We are delighted to welcome you to New York! This welcome pack will help you settle into your new home. It will be complemented by an orientation when you arrive.

**New York**

Founded as “New Amsterdam” by the Dutch in the 1620’s, control of the city later passed to the British, who gave New York its present name. The city’s rapid growth and global appeal can be attributed to its rich history of accepting newcomers from diverse cultures. Since 1886, new arrivals have been greeted by a towering statue that embodies hope and opportunity, the Statue of Liberty. Now a city of over 8.5 million inhabitants, New York has been built on the ambitions of immigrants and dreamers and is a global economic and cultural powerhouse.

New York City is located where the Hudson River reaches the Atlantic Ocean, in the southeastern part of New York state, and the north-east of the USA. Spanning 305 square miles (789 km2), it is the largest and most influential metropolitan area in the country. New York City is comprised of the central island of Manhattan and the four outer boroughs – Brooklyn, Queens, the Bronx and Staten Island.

Manhattan’s grid system of numbered streets & avenues makes it very easy to navigate around the city. An extensive subway (metro) network links all five boroughs with 34 lines and over 400 stations. The city has many public parks, waterfront spaces, and plazas, most notably Manhattan’s famous Central Park.

NYC has four distinct seasons. Fall offers fresh breezes, sunshine and comfortable temperatures. Onlookers can appreciate the famous autumn foliage in many green spaces around the city. Winter is cold with an average daytime high of 2C (35F) and regular snowfall. However, this is a beautiful time to explore the city, go ice-skating at Rockefeller Center, and sip a delicious hot chocolate! Spring is glorious and New Yorkers celebrate the change in temperature by taking to the streets and making the most of various outdoor activities. Summer warms up with an average daytime high of 27C (80F) - this is the ideal time to enjoy parades, open air performances and free outdoor events.

As a global center of fashion, commerce, media, cuisine, and the arts, this fast-paced metropolis can claim many titles. Home to many iconic landmarks, New York is sometimes described as the greatest and most famous city in the world. You can’t help but feel its magic while standing near the clock in Grand Central Station or staring up at the mesmerizing neon lights of Times Square. In “the city that never sleeps,” you can ride the subway 24 hours a day, explore shops and neighborhoods representing every nationality on earth, see the archetypal brownstone houses, and visit the hip cafes and eateries of this urban playground.

This guide will give you everything you need to know before you arrive in New York. Good luck preparing for your trip; we are excited to have you join us in the Big Apple!
**Dress**

Generally, dress in New York is casual but chic, as you would expect in one of the world’s fashion capitals. Shopping is world-renowned, so you will see creative and edgy outfits, as well as more traditional and conservative dress. In your internship, depending on the company, dress codes can vary between relaxed (casual trousers, even jeans and t-shirts) and very smart (full suit and tie.) In the finance sector, men will be expected to wear a shirt and tie and women to dress smartly in trousers, a skirt or a dress. For nights out, smart but relaxed clothes are the norm. To get past the doorman at a club, however, dress to impress!

**ID**

It is not necessary to always carry your passport with you while out in NY, but a photocopy of the photo page is recommended. Bars are very strict on ID, so if you are over 21 you’ll want to have an ID with you (passport or driving license) when going out at night.

**Conversion Rate**

Please click this link to see current exchange rates for the US Dollar:

[http://www.xe.com](http://www.xe.com)

**Transport**

Yellow taxis are plentiful in New York, especially in Manhattan, where you can catch one on almost any street at almost any time by simply waving. If a taxi is available, the light on top of the car will be turned on. If the light is off, the taxi is being occupied or is off-duty. Available taxis will be harder to find when it is raining or late at night when the bars close. It costs a few dollars to enter the cab, a few more dollars per mile, plus 50 cents per minute. The total fare can be costly - for example, about $15 from Times Square to Union Square (a distance of about 2 miles or 3 km.)

