



MAYNOOTH UNIVERSITY
PRE-ARRIVAL GUIDEBOOK
SEPTEMBER 2018



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Welcome



Welcome to Maynooth University. For over 200 years we have been educating future leaders. Past students have carried their Maynooth experience with them into all walks of life and all corners of the globe. Some of our distinguished alumni include Nobel Prize winners, prominent politicians, scientific visionaries and leaders in the business world.

Studying at Maynooth University this academic year is a unique undertaking. Time spent on our beautiful campus, close to Dublin, provides you with the opportunity to broaden your perception of your area of study in a relaxed, international environment. This positive, lively environment is expended to our field trips and cultural excursions, which provide you with the chance to explore Ireland, Irish heritage and Irish field experts.

Experiential learning and personal development are key priorities of the Maynooth University curriculum. Great efforts are made to not only give students a window into Ireland but to equip them to explore further afield and to shape their own study abroad experience in Ireland and beyond. In and out of class, this experience will prove of great benefit.

Professor Brian Donnellan
Dean of International Studies

A Little Bit of History!

Maynooth University has two sides: located on one of Ireland's **oldest sites of learning**, it is also Ireland's newest university. The site of the South Campus has been a centre of learning since at least 1425. Just outside the campus gates you will find Maynooth Castle, home to the powerful Fitzgerald family. The Fitzgerald's, as the Earls of Kildare and Lords Deputy of Ireland, employed scholars and academics who practiced their trade on the grounds of what is now the South Campus.



Maynooth was founded in 1795 as **St. Patrick's College**. After the French Revolution, the normal training centres for Irish Catholic priests (seminaries) were under threat. In response, it was decided to build a seminary at Maynooth. This quickly became Ireland's national seminary. To this day St. Patrick's College still acts as a seminary and an important site of Catholic education. In 1997, Maynooth University was founded as part of the National University of Ireland and today Maynooth University has approximately 11,000 students from over 90 countries. We are pleased to welcome you to share in Maynooth University's **history, heritage and future!**

About Maynooth

Named after the ancient Irish God Nuadha, Maynooth is Ireland's only university town. Today, it is a small, thriving centre full of shops, restaurants, bars and clubs. Maynooth is known for its warm and friendly nature and for welcoming newcomers from all over the world. Everything you need is just a few minutes away – that's the beauty of Maynooth!



Maynooth is located on the fringes of **Dublin**, Ireland's bustling capital city. Dublin city boasts fantastic food (from traditional Irish food to chic brunch spots offering an array of local and international cuisine), electric nightlife and, of course, fantastic shopping!



Arrival

Getting to Ireland

Dublin Airport is located just to the north of Dublin city centre. It is situated near the M50 and M1 motorways. It is approximately 25 km from Maynooth. Many major airlines, including Aer Lingus and Ryanair, fly to Dublin Airport. You can search for flights using



Getting to Maynooth

We recommend that you take the [Airport Hopper](#) service from Dublin airport. They run a regular service from [Dublin Airport](#) to Maynooth Town. The student fare is €10 one way. You can get off the bus at the last stop which is opposite the Glenroyal Hotel. Maynooth University South campus is a 15-minute walk from this stop. The North Campus, where your on campus accommodation is located (unless you are living off campus), is a 20-minute walk from this stop. Please see map [here](#). On campus accommodation check-in details will be available [here](#). Student Assistants will be available at the Airport Hopper bus stop from **9am-9pm on Sunday 16th September and Monday 17th September 2018** to direct you to your campus accommodation. If you have a lot of luggage, they can arrange for a local taxi company ([Maynooth Cabs](#)) to collect you and bring you to campus (approximate cost €6). Alternatively, you can take a taxi from Dublin airport to Maynooth. You can pick up a taxi at the taxi rank at Dublin Airport. The approximate cost is €70 one way. If your flight is arriving late or is delayed, you may wish to stay at one of the hotels located near the Dublin Airport and travel to Maynooth the next day.

