

## Arrival Sheet Spring 2017

Tuesday, January 24, 2017

### 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, January 24, 2017.

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 (BLQ), Rome Fiumicino (FCO) or Milan Malpensa (MXP), 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.

### 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, January 24 between 9:00am and 6:00pm at the NYU Florence campus located at Villa Sassetti 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 9:00am until 5:00pm. Look for NYU staff outside of the Arrivals area of the airport if you are interested in taking the shuttle. During official check-in hours, transportation from the NYU Florence campus to off-campus living situations will also be provided.

### 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 (after hours follow the prompts).

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

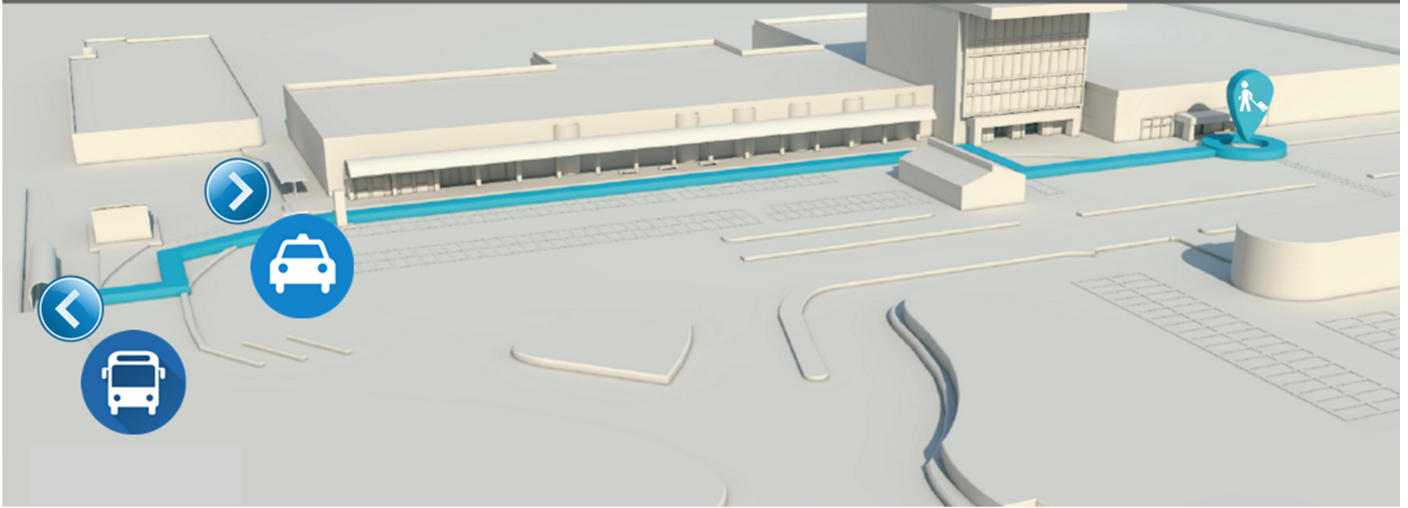
### Luggage

Ensure that essential and valuable items, including all medication, immigration paperwork, and electronic devices (laptop, cell phone, 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 at the Lost and Found desk before you exit the customs area. Keep a copy of this paperwork and bring it to the Office of Student Life staff, who 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](mailto: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.

Note that there may be immigration implications for arriving early or departing late depending on your country of citizenship, so be sure to check with your Italian consulate before booking to stay in Europe beyond the program dates.

### 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 5:00pm 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.

Students checking in after 6:00pm on Tuesday, January 24 must go to Villa Natalia on 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 6:00pm, or to Villa Natalia, Via Bolognese 106, if you are checking in after 6:00pm.

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 5:30am until 11:00pm. 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 euro, 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 from Wednesday to Friday, January 25-27. There are also optional activities on those days and over the weekend. You will receive a detailed schedule upon check-in. Students who studied at NYU Florence in Fall 2016 do not need to attend orientation again. Below is an approximate Orientation Week schedule:

Wednesday, January 25	Orientation - 10:30am-1:15pm Neighborhood Tours - 1:15-3:15pm Housing Orientation - 3:30pm-7:30pm
Thursday, January 26	Immigration Appointments (bring your passport) - 8:00-10:30am Global Orientation Sessions - 10:30am-5:30pm
Friday, January 27	Immigration Appointments (bring your passport) - 8:00 - 10:30am Campus Tours and Wellness Debrief Sessions - 10:15am-1:00pm Information Fair and Welcome Reception - 1:00-5:00pm
Saturday, September 3	Trip to the Luigi Pecci Contemporary Art Museum - 2:00-6:00pm Walking Tour of Florence - 3:00-4:30pm
Sunday, September 4	Red Bus Tours of the City - 11:00am-2:00pm Trip with the PAs to a household goods store - 2:00-6:00pm

### 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)

### 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!**