Many New Yorkers have embraced Uber and other alternative car services, but these also can be expensive during peak times. In most cases, your best alternative to a taxi will be New York’s extensive subway and bus system, which operates 24 hours per day. Your Intern New York program includes a pre-paid MetroCard enabling you to take full advantage of the public transportation system.

**IMPORTANT - Alcohol consumption -**

The legal age to consume alcohol in the USA is 21. Intern New York will not tolerate any underage alcohol consumption by participants in our program. It is against the law and could result in the termination of your visa.
Drinking Water

New York City drinking water is world-renowned for its quality and is completely safe.

Money Matters

How much money do you need?

Manhattan is notoriously expensive, but low-key and low-priced options can always be found. A casual lunchtime meal might range $5-15. A bottled beer in a bar in midtown Manhattan will go for $6-8, but at a bar further from the center, $5 may be the norm.

Most bars do not charge an entrance fee, but dance bars in the trendy areas may ask $10-20 at the door. New York has many endless free entertainment options like parks and open-air events. And of course, we have planned lots of fun activities that are included in your program fee!

International bank cards will be accepted in most stores, however a large number of ATMs will still charge a withdrawal fee of between $1.5 and $3 if it is not provided by your own bank.

Taxes and tipping

In many parts of the USA, a "sales tax" is added to the price of most purchases. Typically, this tax is NOT included in the price displayed on the label or menu; it is added at the moment of sale. In New York City, this tax is 8.875%. So if you purchase a $10 item in NYC, you will have to pay $10.89. In restaurants and bars, tipping is very important, because waiters and bartenders in the US usually earn less than the minimum wage - almost all of their income comes from tips. In a restaurant, the standard tip is 15-20% of the bill. In a bar, you should tip a similar amount, or at least $1 per drink.

In "fast food" establishments which do not have waiters, tipping is generally not expected, although there may be a "tip jar" where you can leave a few coins or a dollar to show your appreciation.

What you may not bring to the US

There are restrictions on all of the usual prohibited items such as weapons and produce. It is best not to bring any fresh food or produce at all and also best not to travel with large amounts of cash. Please see details on the Border Protection Services website below.

http://www.cbp.gov/travel/international-visitors

Arrival & Contact Information

When you arrive in the USA you will need to show the immigration authorities your passport and visa.

Airport pickup

You will be met by our trusted airport pickup service upon arrival in New York. Do not worry if your flights are delayed - we are in constant contact with the various airports so this will be taken into account. You will be greeted with your name on a board, and driven to your accommodation where a member of staff will meet you.

For any emergencies or questions, please contact

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Arts and culture

When it comes to arts and culture there is no other city quite like New York. Home to over 200 theatres and Broadway, New York hosts some of the biggest shows in the world. Become bewitched by the razzle dazzle of shows such as the Lion King, Chicago and Jersey Boys. More personal and experimental performances can be seen in intimate off-Broadway venues. Music and New York are synonymous. Artists know they have "made it" when they perform here. You can discover an underground band in a hip basement venue or scream for your favorite headline act at the magnificent Madison Square Garden.

The city hosts an array of exceptional events including New York Fashion Week, music festivals, comedy showcases, the New York Film Festival and many more. At the end of this welcome pack, we suggest some websites and apps to help you discover all that New York has to offer.

Museums and galleries

At the largest museums such as the Met (Metropolitan Museum of Art), the MoMA (Museum of Modern Art), the Guggenheim, and the American Museum of Natural History (where the movie Night at the Museum was set), you can see world-famous artworks and artifacts. However, sites like these may also have high admission fees and big crowds, especially on weekends and in summer.

But with more than 200 museums in total, New York has something for every interest, and many of the smaller museums can offer you a fascinating afternoon. Our New York staff can help you find museums and other cultural institutions to suit your tastes, whatever they may be.

