth.

Erasmus students must also have private travel insurance. This is because the **European Health Insurance Card (EHIC)** does ***not include repatriation***.

It is the student's responsibility to ensure that they have obtained sufficient insurance.

Please note that we cannot advise or recommend any particular insurance company.

Available Modules

Our current list of modules (courses/classes) can be found [here](#). (Please note this listing may be subject to change.) Incoming exchange students are welcome to take modules from across all three of our Faculties (Arts & Humanities, Social Sciences, Science & Engineering). This offers choice and flexibility to you. Our courses are categorised in the following way:

Undergraduate / Bachelor Courses:

- Modules marked “1” are **First Year** modules, for example, PS150. First Year modules are suitable for students who have little or no prior knowledge of the subject area.
- Modules marked “2” are **Second Year** modules, for example, EN202.
- Modules marked “3” are **Third Year** modules, for example, HY305.
- Modules marked “4” are **Final Year** modules, for example, CS460.

Postgraduate / Master & PhD Courses:

- Modules marked “6” – “8” are **postgraduate modules**, for example AN693: **only postgraduate students can take these modules**. In most cases, Undergraduate students are **NOT** permitted to take postgraduate modules. However, this is at the discretion of the individual academic departments.
- Please also be aware that the optional **Certificate for Irish Cultural Heritage** is available in both the first semester and the second semester. Full Year Students also have the option to split the Certificate between the two semesters. Students may also take Irish Cultural Heritage modules separate from the full Certificate. Students can register for the Certificate through IMAS (please see “Registration Matters” for more information regarding IMAS).
- For more information on modules and module selection, please see the [Factsheet](#) and the [website](#).

- If you have any **academic queries**, e.g. questions in relation to modules at Maynooth University, please contact the [International Coordinator for the relevant department](#).
- The language of instruction is **English**, for more information on this, please consult the **yellow box below**.

The language of instruction is English. However, **no language proficiency certificate is required**. We instead accept a nomination from the home university as confirmation that a student has acquired appropriate proficiency. However, we do expect students to have a very good command of English in all four language skills of writing, reading, listening and speaking. **Please note that incoming students will be marked the same way as the domestic students, with no exceptions.**

IMPORTANT NOTES:

- The **maximum amount** of credits **per semester** is **35 ECTS**; 37.5 ECTS if taking a First-Year module.
- Students should familiarise themselves with their **home university requirements** before registering for modules.
- Students studying for one semester only **cannot** register for Year-Long modules.

Learning Agreements

Learning Agreements are generally specific to Erasmus students. However, there is a small number of non-EU exchange students who may require a similar type of document to be signed. Maynooth University is connected to the **Erasmus Without Paper (EWP) Dashboard** and can approve Online Learning Agreements (OLAs).

Learning Agreements are signed by the International Office, **not** the International Coordinators of the individual academic departments. The **Responsible Person** for Learning Agreements at Maynooth University is:

Name	Emma Ward
Position	Executive Assistant (Incoming Mobility)
Email	incoming.exchange@mu.ie

You may also include these details for the Administrative Contact Person if you are required to provide this information.

NOTE: There is **no deadline** for submitting your Learning Agreement to Maynooth. However, **your home university may have a deadline**, as your Learning Agreement is part of the necessary paperwork for processing your Erasmus grant.

IMPORTANT NOTES:

- The **maximum amount** of credits **per semester** is **35 ECTS**; 37.5 ECTS if taking a First-Year module.
- Students should familiarise themselves with their **home university requirements** before registering for modules.
- Students studying for one semester only **cannot** register for Year-Long modules.
- International Coordinators **do not sign** the Learning Agreements!

Registration Matters

There are 3 parts to the registration process at Maynooth:

1. Online Student Pre-Registration
2. Online Module Registration
3. In-Person Registration Verification

1. Online Student Pre-Registration

You will receive an email from the Maynooth University [Student Records and Registration Office](#) to complete your online pre-registration. **Note:** This email will contain your Maynooth University student number and login details for your MU student account.

