



## FUA PRE-DEPARTURE INFORMATION

### WELCOME TO FLORENCE!

Your program is about to begin! We hope that the following information will help 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)
- 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

### 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 service for extra fee**

If you are arriving on a group flight (five or more students from the same University/provider on the same flight) or you have booked an individual pick-up for an extra fee, a staff member will be waiting for you at your exit gate at Florence Airport holding a "PALAZZI - FUA - APICIUS" sign. You will receive your housing welcome package and be transferred in a minivan directly to your FUA assigned accommodation. Students who have requested individual pick-up should be ready to pay the €60 fee in cash on arrival.

- **Arrival with no pick-up**

FUA staff will be at the airport to welcome you but 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 the 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, step outside the terminal, then turn to your right and walk to the end of the terminal. There is a taxi rank on the corner. The cost is approximately €25/30, including €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 30 minutes 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).

**FUA Staff will welcome you at the airport and will be there to direct you!**

### 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 with a private driver can be arranged in advance at extra charge according to availability. The driver will wait for an hour after the flight has landed. In case of missed/delayed flight the student will be responsible for their own arrangements and accommodation.

### HOTELS IN FLORENCE

PLUS HOSTEL FLORENCE  
Via Santa Caterina D'Alessandria 15  
www.plushostels.com/plusflorence

B&B HOTELS FLORENCE\*\*\*  
Viale Giovanni Amendola 34  
www.hotelbb.it

HOTEL CELLAI\*\*\*\*  
Via XXVII Aprile 14 www.hotelcellai.it

GRAND HOTEL MEDITERRANEO\*\*\*\*  
Lungarno del Tempio 44  
www.hotelmediterraneo.com

HOTEL RIVER\*\*\*\*  
Lungarno Della Zecca vecchia 18  
http://www.hotelriver.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 or email [sld-housing@fua.it](mailto:sld-housing@fua.it)

Please keep us updated via email or phone if your flight details change so that we can still pick you up, and don't forget to include your new flight number and arrival time!

### Lost Luggage:

If the airline has misplaced your luggage you must first file a lost baggage report with the airline before exiting customs 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**

**Corso Tintori 21**

**50122 Firenze**

**Italy**

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

## EMERGENCY CONTACTS:

In case of 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 244664  
[sld-studentservices@fua.it](mailto:sld-studentservices@fua.it)  
[sld-housing@fua.it](mailto:sld-housing@fua.it)

**Local emergency**  
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**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!**