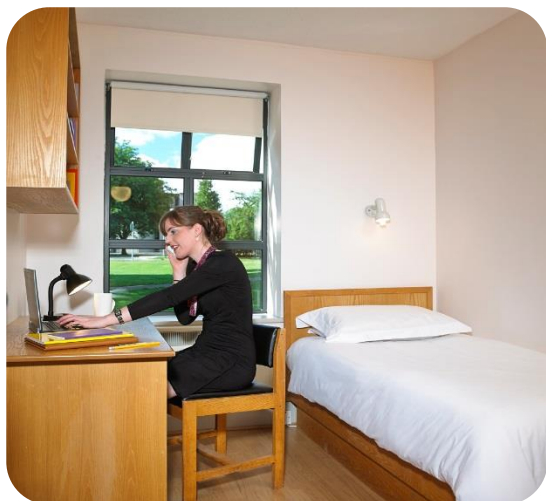
[The Raddisson Blu Hotel](#) - Telephone +353 1 844 6000

[Maldron Hotel Dublin Airport](#) - Telephone +353 1 808 0500

[Carlton Hotel Dublin Airport](#) - Telephone +353 1 866 7500

Accommodation

Students living on campus may move into on-campus accommodation from Sunday 16th September 2018. Classes will commence on Monday 24th September 2018. Check-in details for on-campus residence will be available on the Accommodation Office website [here](#). If you, or your family, need accommodation prior to this date, please visit www.maynoothcampus.com



The Accommodation Office has a Home Finder Service which looks after the off-campus accommodation queries. Please visit their [website](#) to find out more about your options if you are going to live off-campus.

Luggage Checklist

The **climate** in Ireland is highly variable so we recommend a good mixture of clothes! Always pack essentials (medication, money, documentation etc.) in your carry-on luggage should there be any baggage reclaim delays.

- Passport and identity papers (+ copies)
- Proof of health insurance (+ copies)
- Acceptance Letter / Email
- Credit card and/or ATM card
- Calculator, notebook, pens and whatever you need for classes
- Laptop and charger if you need one
- Camera, charger, USB cable, memory cards, AC adapter
- Towels, toiletries and medicines
- Raincoat and/or umbrella (this is Ireland!)
- Comfortable walking shoes (for all the exploring!)



Register with our MU Campus Connect Mobile App!



Kickstart your university experience with CampusConnect - the best way to connect with other students, and to discover everything you need to know about your university.

With CampusConnect you can start planning your university adventure even *before* you arrive. It's all about giving you a head start, helping you navigate those tricky first steps on campus.

Become part of the university network, and get access to all the best resources on orientation, how to sort your accommodation, important dates for your calendar, interactive maps, and more.

Make new friends, *and* get brilliant advice on university living from people on the inside track.

- DISCOVER your life ahead.
- DISCUSS what is important to you.
- PLAN your new adventure.
- CONNECT with fellow students, before you arrive.

On your mobile device please go to:

<https://maynoothuniversity.mycampusconnect.ie/download>

Please download either the Apple or Android version and register with your email address and invite code which will be supplied to you in your acceptance letter. You must download the app on to a mobile device before using the desktop version.

You can even live chat with us!

Essential Information for Your Time at Maynooth

Visa

Check to see if you require a [visa](#) to enter Ireland. All non-EU students are required to register with immigration in Ireland after formally registering with the university. It is a legal requirement.



Health Insurance

For **non-EU students**, confirmation of private medical insurance is required. Ensure you bring confirmation of your insurance and the period of cover clearly stated as it is needed to register with immigration. If you do not already have private health insurance cover, you are required to have it and we recommend you consider Medcover Medical Expenses, which is very economical (€120 for one-year cover). Read more about the insurance [here](#). **EU students** need to obtain travel insurance including repatriation cover. Students are also advised to get the European Health Insurance Card (formerly the E111 form) which can be obtained in your home country.



Bank Account

We do encourage students to open a bank account when they are here for 3 reasons:

- Many US cards are not 'chip and pin' so some students have difficulty using them in some outlets whilst in Ireland.
- Bank charges may be considerable for using a US card abroad
- The exchange rate is less favourable



Immigration – IRP card

When you arrive in Ireland, your passport will be stamped to allow you to remain in Ireland for a short period of time. You must then register with immigration in order to receive your Irish Residence Permit (IRP) card. This gives you permission to remain in Ireland while studying, and must be renewed every year. You should only present yourself for registration with the Immigration service after you have registered as a student at the University.