Parks

An Eden in the middle of a vibrant city, Central Park is a pleasant retreat from all the hustle and bustle. In 843 acres, this oasis allows New Yorkers to take in nature through its peaceful lakes and large green fields. The Brooklyn Bridge, the Hudson River and Bryant Park are among the many other public spaces that the city offers. Be sure to check out the High Line, a linear park built 30 ft (10 m) in the air on a historic freight rail line!

Shop till you drop

The compact size, world-class subway system and sea of yellow taxis means there is no excuse not to indulge yourself in one of the best shopping destinations in the world. NYC has an overwhelming selection of stores. Whether your taste is the stylish department stores in Midtown, quintessential diamonds from Tiffany’s & Co, the charm of Soho or the off-the-wall East Village, New York caters to all tastes and styles.
Take in the views

One of the first words that comes to mind when New York is mentioned is skyline. New York’s skyline is filled with towering skyscrapers from uptown, to picturesque midtown, and down to the Financial District. The city is an architect’s dream – while roaming the streets, be sure to look up at the giant buildings and take in their intricate details. If you have a head for heights, claim the best vantage point from the Top of the Rock, which is included in your program.

EATING – Taste of the Big Apple

Explore the diversity of the Big Apple through different cultures’ typical dishes. Home of trendy food trucks, diners and renowned chefs’ latest spots, New York won’t disappoint. Tuck in to an afternoon Dim Sum, order Eritrean takeaway to your place at 4am, or argue over the tastiest pizzeria in the city. You can find anything and everything to satisfy your cravings. New York is home to 126 Michelin star-rated restaurants and boasts an impressive 9 of the top 100 restaurants around the world!

The landmarks

New York is home to some of the most iconic and important landmarks in the world. Make sure you take the time to check them out.

- **Times Square** – With so many bright lights you might feel the need to bring your sunglasses - the middle of the night can feel as bright as day! Treat your five senses to different street performers, purchase discount Broadway tickets or visit one of the many flagship shopping stores.

- **Statue of Liberty and Ellis Island** – The Statue of Liberty is the city’s most recognizable landmark. A gift from the French, the copper-clad lady is a symbol of freedom and opportunity that has welcomed immigrants to U.S. shores since 1886. In the early 1900’s, approximately 12 million people arrived at Ellis Island. Learn about breathtaking stories of those people who came to seek a new life, as portrayed in the impressive museum.

- **Empire State Building** – A movie star, appearing in hundreds of movies, this monument is recognizable worldwide. Built in 1931 during the boom of skyscrapers, the 103-story colossus is situated in the heart of Manhattan, and from the observatory deck you can gaze at miles of stunning panoramic views. Not only does it have a great view from the top, but the Empire State Building is a sight all on its own. On any given night you can catch this building giving a light show coordinating its colors with current events, holidays and sports events.
· **Grand Central Terminal** — At a whopping 76 acres, it is the world’s largest and North America’s busiest railway station.

But it is not only for commuters. This majestic public space needs to be checked off every tourist’s to-do list. Over 750,000 people pass through here each day whether it’s for travel, to sample the oyster bar, whisper sweet nothings in the secret Whispering Gallery, or simply marvel at the main concourse and its grandeur. It is a must-see.

· **9/11 Memorial** — The 9/11 memorial and museum downtown is a place to learn about the tragic attacks on September 11th 2001. The memorial features waterfalls that flow into two large pools where the Twin Towers once stood and it creates a space for quiet contemplation. The underground museum includes exhibitions and features people’s accounts of the attacks from both the United States and around the world. From this area you can look up at the glimmering Freedom Tower. A single tower representing the city’s perseverance stands tall in place of the former Twin Towers on the New York City Skyline.

· **The Brooklyn Bridge** — When completed in 1883, it was the world’s longest suspension bridge. To this day, it represents a work of engineering brilliance. The bridge connects Manhattan and Brooklyn over the East River. A saunter over its boardwalk allows you to take in the sights at a leisurely pace.
New York Safety

New York is a fantastically diverse and dynamic city that is very much a melting pot of culture and society. As in any big city, be aware of your surroundings and valuables at all times. Use caution on public transportation and when walking at night, and be aware that pickpockets operate in the heavily touristed areas. The emergency telephone number in New York is 911.

