



## FUA PRE-DEPARTURE INFORMATION

### WELCOME TO FLORENCE!

Your program is about to begin! We hope that the below information will assist you in preparing for your departure and what to expect on arrival in Italy.

## PRE-DEPARTURE CHECK LIST

### Documents:

- Plane ticket
- Passport (w/ two photocopies)
- Visa documents
- Doctor's note for prescription meds
- Orientation schedule
- FUA useful numbers
- International Health Insurance
- Copy of this document

### Before Your Arrival in Italy we suggest that you:

- Change at least \$100.00 into Euro
- Pack a change of spare clothes in your carry on in case of lost luggage
- Have an International Calling Card in case of emergency need of calling University/Family during your trip

**Make sure to submit your arrival details and pick up option with FUA/Home University at least 10 days before your departure date.**

## ON ARRIVAL...

**On the designated arrival day for the start of the session there will be a FUA representative in Florence at Peretola Airport (Aeroporto di Firenze) (FLR) between 9:00am and 7:00pm:**

- **Pre-arranged group flight OR individual pick up**

A staff member will be waiting for you at your exit gate holding a "PALAZZI – FUA – APICIUS" sign. You will receive your housing welcome package and be transferred in a mini-van directly to your FUA assigned accommodation. Students who have requested individual pick-up should ensure that the €60 fee to be paid in cash on arrival.

- **Arrival with no pick-up**

You must make your way independently to the FUA check-in office at Corso Tintori 21 to collect your housing welcome package. You should then make your way independently to your accommodation. The check-in office is open from 9:00am to 7:00pm.

How to get from Florence airport to Corso Tintori 21

The easiest way to reach the check-in office is to take a taxi from the airport. As you exit arrivals, turn to your left and walk to the end of the terminal. There is a taxi rank on the corner. The cost is approximately €20, plus €1 for each piece of luggage.

There is also a shuttle service from the airport to the Santa Maria Novella train station which departs every half an hour directly in front of the taxi rank (approx. cost €10). From the train station you can take a taxi to Corso Tintori 21 (approx. Cost €10).

### **Arrivals after 7:00pm:**

Housing check-in is not available after 7:00pm.

Students who choose to arrive in Florence after 7:00pm are required to secure their own accommodation for the first night and should ensure that they arrive the following day at the designated orientation facility according to the schedule they received, after which they will be able to perform check-in procedures.

After-hours individual pick-up can be arranged in advance at extra charge according to availability.

### **HOTELS IN FLORENCE**

#### **PLUS HOSTEL FLORENCE**

Via Santa Caterina D'Alessandria 15

[www.plushostels.com/plusflorence](http://www.plushostels.com/plusflorence)

#### **HOTEL CELLAI\*\*\*\***

Via 27 Aprile 14 [www.hotelcellai.it](http://www.hotelcellai.it)

#### **B&B HOTELS FLORENCE\*\*\***

Viale Giovanni Amendola 34

[www.hotelbb.it](http://www.hotelbb.it)

#### **GRAND HOTEL MEDITERRANEO\*\*\*\*\***

Lungarno del Tempio 44

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

## **IN CASE OF.....**

### **Missed/Cancelled/Delayed Flight:**

If you have missed your flight or a connection, do not panic! First go to the ticket counter for the airline that issued your ticket to make the next available flight arrangements; then call the FUA Emergency Number +39 347 376 9632 (if calling from a US phone 01139 3473769632) or email [SLD-housing@fua.it](mailto:SLD-housing@fua.it)

### **Lost Luggage:**

If the airline has misplaced your luggage you must first file a lost baggage report with the airline before exiting customs. You must complete the lost baggage report before you leave the airport. You should arrange for any lost baggage to be delivered directly to the school at the following address:

***Florence University of the Arts***

***Via Magliabechi 1***

***50122 Firenze***

***Italy***

***Do not have your luggage sent to your apartment address in Florence!***

## **EMERGENCY CONTACTS:**

In the event of an emergency, please contact both your family/home university and host institution.

### **FUA 24/7 Emergency Contact:**

**+39 347 376 9632**

### **FUA/Palazzi Student Life Office:**

Corso Tintori 21

+39-055-0332747

[sld-studentservices@fua.it](mailto:sld-studentservices@fua.it)

### **Local emergency**

("911"): 113

### **US Embassy:**

Lungarno Vespucci, 38

50123 Florence, Italy

Tel. (+39)055.266.951

Fax (+39) 055.284.088

**Thank you in advance for your cooperation!**