When you meet the immigration officer, you must provide:

- ❖ Passport
- ❖ Letter from University to confirm you are a registered student
- ❖ Maynooth University student card
- ❖ Evidence of medical insurance (it doesn't need to include an expiry date)

- ❖ Bank statement or evidence that you have sufficient funds to support yourself during your stay. The current minimum balance is €1,500 if you are studying for only one semester.
- ❖ For full year/full degree students: This minimum amount of €3000 must be shown in an Irish bank account.
- ❖ For one semester students: a home bank account will be accepted with an original bank statement.
- ❖ Payment of €300. This can be paid by credit/debit card or bank giro which is issued to you at your local Garda station. You must then take this form to a bank and pay the fee and return it to the station.

NOTE: You must renew your IRP card annually. Each student is responsible for maintaining a valid immigration card. The International Office will explain the immigration process to you at orientation and assist in arranging appointments.

Part-Time Work

International students (excluding members of the EU) can only take up casual employment in Ireland (up to 20 hrs per week) if they are full-time students and fully registered for the entire academic year. International students, who fit the above conditions and wish to take up work in Ireland, must have a personal public services number (PPS number). EU students also do need a PPS number to work in Ireland but they are treated equally with Irish citizens. In order to get the PPS number, student must register on www.mywelfare.ie and book an appointment online to meet an officer. See links below for more information. See also [Rules and Regulations for Part-Time Work](#)

Student Travel Card

The Student Travel card is an ID card that students can apply for to avail of discounted ticket prices for Irish Rail, Dublin Bus and LUAS. It also entitles the holder to a vast range of discounts on other services and goods. Visit www.studenttravelcard.ie or you can simply call the Maynooth University [Students' Union](#) to inquire about a card.



Leap Card

A Leapcard is a reusable card which can be used in place of paper tickets and coins on many transport options in the Dublin area. By using a Leapcard, you save money as the cash fares are a bit more expensive. You can purchase Leapcard for example from a ticket vending machine at Maynooth train station. For further information visit the [Leapcard Website](#).



Remember: Exact change is needed on buses in coins - notes are not accepted and no change is given!

Food Outlets & Grocery Stores

ON-CAMPUS CATERING

There are a total of 8 Cafes and Restaurants on campus.

Phoenix provides an exciting array of food from around the globe to include bistro-style plates and salads and a wide selection of gourmet sandwiches. Freshly prepared Mediterranean inspired dishes as well as traditional propositions. Open for breakfast and lunch. Phoenix also offers an attractive selection of [Meal Plans](#).

The Little Coffee Company (Arts Building) offers great coffee along with traditional, organic, fair trade and flavoured teas. Food includes artisan sandwiches, sweet treats and home baking.

Chill is a coffee bar located on the Maynooth University campus offering hot and cold sandwiches, pizza, crepes, etc.

Subway offers a vast selection of sandwiches and salads using daily baked fresh breads. Great value, fresh and tasty subs.

Pugin Hall is a self-service canteen for staff and students of Maynooth University situated on the historic South Campus.

Starbucks probably doesn't need an introduction ... the best place for your morning coffee!

Students' Union Bar is a popular social space offering food and drinks to Maynooth University students.

GROCERY STORES AND SUPERMARKETS

Maynooth has a number of **grocery stores**

Aldi - Aldi is a cheap grocery store, located directly opposite the pedestrian entrance to north campus. Whilst Aldi does not stock named brands it carries a wide range of products and you will find most of your grocery needs here.

Dunnes - Dunnes is located in the Manor Mills shopping mall. Dunnes carries clothing, housewares and has a full grocery store.

Tesco - Tesco is located a little way down Main Street. It is the largest supermarket in town, stocking a wide variety of both named and own-store brands. Tesco also carries clothing, housewares and groceries.



Campus Life

Clubs & Societies

Maynooth University has a reputation for being a particularly sociable university - last year a poll of 10,000 third level students voted Maynooth Ireland's friendliest college!

Along with the Students' Union, there are over 100 clubs and societies on campus, providing the lifeblood of student activity. From Archery to the Tea Society, whether you are seeking adventure, fitness, relaxation or fun, there is an active student life waiting for you. There is also a very active I*ESN Society that arranges social evenings and weekends away for students.

On-campus sports facilities for students include an indoor sports hall, fully equipped gymnasium, fitness centre, weights room, physical therapy room, racquetball court, tennis courts, football fields and a snooker hall. The Canoe & Kayak Club make good use of the nearby river Liffey and Rovers do hiking trips in the beautiful nature of Ireland. You will be informed during the orientation week how to join in for different clubs and societies. The [Sports website](#) has all the details!