IMPORTANT NOTE: If you are still waiting for a visa to be granted to you, please do not complete the online pre-registration form. You will be allowed to pre-register at a later date when your visa has been granted.

- **Full Year** and **Semester One** students will pre-register from **12th August**.
- **Semester Two** students will pre-register in **December (date TBC)**.

2. Online Module Registration

International Module Approval System (IMAS)

You will receive an email from the International Office to complete your online module selection. **Note:** This email will contain your IMAS-specific login details. Students will select modules through our International Module Approval System (IMAS). Our International Coordinators in the Academic Departments will then approve/disapprove students for their modules.

- **Semester One** students will select their modules in **August (planned dates: 14th – 20th August)**.
- **Semester Two** students will pre-register in **December/January (dates TBC)**.

- **Full Year** students will select their **First Semester** and **Year-Long modules** in **August** and select their **Second Semester modules** in **December/January** (dates TBC).

IMPORTANT NOTES:

- Students will be required to upload their **transcript of records** to IMAS before being able to select their modules. Transcripts of Records **must be translated into English**. Unofficial transcripts are also accepted.
- The **maximum amount** of credits **per semester** is **35 ECTS**; 37.5 ECTS if taking a First-Year module.
- Students should familiarise themselves with their **home university requirements** before registering for modules.
- Students studying for one semester only **cannot** register for Year-Long modules.
- Academic timetables are produced and published by the [Timetabling Office](#). The timetable is generally only available from **late August** each year. Some timetables, for example, for **postgraduate modules**, are produced by the **relevant academic department directly**. In these cases, you will need to contact the relevant academic department.

Change of Module Form

There will be an add/drop period at the beginning of each semester (dates TBC):

Full Year and Semester One	6-week add/drop period at the beginning of the semester.
Semester Two	2-week add/drop period at the beginning of the semester.

To make changes to your module registration, you will need to complete the Student Records and Registration Office's Change of Module Form. **You will receive a link to this form when the add/drop period begins.**

If you cannot make your module selection through IMAS for whatever reason, you will also be able to register for your modules by completing the Change of Module Form.

Please note the steps in the **green box** below to make changes to your module registration:

To Make Changes to Your Module Registration:

Step 1: Each additional module requires the permission from the International Coordinator, and you must email the relevant Coordinator to seek permission. Contact details for all International Coordinators can be found **here**. **Please attach your transcript in your email.**

Step 2: Once you receive an email response confirming approval, save proof of this (screenshot / save email).

Step 3: Complete the online Erasmus / Visiting International Students Change of Module Form on the Student Records Office website with proof of your module approval.

1. Please note you should use your Maynooth University account login details when completing this form.
2. Student Records and Registration Office staff will amend your record and inform you once this has been completed.

How to cancel a module from your registration:

- Email registration@mu.ie including your student number and the module you wish to cancel.
- Student Records and Registration Office staff will amend your record and inform you once this has been completed.

3. In-Person registration Verification

You will be required to complete a short in-person registration verification process when you arrive at Maynooth. You will also receive your MU student card during this process. You will need to produce the following at your appointment:

