

Fall 2006 Sample*

Florence Acceptance Letter

*** THIS DOCUMENT IS FOR REFERENCE PURPOSES ONLY. PLEASE NOTE THAT DATES AND TIMES REFLECTED MAY BE SUBJECT TO CHANGE PRIOR TO PROGRAM START DATE.**

Congratulations on your admission to NYU in Florence! As you prepare for departure, this letter will outline all of the arrangements you need to make. You will notice that some of the sections direct you to our online resources; this allows us to keep all of our materials updated and also allows you to share information easily with your parents. Of course, if you have additional concerns, NYU's study abroad staff is just a phone call away (see the enclosed "Got Questions?" sheet for details).

NYU STUDY ABROAD CHECKLIST:

Check here once you have taken the steps to **Reserve Your Place**:

As described in your acceptance e-mail, your non-refundable \$300 deposit secures your space in our program; if you have not already done so, please send your check or money order to the Study Abroad Admissions Office (address below) immediately. Programs fill quickly, and you could be denied a spot if the program fills before we receive your deposit. For example, last year some programs filled by mid-April. If the program reaches capacity before we receive your deposit, your check will maintain your place on a waitlist.

Check here once you have received your **Valid Passport & submitted your Passport & Emergency Form**:

If you do not have a passport—or if your current passport expires within 6 months of your planned return from study abroad—we advise you to begin the application process immediately. You will need a valid passport in order to apply for your **visa**, a document that gives you legal approval to study in your host country. For a passport application, visit www.travel.state.gov. Once you have acquired your passport, please fill out the "Passport & Emergency" form, located in the "Admitted Students" section of our Web site (www.nyu.edu/studyabroad).

Check here once you have received your **Student Visa**:

In order to enter Italy and be officially registered in the program, you must apply for a student visa. As an NYU student, as long as you are a U.S. citizen, you are required to submit your application through NYU (though the issuance of the visa remains entirely at the discretion of the Consulate). As a result, all eligible NYU students must turn in their visa applications and all supplementary materials to the Office of Global Education by **May 30th**. The office will then submit your application to the Italian consulate as your proxy. For instructions on how to prepare your visa application, please visit the "Admitted Students" section of our Web site (www.nyu.edu/studyabroad). Unfortunately, the Office of Global Education is legally unable to request visas for non-US citizens. If you are a non-US citizen, you must contact your local consulate or embassy to obtain the visa instructions that apply to you. Once you have checked the pertinent instructions, please contact the Office of Global Education so that they can supply any supplementary documents you require. The office can be reached at (212) 992-9940 or global.education@nyu.edu. If required, please note that this letter can be presented to the consulate as official proof of your acceptance.

Note: Citizens of European Union member states need only a valid passport to study in Florence, but you must provide all necessary documentation for the Carta di Soggiorno. Instructions for obtaining the Carta di Soggiorno can be found with the visa instructions in the "Admitted Students" section of our Web site (www.nyu.edu/studyabroad).

Check here once you have updated **NYUHome**:

Please note that all e-mail communication will be sent to your NYU e-mail address (not your personal or Stern address). If you do not use this address, you should set your NYUHome preferences to forward e-mail to your preferred account. Also, please be sure to keep your address and other personal information updated on NYUHome. This will allow us to keep in touch with you and to ensure that you receive all pre-departure materials.

Check here once you have applied for **Housing Abroad—and Cancelled it in NYC**:

Information about housing—including housing descriptions, an application, and rates—will be available under the "Admitted Students" section of our Web Site (www.nyu.edu/studyabroad) beginning on **May 1st**. Please note that housing at NYU Florence is both guaranteed and required.

If you have a renewable housing contract with NYU, you are guaranteed space in NYU housing upon your return from study abroad provided that you submit a copy of this letter to the Housing Office (8 Washington Place) along with the study abroad notification form (available at <http://www.nyu.edu/housing/lottery/phase1/studyabroad.html>) and meet all deadlines. Spring 2007 housing re-application information will be available at the pre-departure sessions (see below) or you may contact Housing directly with questions (212-998-4600).