Student Support Services

[The Academic Advisory Office](#) The Academic Advisory Office has been established to assist students seeking information or advice concerning the progress of their University studies.



[The Access Office](#) is responsible for promoting University access for students with disabilities and those from disadvantaged socio-economic backgrounds. You should register with the Access Office if you require extra supports or assistance during your time at Maynooth University.

[Chaplaincy](#) There is complete freedom of worship in Ireland. Students, whatever their religious faith, may avail of the prayer room. A prayer room is set aside in the Arts Building for quiet prayer and meditation. The Chaplaincy team also offers a drop in service where students are free to have a coffee and a chat on a social level or to discuss deeper concerns in times of distress.

[The Career Development Centre](#) is designed for students wanting to explore career ideas, postgraduate study or employment options. The Centre is open from 9:30am until 5:00pm Monday to Friday and drop-in service is available daily.

[Maths Support Centre](#) If Math is proving to be a somewhat tough cookie for you, this is a service to check out! The Maths Support Centre provides informal and friendly additional support in groups or through one-on-one sessions. And it's all free of charge!

[Library Services](#) The library collection has over 450,000 books/eBooks and more than 42,000 electronic journals. The library also offers various study spaces, from silent spaces and group working rooms, to a more relaxed common room where you can study lying on a beanbag!

[The Student Health Centre](#) is available free of charge to all registered students on campus. There is a doctor and two nurses available daily. Please check the website for opening times. Dr. Gaffney, located at the Glenroyal Shopping Centre, also offers medical care to students at a discounted rate of 25 Euros and provides out-of-hours medical services when the Medical Centre on campus is closed.

[Student Counselling](#) The University provides a free and confidential counselling service to enable students to deal with personal problems which may be impeding their academic progress. Students may avail of a drop in service without appointment or set up an appointment by contacting the Counselling services in the Student Services Centre by telephoning +353 1 708 3554.

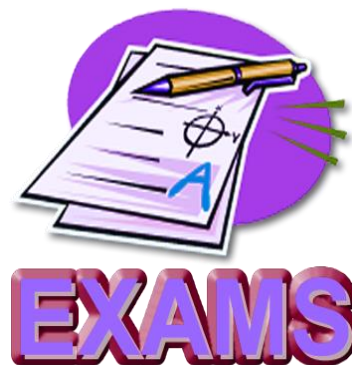
[Security Service](#) Security staff provide twenty-four hour service throughout the year with offices located in the Arts Building on North Campus and at the main gates on the South Campus. Their primary point of contact is via the telephone/radio network, telephone +353 1 708 3929. In the event of an emergency, call +353 1 708 3333.

[The Students' Union](#) represents students' interests on campus. The Students' Union is located beside the Phoenix restaurant. The Students' Union bar, equipped with pool tables, is a popular social space!



Examinations

Visiting Study Abroad and Erasmus students (Semester 1) Assessment must be completed by the end of the teaching semester. Where a module grade is based on continuous assessment only, no issues arise. Where a module is partly or wholly based on an examination, the examination should take place in the final week of the teaching semester, before the conclusion of lectures for Christmas. Individual departments are responsible for administering the examination. Departments may decide to replace an examination by an alternative but equivalent assignment due no later than the last day of the semester.



First semester only students may not sit the January examinations and must be available to do the examinations and assignments at the times designated by their academic departments.

Visiting Study Abroad Students and Erasmus (Full Academic Year) Assessment will follow the exact procedure applicable to all Maynooth University students; 1st semester exams in January and 2nd semester exams in May. This policy is not flexible and students are urged not to book their flights home before the end of the exam period. Full year students **may not** sit semester one examinations in December.

Full Degree International Students (under-graduate & postgraduate) Assessment will follow the exact procedure applicable to all Maynooth University students. Maynooth University [Examinations and Timetabling Office](#).

Repeat Examinations Repeat exams are held in August for those who do not pass their first and second semester examinations or are unable to attend an exam due to illness or extenuating circumstances. If you fail to sit an exam, then you forfeit the credit. Students who do not intend to take formal examinations must make arrangements with lecturers for alternative assessment if possible. Credits cannot be issued without a student's coursework having been assessed.

