

NYU Prague Arrival Cheat Sheet Spring 2015

Students should print this sheet out and keep a copy with them as they travel to the site as well as leave a copy with their family.

Confirm your flights:

You should confirm your flights 48 hours before departure. You also want to confirm luggage restrictions, both carry-on as well as checked as the restrictions to Europe are changing, in particular if you are traveling via the UK. Most airlines are now recommending THREE hours arrival before departure for international check-in.

NYU Prague Arrival Day Address and Emergency Phone Number:

+420 724 170 542 - this is the NYU Prague emergency number

You should go directly to your residence (you received your housing assignment by email).

The addresses are:

- Machova Residence: Machova 12, Vinohrady, Prague 2
- Slezska Residence: Slezska 60, Vinohrady, Prague 2
- Osadni Apartments: Osadni 35, Holesovice, Prague 7
- Extol Inn - Osadni II: Pristavni 2, Holesovice, Prague 7

You should put these addresses on your luggage tag. If you are not sure where you are living, go to the Residence Hall on Machova 12. Do NOT go to the NYU Prague Academic Center, as it will not be staffed on Saturday!!!

Packing

Pack light, confirm your luggage limits with your airline, and ensure that your necessary items (medication, paperwork, etc.) are in your carry-on. Review the carry-on rules before departing for airport as they can change without notice. Leave room in your luggage in case you have to pack items from your carry on after arriving at the airport

Mailing

NYU Prague's mailing address: Male namesti 2, 110 00 Prague 1, Czech Republic.

There is a **custom tax of 30%** on any package sent into the Czech Republic with a declared value of over \$30. Packages are held in a customs office until students pay the tax or they will be shipped back to the USA. If you are planning to have your parents send you anything from the USA, keep this in mind-it might be cheaper and less hassle to buy things in Prague.

Arrival/Check-in Date: January 24, 2015 from 7:00 a.m.

Students who arrive after the check-in date must contact Martina Faltova in advance at prague.studentlife@nyu.edu so we can arrange for you to pick up keys, orientation packet, etc.

You cannot check into the residence hall or the apartments **before January 24th**. There are NO exceptions. You are responsible for making alternative housing arrangements.

If you need to store luggage before the semester begins, the airport and the train stations have facilities where you can leave luggage for a small fee. We do not recommend you leave anything of value in these storage places.

Airport Pick-Up Times

NYU Prague staff will be in **Terminal 2** of the airport from **9 a.m. until 7 p.m.**

If you arrive after 6:30 p.m. you are responsible for your own transportation (see later in this document). Staff will help direct students who arrive before 6:30 p.m. to buses or shuttles that will take you to residences. All other students should go directly to their place of residence.

About the Prague Airport:

Prague's airport (called "Vaclav Havel Airport") is easily navigable. When you arrive at the airport you will go through immigrations, customs and then to baggage claim, after which you will be directed to the exit.

There are two terminals - **if you fly into terminal 1, you should walk through the airport (a short walk) to terminal 2** and meet NYU staff. Currency exchange is available within the baggage claim area as well as in the main terminal. Just outside the main customs exit doors is the building exit for ground transportation. There are taxis and buses available.

If for some reason you are not met by NYU staff and have to get to the residence on your own, below are instructions on how to get there.

Taxi

The easiest way to get to the residence hall is by taxi. This will cost about 700 Kc (\$35). Taxis at the airport are regulated and safe. You can all use mobile phone apps such as Uber or Liftago to order taxis.

Shuttle

You can also pre-book a shuttle, which will take you to any location in the city. These are shared with other passengers, so take longer, and cost about 550 Kc. The shuttle must be booked in advance at <http://www.bohemianshuttles.cz/booking>

Do NOT go to the NYU Academic Center, as no one will be there.

Luggage:

If you have missing luggage complete the paperwork before you exit the customs area. Keep a copy of this paperwork, and bring it with you to check-in. We will assist you with tracking. You should put the **address of your residence** and the **NYU Prague emergency phone number** listed on this sheet as the contact.

From the train station

If you are coming by train, you should be especially aware of pickpockets when you arrive-be careful of your belongings at all time, and do not leave any bags unattended. You can take a TAXI from the train station. The taxis at the train station tend to rip tourists off, so ask approximately how much it will cost BEFORE you get in the cab -it shouldn't be more than 300 Kc (about \$15). Try to negotiate if they are quoting outrageous sums.

Orientation:

Orientation will start on Sunday, January 25th and end with the first day of classes on Monday, February 2nd. You will receive a more detailed schedule upon check-in.

If something happens to your travel schedule:

Send an e-mail to prague.studentlife@nyu.edu

Call us at +420 724 170 542 between the hours of 7:00 am - 9:00 pm on January 24th only.

Remember, the airline is going to be your best source of information. They will not give us or your family your information, so you have to speak with them.

Notify your family:

Please contact your family when you arrive - otherwise our staff ends up getting phone calls at all hours from worried parents. Remind your family not to expect a phone call as quickly as if you were coming alone as a tourist. Make plans beforehand as to whether you will call or email your family and then make sure YOU do it. Remember, we will NOT give out any information beyond if you have arrived, NO EXCEPTIONS.