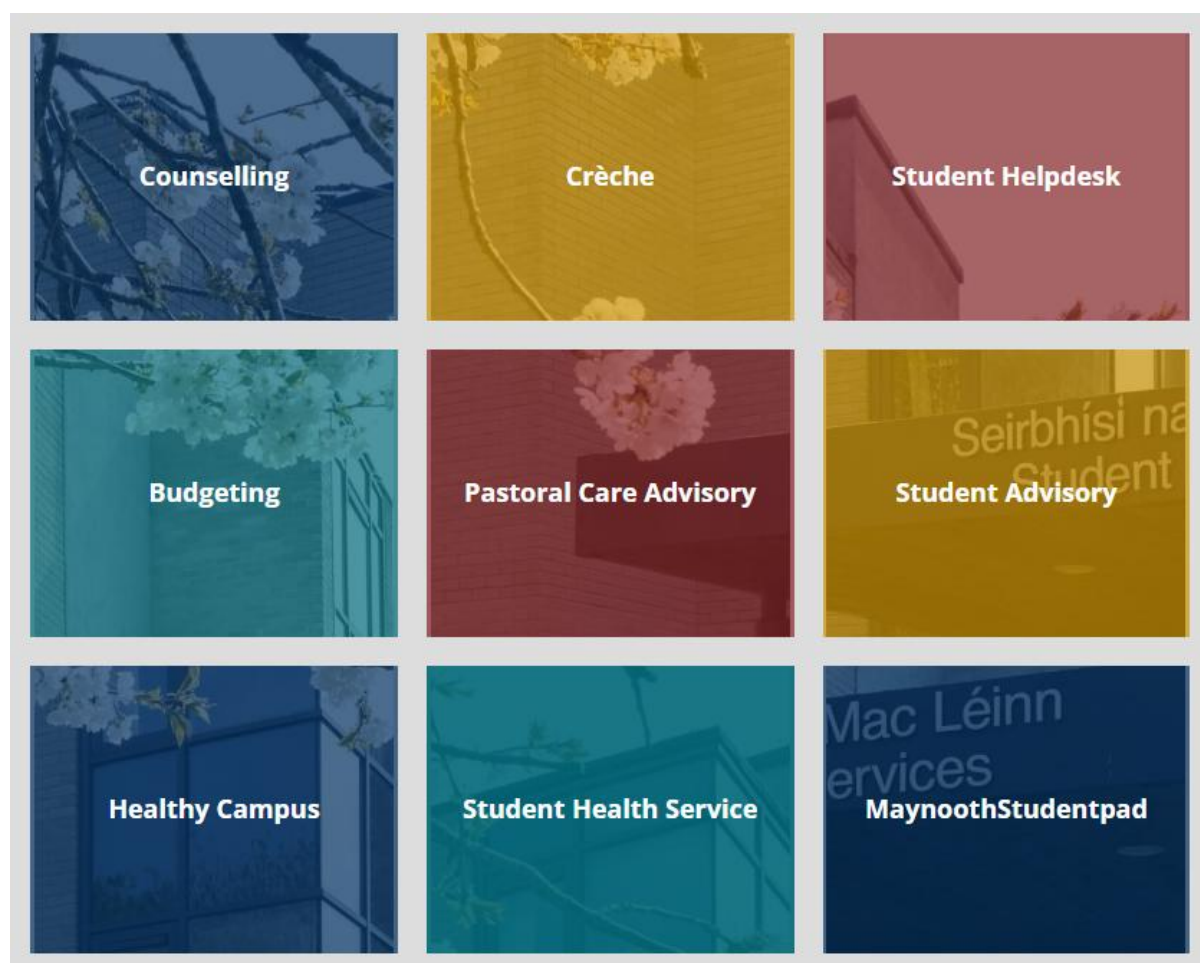
- Your MU student number
- Your proof of identity:
 - This can be a valid:

- Passport
- Driving Licence
- National ID Card (for EU/EEA/Swiss citizens)

Student Services

Our friendly MU [Student Services](#) Team offer a wide-range of supports and services available to you while you are here at Maynooth. These include:

- [Counselling](#) – also offers mental wellbeing supports.
- [Crèche](#)
- [Budgeting](#) – budgeting and financial advice.
- [Healthy Campus](#)
- [Maynooth Studentpad](#) – off-campus accommodation service.
- [Pastoral Care Advisory](#)
- [Student Advisory](#)
- [Student Health Service](#)
- [Student Helpdesk](#)
- [Student Support Hub](#)



Students With Additional Needs

Students who require additional supports, such as students with disabilities, can register with the [Access Office](#) and avail of the [Maynooth Access Programme \(MAP\)](#).

