

Upperclass Students Arrival Cheat Sheet Fall 2016

Tuesday, August 30, 2016



Instructions

Please read this document thoroughly, keep a copy with you while you travel to Florence, and leave a copy with your family.

Airports and Flights

In the event that you still have to make flight reservations, be sure to schedule a flight that arrives at the Florence Airport (FLR) on the morning of Tuesday, August 30, 2016.

If for some reason you are not able to fly directly into Florence, your next choice should be the Pisa Airport (PSA). The bus company Autostradale offers a bus service from the Pisa Airport to the Florence Santa Maria Novella train station. Bus tickets can be purchased at the Autostradale kiosk inside the Pisa Airport. Other options include arriving through Bologna Marconi Airport (BLX), Rome Fiumicino (FCO) or Milan Malpensa (MPX), from which you would take a train/shuttle to the Bologna, Roma Termini or Milano Centrale train stations and then a high-speed train to Florence Santa Maria Novella. It is not recommended that you fly into Venice.

Double Check Your Flights

Be sure to double check your flight reservation 48 hours before departure to ensure that no changes have been made. You may also want to confirm luggage restrictions, both for carry-on and checked luggage, as the restrictions change periodically. Most airlines recommend that passengers on international flights arrive **THREE** hours before check-in times.

Where and When to Check In

Check-in will take place on Tuesday, August 30, 2016 between 9:00 a.m. and 6:00 p.m. at the NYU Florence campus located at **Villa Sasseti on Via Bolognese 120**. *All students must check in at the NYU Florence campus before moving into their living situation.*

Minivan transportation from the Florence Airport to the campus will be provided from 9:00 a.m. until 5:00 p.m. Look for NYU staff outside of the Arrivals area of the airport if you are interested in taking the shuttle.

Whom to Call

The phone number below is for the Office of Student Life. This is the number to call regarding arrival, general inquiries, and emergencies (follow the prompts to reach a staff member on duty).

Tel. +39-055-5007-450

Address to Write on Luggage Tags

The address that students should write on their luggage tags and provide to airport staff in the event of lost luggage is below. NYU Florence students receive mail at this address throughout the semester, regardless of where they live.

[Student Name]
Villa Natalia
Via Bolognese 106
50139 Firenze, Italia

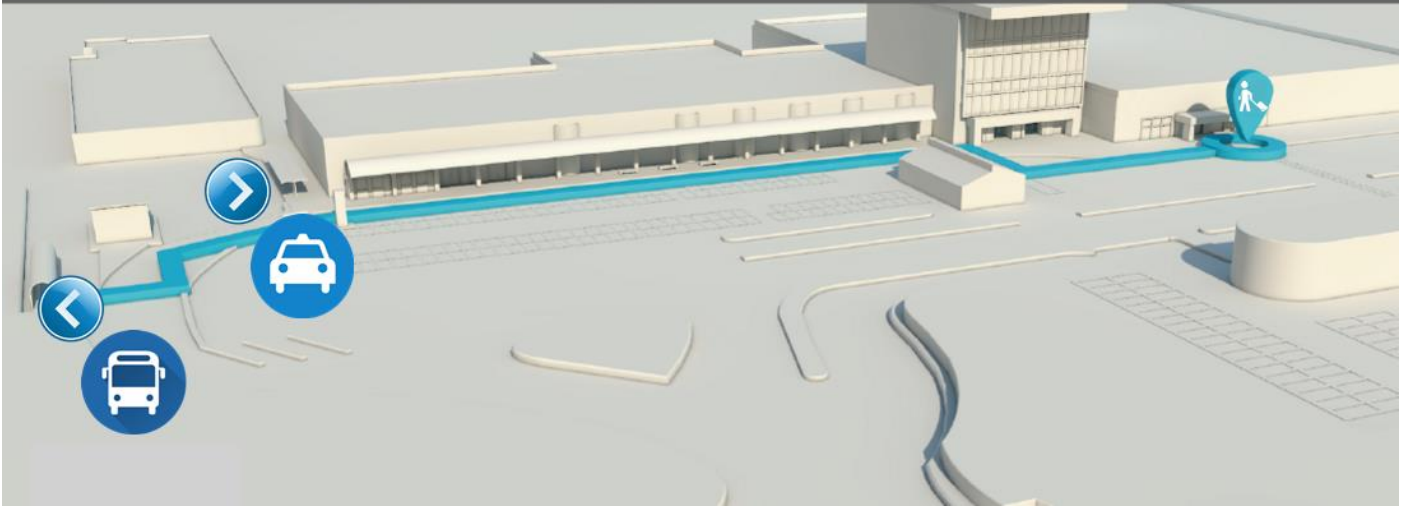
Luggage

Ensure that essential and valuable items, including all medication, immigration paperwork, and any electronic devices (laptop, camera, etc.) are in your carry-on bag and NOT in your checked luggage. It is also recommended that you pack a change of clothes in case your luggage is delayed.

If your luggage does not arrive with you on your flight, complete the lost luggage paperwork before you exit the customs area at the Lost and Found desk. Keep a copy of this paperwork and bring it to the Office of Student Life in Villa Natalia, and staff will assist you with tracking.



Map of Florence Airport



Flight Delays and Cancellations

Sometimes air travel does not go as planned, so prepare to be flexible. If your flight is cancelled altogether, be sure that you have made alternative arrangements with the airline at the airport and obtain documentation confirming these arrangements before leaving the airport.

