



New York University
A private university in the public service
New York University in Madrid
C/ Segre, 8
28002 MADRID

December 2004

Dear Students,

The entire NYU in Madrid staff wishes you a restful break and anxiously awaits your arrival. Here we have provided some useful tips on preparation for your trip over and what to do once you arrive. Please be sure to keep our contact information on you while you are travelling to Madrid, and call us with any questions or concerns.

Please review the following pages as they will help you better prepare for your adventure abroad.

The information is divided among the following topics:

- NYU in Madrid Staff, Building, & Mailing Information
- Must Do's Before You Leave
- Madrid Arrival and Transport
- First Day NYU in Madrid
- Helpful Websites
- Semester Calendar (Please be advised we only observe Spain's official holidays)

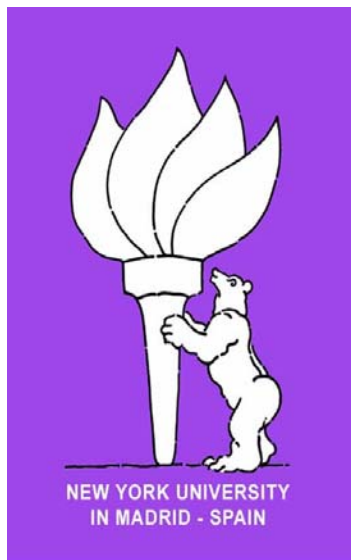
Be sure to be on time to our Orientation at the NYU in Madrid building at Calle Segre, 8!!!

Good luck and safe journey!

Sincerely,

NYU in Madrid Staff

Tel. (+34) 91 590 29 21
Fax. (+34) 91 590 29 32



NYU in Madrid

Address: NYU in Madrid
(You may receive mail C/ Segre, 8
at same address) 28002 Madrid, SPAIN

Program Office Hours: Monday – Thursday 9:00 a.m. – 4:00 p.m.
Friday 9:00 a.m. – 2:00 p.m.

Building Hours: Monday –Thursday 9:00 a.m. – 8:45 p.m.
Friday 9:00 a.m. - 2:30 p.m.

Main Office Phone: (34) 91-590-2921
Fax: (34) 91-590-2930 / (34) 91-590-2932
EMERGENCY 24 HOUR CELL PHONE: (34) 679 903 331

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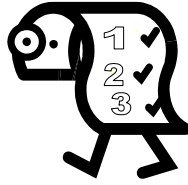
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Coordinator Office Phone: (34) 91 590 2925
Cell Phone: (34) 669 701 249

Conchi Sánchez
Business Coordinator E-mail: cs106@nyu.edu
Office Phone: (34) 91 590 2926



BEFORE YOU LEAVE:

ARRIVAL INFORMATION

BOTH inform Megan (mmj3@nyu.edu) of your EXACT arrival information, and fill out the online arrival form (www.nyu.edu/global/arrival/madrid-arrival.html)

Megan MUST HAVE YOUR ARRIVAL INFO IN ORDER TO NOTIFY YOUR SEÑORA OR LANDLORD.

If you make changes in your travel plans, or miss a connecting flight on the way, please advise the NYU in Madrid office.

Print out or write down your housing address (so you can show it to your taxi driver) and keep that as well as the following numbers on your person (NOT in your checked luggage, in case it arrives late):

Important phone numbers:

Megan Jones: (34) 669 701 249

Anjouli Janzon: (34) 696 491 402

Allison Padavan: (34) 680 652 707

NYU in Madrid Office: (34) 91 590 2921

GENERAL TIPS

- MAKE SURE you have your address in Madrid on hand.
- If you are living in an Apt. the landlord will want 3 months of rent up front. GO TO THE BANK at the airport to change money and carry it in a safe place.
- DO NOT over pack!! There are few items you cannot live without and taxi drivers will not take you if you have more than one large bag!
- You are responsible for carrying / moving / lugging your stuff by yourself!!!
- The program starts on Sept. 6th and ends on Dec. 16th! Please keep these dates in mind when making travel plans. You will NOT be excused for late arrivals or early departures!!!
- Remember, you are going to a different country, where life is not like in the U.S. Prepare yourself for this adventure, read up on Spain, check out some web sites! Ask those who have been there! Arrive with an open mind!



MADRID ARRIVAL

CHANGING MONEY

You will probably want to change money in the airport since banks are closed on weekends, and are only open 8:30 a.m.-2:00 p.m. weekdays. There are two banks and an American Express office available in the terminal, both inside and outside the arrivals gate.

If you bring an ATM card, you will also be able to use that at the majority of ATM's in Madrid. However, there are daily limits to how much you can take out of your account, so plan ahead for having enough cash to pay your landlord if you have chosen apartment living.

STUDENT DISCOUNT FLIGHT PICK UP

NYU in Madrid will be meeting the student discount flight on Saturday , January 8th from 7:30 a.m. until 9:30 a.m. (if the student discount plane is delayed we will wait). If you are arriving within this time span, please look for NYU in Madrid staff at the airport and be sure to check your name off the arrivals list. You will then be taken by bus to a central location in downtown Madrid from where you will have to take a taxi to your housing assignment. This should not cost you more than 10€

BE SURE TO CHECK WITH THE AIRLINE FOR WEIGHT LIMITS ON BAGGAGE OR YOU MAY BE CHARGED A HEAVY FINE FOR EXCESS BAGGAGE.

INDIVIDUAL TRAVELERS

If you are coming in at a different time, you will need to find transportation to your housing assignment

TAXI: A taxi from the airport to Madrid should not exceed 30€ and a bit more on weekends and holidays. Please note that all taxis will add an airport surcharge to the meter fare. Make sure you ask for a receipt, “un recibo, por favor”.