Some supports available through MAP include:

- [MAP Academic Advisors](#)
- [MILO \(Maynooth University Inclusive Learning Online\)](#)
- [Educational Technology](#)
- [Student Central](#)
- [Educational Support Workers](#)
- [Exam Accommodations](#)

Note: Students can only register with the Access Office after they have completed their student registration.

MAP Student
Advisory Service
MAP My Way



Connect
Grow
Belong

Notes on Assistive Animals:

Assistive animals are permitted to accompany a student with a disability anywhere on the University campus where it is safe for them to do so, and where the animal and handler meet the following requirements:

- animals must be licensed in accordance with legal requirements and must receive appropriate routine vaccinations;
- animals must be in good health;
- animals must be on a leash or appropriate restraint at all times;
- the handler must be in full control of the animal at all times; and
- the animal must be in use as a service animal to assist a person with a disability when in areas of the campus where animals are not otherwise allowed.

For an animal to be recognised as an assistive animal, it must be accredited by an organisation registered with either:

- Assistance Dogs International; or
- International Guide Dog Federation

The University does not permit students to have Emotional Support Animals / Comfort Animals on campus.

Emotional Support Animals:

Emotional Support animals are not permitted on campus in any circumstance. This is because there is no uniform training for emotional support animals. There is also no typical breed or animal type. This means in practice, there is no certainty about the animals' behaviour. Accredited assistance dogs and guide dogs undergo significant training, 18 months to 2 years and are very well supported by the training agency. They also undergo behaviour and public access tests.

For information on bringing an assistive animal into Ireland, please see [here](#). For information on using public transport with an assistive animal in Ireland, please see [here](#).

Wheelchair Accessibility:

Regarding wheelchair accessibility, the majority of buildings are accessible for students who require the use of a wheelchair. The only exception is a relatively small number of buildings on the older part of the campus. Students who use wheelchairs can also apply for suitable on-campus accommodation by applying on the Grounds of the Impact of a Disability. Students can also register with the Access Office for additional supports.

Public Transport:

For accessibility-related information on using public transport in Ireland, please see [here](#).

Taking Care of Yourself

While abroad, it is very important that you continue to look after yourself, both physically and mentally.

Eating Well

Eating well helps you feel your best. It can also help to reduce your risk of developing certain diseases. As each person and each body is unique, we will all have different dietary requirements and preferences.

Maynooth University aims to provide an environment where a variety of food options exist for staff and students, along with access to information and resources to help you understand what your body needs and campus facilities to ensure you can eat well.

[Maynooth Healthy Campus](#) has included an abundance of helpful tips and useful information on how to eat healthy, including a free [e-book](#) full of yummy recipes, [here](#).

Exercise & Physical Wellbeing

There is a wide variety of sports and exercise facilities at MU. For more information, please visit the website [here](#). There are also plenty of scenic walkways on the South Campus – perfect for a stroll between lectures and studies!

It is also perhaps worth noting the three trails the our [Maynooth Green Campus](#) have developed around the campus: the Biodiversity Trail, the Tairseach Tree Trail and the Nature Connection Trail. Get back to nature while taking a walk and a mental health break! More information on the trails can be found [here](#).

If you're feeling unwell, and need to see a doctor, you can book an appointment with the [MU Student Health Service](#) on campus. There is no charge for consultations with either the nurse or the doctor.

Prescription Medication:

Some students may need to take prescription medications for various health and medical reasons. For information on cross-border prescriptions and travelling with your prescription medication, please see [here](#).

Mental Health & Wellbeing

From students just looking to maintain their general mental wellbeing, to students with ongoing, long-term mental health conditions, the [MU Counselling Services](#) has a wide range of supports for everyone. For the full list of services offered, please see [here](#).

There is also a wealth of information available on the [Health Service Executive \(HSE\)](#) website [here](#) to help manage anxiety, stress, low mood and sleep issues.

If you are going through a difficult time, please remember that you're not alone. There is always someone there to listen. If you need help, don't be afraid to reach out.