Arrival induction and welcome pack

At the airport you will be picked up by your assigned driver. He will be waiting for you in the arrivals hall with your name on a card, so please look out for this. Upon arrival at your house, you will be met by a housing representative and the Intern New York Experience Coordinator. You will then be provided with an introduction to your apartment and local area to help you settle in. If you arrive after 7:00pm, your induction is likely to take place the next day. In the week leading up to your program start date, you will be contacted by our Program Coordinator and Experience Coordinator via email and sent your orientation pack and precise details about your induction. We will pick up from the following airports: JFK, LaGuardia or Newark. We look forward to meeting you soon!

Housing

Your accommodation will be in a convenient, residential area of the city. Our shared student houses are in a number of different neighborhoods throughout the city, but you will always be living with or nearby to other program participants. Our motto is to ‘live like a New Yorker’ and you will have a unique chance to experience New York in an authentic way. In the summer we also offer accommodation in student dorms that offer a similar experience. Every accommodation has all the necessary amenities such as a shared kitchen (complete with washing machine, fridge etc), bathroom and a shared living room. The houses are secure and there is a dedicated maintenance team who are on hand to assist with any problems. Your accommodation will always be in highly accessible locations. Your commute to work will always be under 1 hour and most of the time it will be far quicker than that. New York is a huge metropolis and you will always be ideally situated to explore this fantastic city!

Hospital and emergency services

In case of an emergency you should dial 911 for the police, fire or ambulance services. If you are in need of assistance, but it is not an emergency then you can dial 311 to speak to an operator on a wide range of topics regarding city services, or check the website

http://www1.nyc.gov/311/index.page
RECOMMENDED NYC APPS

**DINING**

**OPEN TABLE** - allows users to search for restaurants, view menus and reviews and make reservations.

**CUPS** - pick a coffee drinking plan - from 10 cups per month to unlimited - and you have easy access to independent coffee shops all over the city.

**EMBARK NYC SUBWAY** (iPhone only) – find out where your train is and when it will arrive – also works without phone signal.

**CITYMAPPER** - universal transit app. Gets you from point A to point B via bus, subway, train, bike or walking.

**TWEAT.IT** - hunt down your favorite gourmet food truck through a real-time food-truck map.

**SEAMLESS** - easy to use delivery app with an extensive database of take-away joints.

**UER** – alternative popular cab service.

**CITI BIKE** - locates the closest CitiBike station to you, generates biking routes to other stations, and recommends things to do nearby.

**NYC Go** website is the official guide the city. Find out what to do, where to go, where to stay and what to eat in NYC from the experts who know it best - http://www.nycgo.com

**CENTRAL PARK** – A pocket size tool that provides all the info you could want for the most prominent park in the city. It include maps, the latest event listings and audio guides.

**SHOPDROP** (iPhone only) - sends you live alerts when a store is holding a can’t-miss sale.

**DOWNTOWN NYC** (iPhone only and a cost to download) - the official app of the Downtown Culture Pass, which offers discounts to Lower Manhattan cultural attractions.

**TKTS** - find listings of shows on Broadway (and off) for which you can buy discounted tickets at TKTS.

**THE SCOOP** (iPhone only) - guide to the city including reviews of events and places from the editors of The New York Times.

**TIME OUT NEW YORK** - provides up-to-date event listings as well as reviews of art exhibitions, concerts, bars and restaurants.

**I LOVE NY** – The official app of New York will help you find attractions and events.

**CABSENSE NEW YORK** – just can’t manage to hail down a cab? This app tells you the best place to catch one.

**MYCITYWAY** – this city navigating tool helps you locate all conveniences.