PUBLIC TRANSPORT: If you don't have a lot of luggage, and you have the energy, there are a few transportation options to save money. One is to take the Metro into the central Nuevos Ministerios station, and either continue in the subway to your final destination, or take a taxi from there. When you exit the airport arrivals terminal, just follow the signs for <Metro>. A one-way ticket costs 1,15 €

There is also a city bus that will take you to Plaza de Colón in the center of the city, where you can catch a taxi to your apartment.

SHUTTLE: Another option is taking a shared van shuttle service with the company “Aerocity”. There will be 2-3 other passengers, and drop offs are in order of location. The company has a stand located in Terminal 1, Sala (Lounge) 2, near the cafeteria. You present them with your destination address and they will let you know when the next shared shuttle will be available and the cost. Average wait times are from 20 minutes to an hour. This service is about 17 €

BE SURE TO CHECK WITH THE AIRLINE FOR WEIGHT LIMITS ON BAGGAGE OR YOU MAY BE CHARGED A HEAVY FINE FOR EXCESS BAGGAGE.



FIRST DAY NYU in MADRID

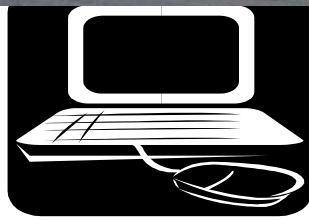
ORIENTATION

Mandatory Orientation begins on Monday, January 10th at 9:30 a.m. at:

*NYU in Madrid
C/ Segre, 8
28002 Madrid
Spain*

(This should also be your **mailing address** in Spain, especially for packages)

- Remember, the metro stops closest to us are: Santiago Bernabeu (line 10), Concha Espina (line 9) and República Argentina (line 6).
- You might just want to take a cab on the first day. Cabs are not expensive in Madrid.



USEFUL WEBSITES

NEIGHBORHOOD MAP

If you are interested in seeing a map of your neighborhood you should check out the street guide, or "callejero": <http://callejero.paginasamarillas.es/home.asp>

Fill in the information for your address:

Provincia: Madrid

Ciudad: Madrid

Tipo de via ("Kind of street" You have to select either Calle, Avenida, Plaza, etc.

Nombre de la via (Name of your street)

Nº (Number of the building)

Hit the button Buscar (Search)

When the page opens you will see various icons indicating nearby metro and bus stops, as well as pharmacies, restaurants and hotels. You can zoom in and out using the buttons that look like magnifying lenses, and use the arrows on the outer edges to scroll East, West, etc.

TRANSPORTATION

The Madrid subway system is referred to as the Metro. There website is available in English and will show you the best routes to get to your home, school, etc.

<http://www.metromadrid.es/>

The bus system is also very well organized. You can find out more on their website (also available in English):

<http://www.emtmadrid.es/>

ACTIVITIES

The following web sites offer information on activities in Madrid related to culture, sports, fitness, tourism, etc.

For movies, restaurants, concerts, fairs,
etc.:

English Version available:

www.munimadrid.es

Spanish only:

www.guiadelocio.com

www.lanetro.es

www.qdq.com

For tourism, sports, recreation, etc.:

English version available:

www.descubremadrid.com

Spanish only:

www.softguides.es

www.guiamadridrural.com

SPRING SEMESTER 2005

(subject to change)

Saturday, January 8 th	<u>JANUARY</u> Arrival in Madrid
Monday-Sunday, January 10 th -16 th	MANDATORY ORIENTATION WEEK (See Orientation Schedule)
Monday, January 17 th	FIRST DAY OF NYU CLASSES
Monday -Tuesday January 17 th - 25 th	Undergraduate individual appointments to meet with Associate Director and finalize registration
Wednesday, January 26 th	Last Day to DROP/ADD NYU classes
Friday-Sunday, February 4 th -6 th	<u>FEBRUARY</u> Excursion Option: A) Córdoba & Granada
Monday, February 7 th	Excursion Option B) León & Burgos Last day to withdraw from an NYU class without a “W”
Monday, February 14 th	Spanish Universities Spring Classes Begin
Monday, February 21 st	Last Day for Pass/Fail Option
Monday-Thurs. Feb. 28 th -March 3 rd	<u>MARCH</u> MID-TERM EXAMINATIONS: NYU CLASSES
Friday-Sunday, March 11 th & 13 th	Excursion Option C: Extremadura
Saturday, March 19 th	* <i>Holiday</i> : San José
Monday-Sunday, March 21 st -April 3 rd	Spring Recess- NYU classes
Tuesday, March 29 th	(Sunday, March 27, 2005 Easter Sunday) SPANISH UNIVERSITIES -CLASSES RESUME
Monday, April 4 th	<u>APRIL</u> NYU— CLASSES RESUME
Saturday & Sunday, April 23 rd & 24 th	Toledo & Almagro , NYU Theatre Production
Sunday, May 1 st	<u>MAY</u> * <i>Holiday</i> : Labor Day
Monday, May 2 nd	* <i>Holiday</i> : Autonomy Day
Thursday, May 5 th	Last day of NYU classes
Monday-Thursday, May 9 th -12 th	FINAL EXAMS- NYU CLASSES ONLY
Sunday, May 15 th	* <i>Holiday</i> : San Isidro
Wednesday, May 25 th	*No Spanish University classes
Friday, May 27 th	Master of Arts Exam
Monday, May 30 th	Spanish Universities- Classes End
June	Master of Arts Oral Exam
	<u>JUNE</u> FINAL EXAMS for Spanish Universities

**** There will be additional outings organized by professors for their classes.**