Arrival & Orientation at Maynooth University

This section will cover important information about arriving at Maynooth and your Orientation Week at MU. Our online **Pre-Arrival Guide** can be accessed [here](#).

Key Term Dates

Dates	Events
Monday, 1st September 2025	Start date for students taking modules from the Froebel Department of Primary & Early Childhood Education .
15th – 19th September 2025	Orientation
22nd September 2025	First Semester lectures begin.
27th – 31st October 2025	Study Week
19th December 2025	Last day of lectures. Last day for Semester One Students.
22nd December 2025 – 2nd January 2026	Christmas Break
5th – 8th January 2026	Study Week
9th – 24th January 2026	Exam Period for Full Year Students
26th – 30th January 2026	Inter-Semester Break for Full Year Students. 29th – 30th January 2026 – Orientation Days for Semester Two students.
Tuesday, 3rd February 2026	Second Semester lectures begin.
16th – 20th March 2026	Study Week
8th May 2026	Last day of lectures.
11th – 14th May 2026	Study Week
18th – 30th May 2026	Exam period

These dates are also available on the website [here](#).

IMPORTANT NOTES:

- **These dates can be subject to change at any time before or during the academic year.**
- **Student taking Froebel modules** are welcome to attend the Orientation Week from 15th – 19th September. This cohort of students will also have an **induction** on **1st September** in the Froebel Department.
- **Students studying at Maynooth for Semester One only will not sit the January exams.** They will end their stay in **December**. Generally, this means that students will need to submit an alternative assignment before leaving instead of taking an exam, but this will be decided between the student and the lecturer.

Getting from the Airport to Maynooth

Unfortunately, there are currently no frequently running direct services from Dublin Airport to Maynooth via public transport. Please see below for your transport options.

Direct Routes (Bus):

- **Expressway:**
 - **Dublin to Ballina Route 22**
 - 35 mins - 1hr 10 mins journey time)
 - Terminal located at Stop 9 at Zone 13, a short walk from both Terminals 1 and 2.
 - **Dublin to Sligo Route 23**
 - 35 mins
 - Terminal located at Stop 9 at Zone 13, a short walk from both Terminals 1 and 2.
 - **IMPORTANT NOTE: Only the 11:20am and the 8:20pm busses stop at Maynooth!**
- It is advisable that you book tickets in advance for these services.

Indirect Bus/Train Routes:

Take the bus 700 [Aircoach](#) from Zone 20 or [Dublin Bus](#) Route 16, Dublin Bus Route 19 or Dublin Bus Route 41 from Zone 15 to Drumcondra Train Station. Train timetable information can be found [here](#).

It is advisable to book tickets in advance for Aircoach services. Fares for Dublin Bus can be paid directly on the bus. Cash only and must be the exact fare.

Taxi:

This is perhaps the best way to get directly to Maynooth, especially if you have a substantial amount of luggage. A taxi can cost approx. €50 - €70 (40 minute journey). Taxi rank is available outside Dublin Airport Arrivals. You can also download one of the following apps:

- [FreeNow](#)
- [Uber](#)
- [Bolt](#)

If you are aware of other students coming to Maynooth, you may wish to share a taxi and split the cost of the fare. The best way to get to know each other before arriving is the Goin' App!

Orientation

Orientation Week for the September intake is planned to take place from Monday, 15th – Friday, 19th September. This will consist of a mix of information talks, campus tours and fun activities to get you acquainted with Maynooth. You will receive an email with the full schedule as soon as we have finalised it. It will also be published on our website [here](#).

For students coming to Maynooth in the Second Semester/Spring Term, Orientation Days will take place on Thursday, 29th and Friday, 30th January respectively. You will receive an email with the full schedule as soon as we have finalised it. It will also be published on our website [here](#).

Certificates of Arrival

For students who require a Certificate of Arrival, the “arrival” date that will appear on your Certificate will be the **start date of the semester**. This will be 15th September. For students taking Froebel modules, this will be 1st September.