Check here once you have registered for **Classes Abroad**:

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To view the academic calendar and a list of fall 2006 courses with descriptions, visit www.nyu.edu/studyabroad. If we receive your \$300 deposit by April 3rd, you will be cleared to register at 9:00 a.m. on April 18th, the first day of registration (please note that your appointment on Albert will not change until just prior to registration). If your deposit arrives after April 3rd, you will be able to register on your assigned day. Register on Albert just as you would for classes in New York, obtaining clearance from your adviser if necessary.

FOR NON-NYU STUDENTS:

You should select classes and begin obtaining credit-transfer approval from your home institution, if necessary. Though you will probably only enroll in four or five classes, we encourage you to request approval for additional classes so that you are prepared in the event that a given course is cancelled or fills prior to your registration. If we receive your \$300 deposit by April 3rd, you will be eligible to register at 9:00 a.m. on April 18th, the first day of registration. If your deposit arrives after April 3rd, you will be able to register approximately one week after we receive your deposit, but no earlier than April 18th. Please see enclosed registration instructions for details. After returning from your semester abroad, please visit the "Academic Records" section of the University Registrar's Web site (www.nyu.edu/registrar) to request an academic transcript.

Check here once you have attended the **Pre-Departure Sessions:**

In addition to the information found here and through our online resources, you will learn much more about your semester abroad at the Pre-Departure sessions which will be held later this semester. Please see the enclosed sheet for details.

Check here once you have booked your **Flight &** submitted your **Flight Information & Arrival Form:**

Within this packet, you will find information about discount flight options. While you are not obligated to book this flight or use this travel agency, once you make your arrangements, you must fill out the "Flight Information & Arrival" form on the "Admitted Students" section of our Web site (www.nyu.edu/studyabroad) to alert program staff of your arrival date, time, and flight carriers. Please note that orientation is mandatory and that, while you are not required to book the group flight, you must arrive in Florence by August 30th.

Check here once you have submitted your **Required Forms:**

Please visit the "Admitted Students" section of our Web site (www.nyu.edu/studyabroad) to access the "Required Forms" for NYU Study Abroad. In order to complete these forms, you will need to contact your insurance company to arrange appropriate health coverage while abroad and schedule an appointment with your physician. We advise you to allow yourself enough time to complete both of these tasks and return all of the forms by the **June 15th** deadline.

Check here once you have planned your **Budget &** spoken with **Financial Aid:**

All your current financial aid and scholarships apply to NYU Study Abroad programs. You may also qualify for additional aid, particularly if you receive work study or are a commuter student. To inquire about your eligibility, call Financial Aid at (212) 998-4444 or visit their office at the Student Services Center (25 West 4th Street). You may also contact us if you have problems or questions regarding financial aid for your semester abroad. In addition, as you plan for your semester abroad, we encourage you to think about your budget. You can view a list of estimated expenses on our Web site: www.nyu.edu/studyabroad. Please remember that these are only estimates and that with good planning, you can stick within whatever budget makes sense for you.

FOR NON-NYU STUDENTS:

If your home school's financial aid does not transfer to study abroad programs—or if there is a significant cost difference between your home school and NYU—you may be eligible to receive scholarships from NYU towards NYU Study Abroad. To be considered, please submit to the *Study Abroad Admissions Office* a paper copy of your 2005-2006 FAFSA (Free Application for Federal Student Aid) or SAR (Student Aid Report), as well as a copy of your most recent financial aid award from your home school. Please send these materials no later than **May 15th**. If you receive federal or state aid, please contact your home school's financial aid office to make arrangements to receive this aid while abroad. In addition, as you plan for your semester abroad, we encourage you to think about your budget. You can view a list of estimated expenses on our Web site: www.nyu.edu/studyabroad. Please remember that these are only estimates and that with good planning, you can stick within whatever budget makes sense for you. Finally, note that bills will be mailed in July and that you can pay in monthly installments via the Academic Management Services (AMS) plan (call AMS at 800-635-0120 for details).

We understand that preparations for studying in another country can sometimes seem overwhelming. Please do not hesitate to call us with any questions you have about the process. We look forward to welcoming you to your new home abroad!