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 Sunday, May 28, 2017.

If for some reason you are not able to fly directly into Florence, your next choice should be the Pisa Airport (PSA). The Pisa Airport is connected to Pisa Centrale train station by the PisaMover shuttle train. The shuttle trip takes about 5 minutes. From Pisa Centrale, you can take a train to Florence Santa Maria Novella train station. Tickets for both the PisaMover and the train to Florence can be purchased at ticket machines in the Arrivals Hall of the airport.

Alternatively, the bus company Autostradale offers a direct 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 Sunday, May 28, 2017. For students living on campus, check in will take place at Villa Natalia on Via Bolognese 106. For students living off campus, check-in will take place directly at your housing address between 9:00am and 6:00pm. Any off-campus residents arriving after 6:00pm will be required to check in at Villa Natalia, Via Bolognese 106, collect their orientation packet and keys, and return to their living situation on their own. Please note that the cost for transportation is not covered by your program.

At check-in, staff will give you keys to your living situation, an orientation packet, and ask you to sign the NYU Florence Guidelines and a privacy form.

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 delayed luggage is below. NYU Florence students receive mail at this address throughout the session, 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, 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 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 during office hours (Monday-Friday, 9:00am to 5:00pm), and staff will assist you with tracking.

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.

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.
Getting to Check-in

From the Florence airport - There are two options for getting to the NYU Florence campus or to your off-campus living situation. 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 or to your off-campus housing address 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 Euros with you upon arrival. Tell the taxi driver to take you to Villa Natalia, Via Bolognese 106 or to your off-campus address.

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 to 8:30pm, and every hour from 8:30pm until 12:30am. 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 or to their off-campus living situation (approximate cost is 15-20 Euros, and while some cabs accept credit cards, it is best to have some cash in Euros upon arrival for this and other initial expenses). Alternatively, you can take a number of city buses. For off-campus residents, Google Maps will provide reliable information about the best bus route to choose. Students coming to campus 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

Orientation events will take place on Monday, May 29, 2017 at 10:00 am at Villa Sassetti, Via Bolognese 120. If you’re living in off-campus housing, a Residence Hall Manager will meet you at your living situation at 9:15am to accompany you to campus and show you how to use the bus. Orientation includes completion of the immigration process, a presentation, and a campus tour. Your program may have course-related events scheduled for the afternoon, so please plan accordingly. More information about this will be provided by your program coordinator and upon arrival.

Immigration Paperwork

At orientation, you will be asked to present your original passport to the staff. If you obtained an Italian Visa to enter the country, you must bring the returned stamped-validated paperwork from the Italian Consulate that you originally submitted to the Italian Consulate or Embassy for your student visa application.

You must have these items on your person at orientation. NO EXCEPTIONS.

Communication with Family

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!