Erasmus students will receive an MU Certificate of Arrival to their MU student email sometime during the first two weeks for the semester.

If you have a Certificate from your home university which needs to be signed, you can send it to incoming.exchange@mu.ie. It will be signed and sent back to you during the first two weeks of the semester. This also includes documents such as the BRMIE (France) and BAföG (Germany).

Exams & Departing Maynooth University

Examinations

Exams are scheduled by the [Examinations and Assessment Office](#).

- The timetable for the **January** exams is usually published in **mid-November**.
- The timetable for the **summer** exams is usually published in **mid-April**.

IMPORTANT NOTES:

- **Students studying at Maynooth for Semester One only will not sit the January exams.** They will end their stay in **December**. Generally, this means that students will need to submit an alternative assignment before leaving instead of taking an exam, but this will be decided between the student and the lecturer.
- **Students who require additional exam accommodations**, for example, extra time, breaks during exams, the use of a computer, etc. should register with the Access Office early in the semester to avail of additional supports.
- **Incoming exchange students do not take re-sits exams in August.** If you failed an exam during the semester/academic year, you can submit a replacement assignment set by the relevant academic department. You can find more information about this [here](#).
- **If you require the use of a dictionary during your exams**, you may be able to do so. Please see [here](#) for more information.

Exam Results

- **Semester One students:** early February
- **Semester Two students:** late June
- **Full Year students:** provisional First Semester results in late February. All official results in late June.

Note: The release of grades cannot be expedited.

Transcripts of Records

You should receive an email from the Student Records and Registration Office to set up an account in the [Parchment Portal](#), so that you can access your transcript of records after completing your studies at Maynooth. However, you should be aware of the following:

Erasmus students: You can **also request your transcript of records from the Student Records and Registration Office by filling out the online form [here](#)**. If you require your transcript to be **sent directly to your home university**, you can also indicate this on the form.

Non-EU Exchange students: Currently, your transcripts will be sent directly to your home university. This may change in the future.

Certificates of Departure

Students who require a Certificate of Departure will receive an MU Certificate to their MU student email during the last week of the semester/academic year. For students who require a Certificate of Departure, the “departure” date that will appear on your Certificate will be the **end date of the semester**. This will be 19th December for Semester One students and 30th May for Full Year and Semester Two students.

If you have a Certificate from your home university which needs to be signed, you can send it to incoming.exchange@mu.ie. It will be signed and sent back to you during the last week of the semester/academic year. This also includes documents such as the BRMIE (France).

Useful Links

Maynooth University - General

- [Maynooth University](#)
- [About Us](#)
- [Campus Life](#)
- [Directory AZ](#) – for all University Offices/Departments/Services, etc.
- [Campus Maps](#)

International Office

- [International Office](#)
- [Arriving at MU](#)
- [Erasmus & Non-EU Exchange](#)
- [Incoming Exchange Factsheet 25/26](#)
- [Visiting Student Classes](#)
- [International Co-Ordinators](#)

Student Records and Registration

- [Student Records and Registration Office](#)
- [StudentWeb](#) – student online pre-registration, amend personal details (contact details, emergency contact, home address, study address), view exam results.
- [Academic Transcripts Letters and Forms](#)
- [Transcript Request Form](#)
- [Letter Request Form](#)

Examinations and Assessment Office

- [Examinations and Assessment Office](#)
- [Frequently Asked Questions](#)
- [University Examinations – Regulations & Procedures](#)
- [Academic Policies and Procedures](#) – Information regarding re-sit examinations for Visiting International students can be found at this link, under the 'Examinations and Assessment' tab.

Timetabling Office

- [Timetabling Office](#)
- [Timetable Guide 1st Years and Continuing Students Updated 2024.pptx](#) – how to understand and use the timetable.