Credit Transfer European Credit Transfer System has been developed by the European Commission and third level institutions over recent years in order to provide common procedures to guarantee academic recognition of courses completed while studying abroad. ECTS provides a means for measuring and comparing learning achievements and for transferring these achievements from one institution to another.

ECTS credits are unit values allocated to course units to describe the student's workload. These credits reflect the quantity of work each course entails in relation to a year's workload requirements at the institution. This workload includes lectures, practical work, seminars, private work and examinations. Under the ECTS scheme, the workload of a full year of study corresponds to 60 ECTS credits, which is 30 ECTS per semester. It is up to each individual student to ensure that they are taking the required credits.

These credits are easily converted into US, Canadian, Asian, or other credit systems. After the completion of a visiting programme at Maynooth University each student is provided with a transcript of results for the modules successfully completed.

FAQ



What types of electrical sockets are used in Ireland?

The standard mains Voltage is 220v. Three pin plugs are used.

What are the emergency numbers I can call?

In an emergency the police, ambulance and coastal rescue, mountain and cave rescue may be contacted by telephoning free of charge at 999 or 112.

Can I smoke indoors?

Smoking is banned in all indoor public place including cafes, clubs, pubs, restaurants, closed public spaces and on public transport. The fine for breaching the smoking ban is €3,000.

How can I post a letter?

An Post is the national postal service. There is a branch by Tesco in Maynooth. Find more information here: <http://www.anpost.ie/AnPost/>

Where can I get a mobile (cell) phone?

You can purchase a mobile phone in Maynooth at: Tesco Mobile, Carphone Warehouse, and Vodafone.

Where is the nearest hospital?

The nearest hospitals are Blanchardstown Hospital or James' Hospital (both in Dublin and with A&E).

How much does it cost to live in Ireland?

Check out the Cost of Living section on our [website](#).

Where can I buy my books for class?

The University bookshop is located on the North Campus in the John Hume building. There is also a second-hand bookshop located in the Student Union on the North Campus.

Where can I print my assignments?

You can print assignments in the library using your Student ID Card (MyCard) and there are computer areas on both campuses that have printing facilities.

Where can I go if I'm having problems with my assignments/lectures?

If you find you are having problems with your assignments/coursework you should contact your lecturer, tutor, or year coordinator who can help you. Alternatively, you can also contact the [Academic Advisory Office](#).

Can I get a locker for my books?

Please click [here](#) to view information about locker rentals.

Where do I go if I lose something on campus?

There is a lost and found area at the entrance to the Arts building where items handed in or found around the University are displayed for students to check and reclaim any items they have lost.

Where can I go in between lectures?

The student common room behind the Arts building offers a place for students to relax or the study room in the Arts building is open for students to study and read.



Transport Within and From Ireland



[Dublin Bus](#) Both bus routes, 66 and the 67, connect Maynooth to Dublin city centre. You will find bus time information in your welcome packs when you arrive.

[Irish Rail](#) Maynooth train station is on the Dublin-Sligo line. Trains run frequently and take approximately 30 minutes to get to the **three Dublin city-center** train stations: Connolly, Tara Street and Pearse Station. From these stations you can take local Dublin trains (DART), inter-city trains and bus lines.

[Bus Eireann](#) is the Irish **national bus service**. From their main bus depot (Busaras), close to Connolly train station, you can take buses across Ireland and into Northern Ireland.

[Ryanair](#) offers cheap flights to numerous European destinations from Dublin airport.

[Aer Lingus](#) is Ireland's national airline offering a wide variety of flights to international destinations.

[Airport Hopper](#) connects Maynooth to Dublin airport day and night, offering an hourly service. The price is **€12 for a single ticket or €10 for a student ticket** - you can pre-book online or purchase your ticket on the bus.

Health



Medicines and Medication

Students are **strongly encouraged** to have a medical examination before departure. In addition, make sure your childhood immunizations (measles, mumps, rubella, diphtheria-tetanus, etc.) are up-to-date.

If you take prescription medications on a regular basis you should carry a **note from your doctor** stating your medical condition, the purpose of the medication, dosage information and the brand and generic names of the medication. This is especially necessary if you will be carrying insulin, syringes or narcotics.

Keep all medications in their **original containers** with your name clearly printed on the labels. Bring enough of your medication **to last your entire stay** abroad. You should **pack** all prescription medication in your carry-on luggage in case your packed luggage is lost during the flight.