While NYU Florence staff cannot intervene directly with airlines to address flight changes or cancellations, please keep the Office of Student Life apprised of any variations in your itinerary via e-mail at florence.studentlife@nyu.edu or by phone at tel. +39-055-5007-450 (follow the prompts after hours to reach a staff member on duty).

Early Arrivals

Early check-in is not permitted. Students arriving before the official check-in day are responsible for finding their own accommodations.

Late Check-In (not just for those who *plan* to arrive late...)

Please note that although you may not plan to arrive late, sometimes travel delays occur, so every student should be prepared to follow these instructions, if needed. Students arriving at the Florence Airport after 5:00 p.m. on check-in day, or to locations other than the Florence Airport, are responsible for paying for their own transportation to the NYU Florence campus. Please take a look at the 'Getting to Campus' section, below, for information on transportation to campus.

Students checking in after 6:00 p.m. on Tuesday, August 30, 2016 must go to **Villa Natalia in Via Bolognese 106** to complete an abbreviated check-in, securing keys and an orientation packet at the Villa Natalia reception, which is staffed 24 hours a day. After completing check-in, the receptionist at Villa Natalia can call students a taxi to take them to their living situation. Students who check in late must pay for their own taxi to their living situation, which costs about 15 euro. Please note that not all taxi drivers accept credit cards.

Late check-ins must go to the Office of Student Life in Villa Natalia the morning after the abbreviated check-in to complete the check-in process.

Getting to Campus

From the Florence airport - There are two options for getting to the NYU Florence campus. Taxis are the easiest way to go. There is a taxi stand located just outside the Florence Airport. The ride from the Florence Airport to Villa Natalia costs approximately 20 - 25 euro. This must be paid by the student, and not all taxis accept credit cards, so it's best to have some cash in euro with you upon arrival. Tell the taxi driver to take you to Villa Sassetti, Via Bolognese 120, if you are checking in before 6:00 p.m., or to Villa Natalia, Via Bolognese 106, if you are checking in after 6:00 p.m.

Although much less convenient, a public bus from the Florence Airport to the Santa Maria Novella train station is also available. The bus is called VOLA IN BUS and runs approximately every half hour from 5:30 a.m. until 11:00 p.m. The stop is located outside of the airport and tickets can be purchased on board for 6 euro.

From the Santa Maria Novella train station - Students can take a taxi to campus (approximate cost is 15-20 Euros, and while some cabs accept credit cards, it is best to have some cash in euro upon arrival for this and other initial expenses). Alternatively, you can take a number of city buses (#1, 6, 14, 17 or 23) to Piazza San Marco and then the #25 city bus to the stop "Bolognese 05" (just beyond the Total Erg gas station). The Villa Natalia gate is located up the hill from this stop. Public bus tickets must be purchased (1.20 euro at newsstands or at the train station, 2.00 euro on the bus) before boarding the bus and validated once on the bus. Alternatively, if you are equipped with an Italian cell phone a 90-minute ticket may be purchased for 1.50 euro via SMS by sending the text "ATAF" to the number 4880105.

Orientation

Mandatory orientation events will take place on Wednesday, August 31; Thursday, September 1; Friday, September 2 and the morning of Saturday, September 3. You will receive a detailed schedule upon check-in. Below is an approximate schedule of Orientation Week. Please do not make plans during the following times:

Wednesday, August 31	Housing Orientation and Neighborhood Tours, 10:00am-2:00pm Orientation, 3:30pm-7:30pm
Thursday, September 1	Global Orientation Sessions, 9:00am-6:00pm
Friday, September 2	Immigration Appointments (<i>bring your passport</i>), 8:30am - 11:30am Campus Tours and Wellness Debrief Sessions, 10:00am-2:00pm Information Fair, 1:30pm-5:00pm Welcome Reception at 5:00pm
Saturday, September 3	Immigration Appointments (<i>bring your passport</i>), 8:30am - 11:30am Walking Tours of Florence, 3:00pm (Sign up at the Information Fair)
Sunday, September 4	Red Bus Tours of the City at 12:00 pm, 1:00pm, 2:00pm and 3:00pm (Sign up at the Information Fair)

Immigration Paperwork

During the check-in process, you will be asked to present your passport with visa and immigration documents to the staff. You **MUST** have these items on your person and **NOT** in your checked luggage. If you do not have these documents on you when you arrive in Florence, you will not be able to check in. **NO EXCEPTIONS.** Staff will assist you in finding a hotel and arranging a flight back to your home country to secure your paperwork.

Below is a list of items you need to have ready for check-in:

- 4 clear photocopies of your valid passport picture/information page/signature (all students, regardless of nationality)
- 4 clear photocopies of your valid student visa (except European Union citizens)
- The returned stamped-validated paperwork from the Italian Consulate that you originally submitted to the Italian Consulate or Embassy for your student visa application (except European Union citizens)

If you applied for a visa through the Office of Global Services, this office has submitted the above documents for you.

Communication with Family

Arriving and checking in can take time, so advise your family that you may not be able to contact them as soon as you land. Staff will provide students with the opportunity to call home on check-in day, so feel free to take advantage of this. If you plan to let your family know that you've arrived safely by other means, agree on this method in advance and then make sure you follow through. Staff at NYU Florence can confirm whether students have arrived but cannot give out any other personal information due to privacy laws.

BUON VIAGGIO E CI VEDIAMO A FIRENZE!