Student Services

- [Student Services](#)
- [Counselling](#) – also offers wellbeing supports.
- [Crèche](#)
- [Budgeting](#) – budgeting and financial advice.
- [Healthy Campus](#)
- [Maynooth Studentpad](#) – off-campus accommodation service.
- [Pastoral Care Advisory](#)
- [Student Advisory](#)
- [Student Health Service](#)
- [Student Helpdesk](#)
- [Student Support Hub](#)

Access Office

- [Access Office](#)
- [Maynooth Access Programme \(MAP\)](#)
- [MAP Academic Advisors](#)
- [MILO \(Maynooth University Inclusive Learning Online\)](#)
- [Educational Technology](#)
- [Student Central](#)
- [Educational Support Workers](#)
- [Exam Accommodations](#)

Other Useful MU Links:

- [Academic Advisory](#) (Student Skills and Success)
- [Academic Writing Support](#) (Student Skills and Success)
- [Careers and Employability Service](#)
- [IT Services](#)
- [Library](#)

- [Maths Support Centre](#)
- [Maynooth Student Union \(MSU\)](#)
- [Moodle](#)
- [MU Life Clubs & Societies](#)

Social Media:

- Facebook: [MaynoothUniversity International](#)
- Instagram: [@maynoothuni_international](#)
- TikTok: [@maynoothuniversityintl](#)
- ESN (Erasmus Student Network) Instagram: [@esn_maynooth](#)
- **Goin' App:** A link to join the Goin' App will be shared with you in your acceptance letter/email.

External Links:

- [CitizensInformation.ie](#)
- [Cross-border prescriptions - CitizensInformation.ie](#)
- [Eircode Finder](#) – find an Irish postal code.
- [Google Maps](#)
- [gov.ie - Search for services or information](#) (Government of Ireland website)
- [Ireland.ie | Ireland.ie, official international website of Ireland | This is Ireland](#)
(An official website of the Government of Ireland.)
- [HSE website - Health Service Executive - HSE.ie](#)
- [Immigration Service Delivery](#)
- [MyWelfare.ie](#)
- [Personal Public Service \(PPS\) Number](#)
- [Residential Tenancies Board](#) – check if a landlord is on the register.
- [revenue.ie](#)
- [Threshold](#) – charity preventing homelessness/know your rights as a tenant/renter.

Contact Us

If you still have any questions after reading this handbook, please do not hesitate to reach out. Below is a list of useful contacts to help you through your exchange:

Office/Department/Service	Contact Details
International Office (your main point of contact!)	<ul style="list-style-type: none"> Email: incoming.exchange@mu.ie
Student Service	<ul style="list-style-type: none"> Email: student.services@mu.ie Phone: +353 1 708 4729
Student Helpdesk*	<ul style="list-style-type: none"> Email: studenthelp@mu.ie Phone: +353 1 474 7444 Webchat: Student Helpdesk Maynooth University
Maynooth Studentpad (off-campus accommodation service)	<ul style="list-style-type: none"> Email: maynoothstudentpad@mu.ie Phone: +353 1 708 4729
Student Records and Registration Office	<ul style="list-style-type: none"> Email: records.office@mu.ie Phone: +353 1 708 3813
IT Services	<ul style="list-style-type: none"> Email: servicedesk@mu.ie Phone: +353 1 708 3830 Portal: Home / Maynooth University Support Portal
Access Office	<ul style="list-style-type: none"> Email: access.office@mu.ie Phone: +353 1 708 4600

*There are two Student Helpdesks on campus: in the TSI Building and the Arts Building, both on North Campus (Nos. 30 and 32 on the [Campus Map](#)).

Where to Find the International Office

We are currently split between two locations on campus:

The Main Office:

International Office, Humanity House, South Campus, Maynooth University, Maynooth, Co. Kildare, W23 X021, IRELAND

(No. 22 on the [Campus Map](#).)

The International Hub:

The International Hub, John Hume Building, North Campus, Maynooth University, Maynooth, Co. Kildare, W23 F2H6, IRELAND

(No. 41 on the [Campus Map](#).)

The Mobility Team is located in the International Hub on North Campus.

We look forward to welcoming you to Maynooth! 😊