Health Services

If you don't feel well, we have **three options** available on or near campus:

- There is a **nurse** located in the on-campus [Maynooth University Health Centre](#).
- For a **doctor's surgery** we advise visiting **Dr. Gaffney's Surgery** located in the Glenroyal Medical Centre (Glenroyal Hotel). They can be contacted on 01 629 1169 and will charge approximately **€25 for a consultation** if you bring your MU student card.
- In an **emergency** please call **112** (not 999 or 911) for an ambulance, Garda (police) or fire service.

Phones & Electronics

Cell / Mobile Phones

International roaming and calling rates for your cell phone are usually very expensive. If you have a smart phone, please contact your provider to ask them how to avoid expensive international fees. Normally, only phones designed for European GSM networks (World Phones) will work. If your cell phone can accept an international SIM card AND has been unlocked, you can purchase an Irish SIM card to use the phone in Ireland. Call your cell phone provider for specific information. If you choose, you can buy an inexpensive, simple Irish cell phone while you're here – we can point you in the right direction for all these options at orientation. Irish cell phones all start with '08' numbers and have 10 digits.



Irish Phone Numbers

Irish phone numbers have 9 digits and start with a '0'. For example, the number for the international office in Maynooth University is: **01 708 3868**. The **country code** for Ireland is **353**. To call from abroad you would remove the '0' at the start of the number and replace it with the international code. The dialling prefix is normally either 011 (from the USA for example) or 00. This is normally represented by a + sign. Therefore, if you wanted to call the international office from abroad the number would be: **+353 1 708 3868**, which is the same as **011353 1 708 3868** and **00353 1 708 3868**. Likewise, if you want to dial abroad from Ireland always start with the country code first.

Electronics

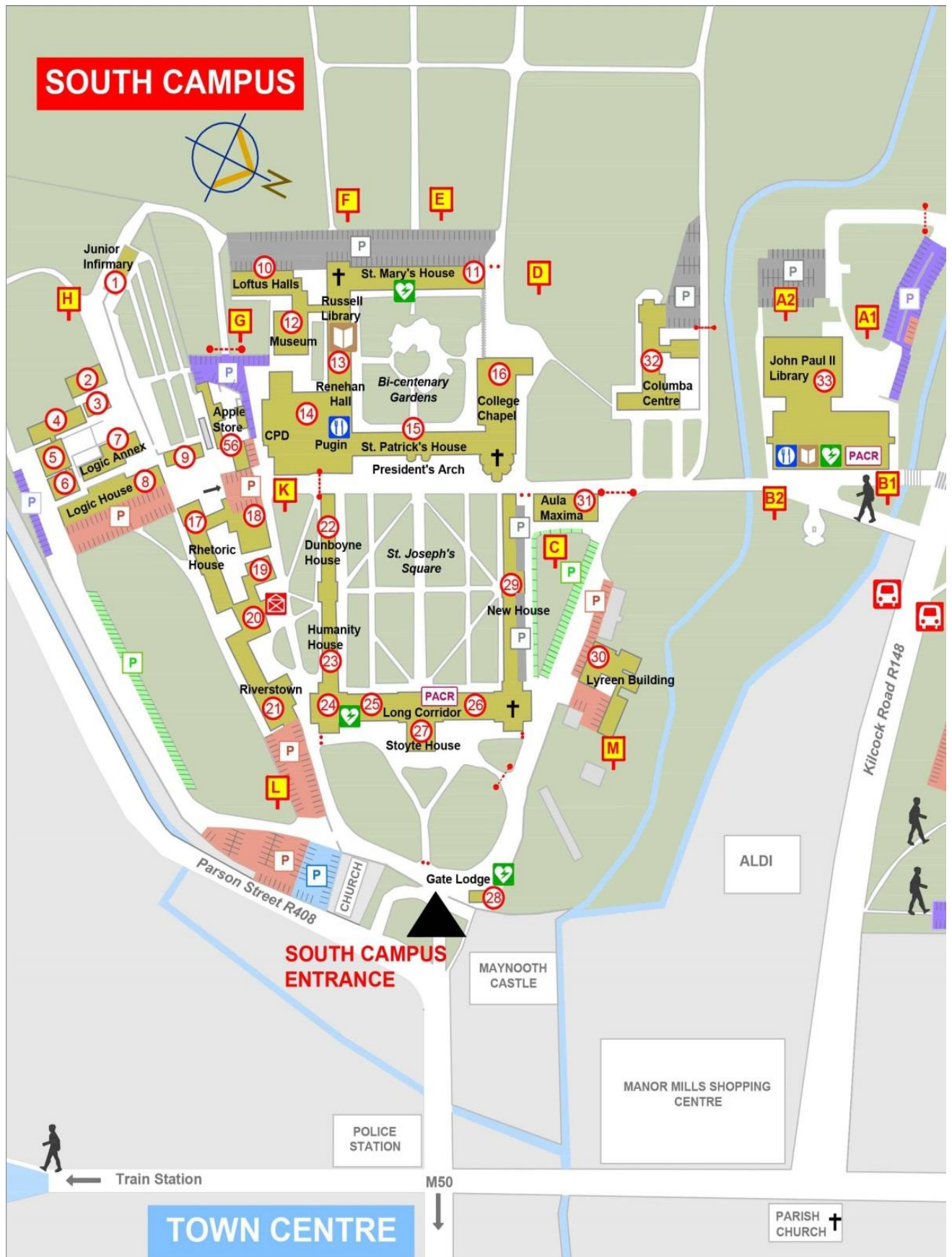
Ireland's wall outlets use **230V AC power with a 3-pin plug**. Most electronics with an AC adaptor are dual-voltage adaptable so you don't need to convert the power. But you will still need a 'plug-in adaptor'. Converters tend to be heavy and cumbersome so please be aware of **potential risks** when bringing converters.



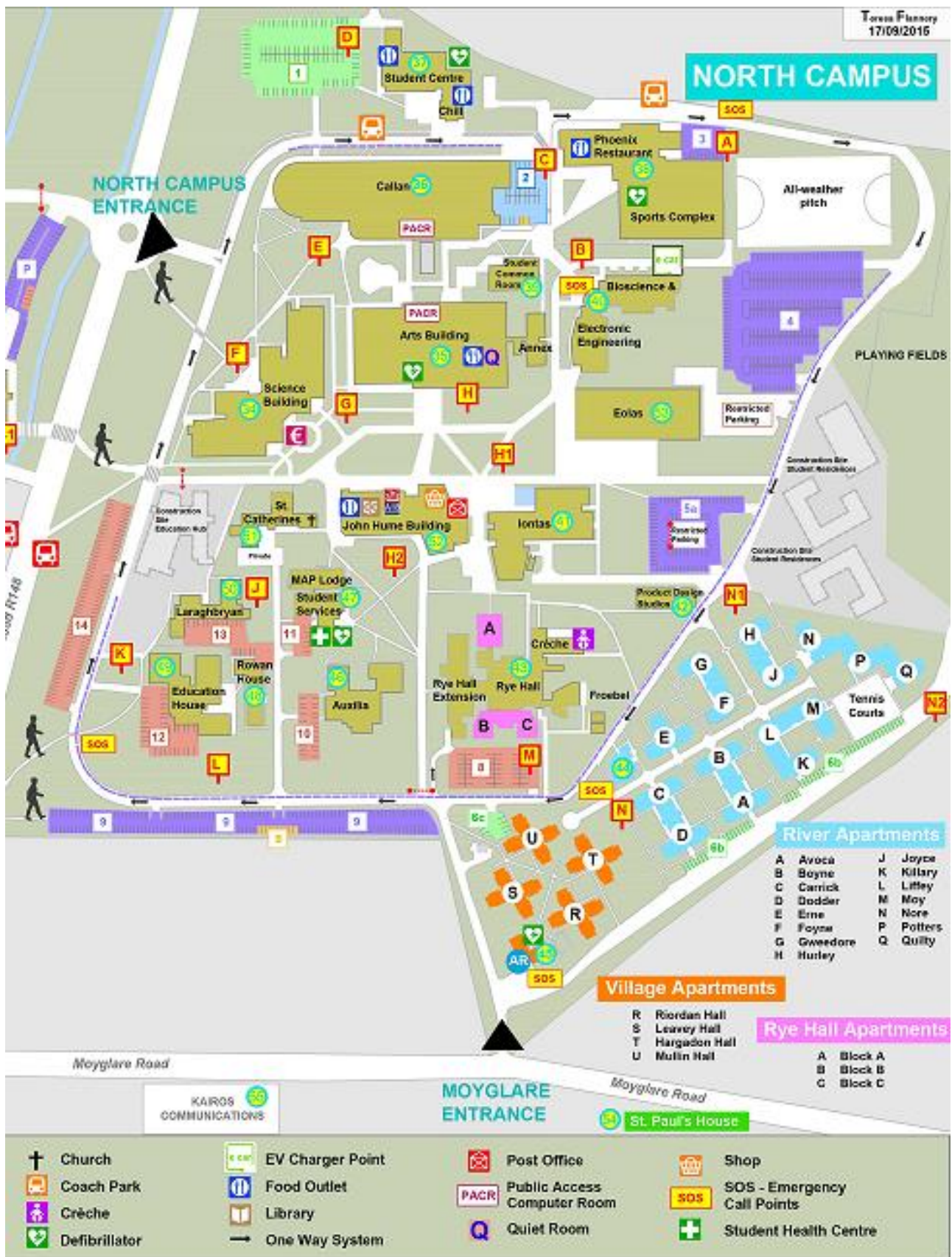
The residence hall rooms have multiple outlets, however they can be depressed within the wall. You will need an adaptor that juts out slightly in order to plug your electronics in. You can bring a power strip (NOT a surge suppressor because they will trip circuit breakers with the voltage difference) or extension cord with several plugs to run multiple items off one outlet. However, please be careful not to overload the outlet.

We **do not recommend** that you bring any hair dryers or hair straighteners (or any electronics with a heating element). Even with the right voltage converter, these items are high risk for catching fire whilst in use. It is usually quite cheap to buy these.

Campus Maps: South Campus



Campus Maps: North Campus



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		President's Arch, St Patrick's House	15
		Procurement Office, Riverstown House	21
		Product Design Studios	37
		Psychology Dept. John Hume Building	37
		Pugin Dining Hall	14
		Quality Promotion Unit, Humanity House	28
		Quiet Room, Arts Building	35
		Reading Room, Arts Building	39
		Registrar's Central Office, Humanity House	28
		Registrar's Office (ground floor) Humanity House	28
		Registration, Humanity House	28
		Renehan Hall (through President's Arch)	15
		Research Support Office (third floor) John Hume Building	24
		Resident's Office and Reception, (Birch)	35
		Rhetoric Annex, Opposite Rhetoric House	19
		Rhetoric House	17
		River Apartments	24
		Riverstown Hall, House & Lodge	24
		Roinn na Nua-Ghaeilge (room 20) Arts Building	35
		Roinn na Sean-Ghaeilge (room 25) Arts Building	35
		Roque Lab, Rhetoric House	17
		Rowan House	35
		Russell Library	18
		Rye Hall and Rye Hall Apartments	35
		Salaries Office, (MUJ) Riverstown House	24
		School of Business	35
		School of Education	35
		Science Building	35
		Media & Theatre Studies, Iontas	39
		Scripture Hall, Loftus Halls	11
		Security - North Campus, Arts Building	35
		South Campus, Gate Lodge	28
		Snooker Room, Rye Hall	35
		Sociology Dept. (room 1.5) Auxilia	35
		Spanish Dept. (room 35) Arts Building	35
		Sports Complex	35
		Sports Halls (Large, Small and PE)	35
		St. Catherine's House	31
		St. Joseph's Hall	26
		St. Joseph's Oratory	26
		St. Mary's House	11
		St. Mary's Oratory	15
		St. Paul's House, Moyglare Road (off campus)	39
		Stoyte House	27
		Student Centre / Student Union	37
		Student Health Centre, Student Services Building	37
		Student Records Office (ground floor) Humanity House	24
		Student Services Building	37
		Student Support Office, Student Services Building	37
		Arts Building	35
		Students Union Offices, Student Centre	37
		Bar & "The Venue"	37
		Shop (Londis)	39
		"Subway", John Hume Building	37
		Trócaire, Long Corridor	28
		Village Apartments	35

IMPORTANT CONTACTS

Campus Security 01 708 3929

In office 9am – 5.30pm

Emergency / Police: 999/112

Campus Security: 01 708 3929

Location: Arts Block

International Office: 01 708 3868

Location: 2nd floor, Humanity House

Residence Office: 01 708 6400

Location: Callan Arch

Medical Centre (nurse): 01 708 3878

Location: Student Services Building

Maynooth Garda Station (police): 01 629 2380

Location: Main Street