ARRIVAL & ORIENTATION INFORMATION SHEET
FLORENCE WINTER & SPRING PROGRAMS 2015

All Italy participants are responsible for making their own arrangements to travel independently to Italy. Your program begins on a set date and at a specific place and time (see below). If you fail to present yourself at the correct location on the established Official UCEAP Start Date, you are subject to dismissal from the Program – see Student Agreement.

Florence Winter & Spring Arrival Information

Official UCEAP Arrival & Start Date/Time/Place:  Wednesday, January 7, 2015
Between 9:00 am and 6:00 pm
(Your flight should arrive in Florence by 4:00 pm!)
ACCENT/UC Florence Study Center
Piazza Santo Spirito, 10
50125 Florence, Italy
Study Center Phone: (011 39) 055 26 70 501

CHECK-IN
You will check in with the ACCENT Florence Center staff on Wednesday, January 7 from 9:00 am to 6:00 pm at the ACCENT/UC Florence Study Center.

It can take up to 2 hours to clear customs; therefore, you should arrive in Florence by 4:00 pm to be able to check-in before 6:00 pm.

Upon check-in with the ACCENT Florence staff, you will receive your housing information and keys; you will then be responsible for your own transportation to your housing.

If you arrive before the check-in day
You may not check-in with ACCENT until the official program start date, Wednesday, January 7.

If you arrive before the check-in day, you may consider one of the two hotel options below, or you may find alternate accommodations. (See list of hotels and hostels below.)

Residenza Guadagni -  www.palazzoguadagni.com – This hotel is located right above the Study Center, in a Renaissance palace from the 1500s. It is one of the most refined 3 star hotels in the historic center of Florence, in the Oltrarno area, the heart of the artisan community. Breakfast is included.
Address:  Piazza Santo Spirito, 9, 50125 Firenze
Tel: +39 055 2658376
Fax: +39 055 2728233
Email:  info@palazzoguadagni.com

Hotel Medici -  www.hotelmedici.it – This hotel is a cheaper option, and breakfast is also included. It is clean, comfortable, has a great terrace on the roof and is located between Piazza del Duomo and Piazza Repubblica.
Address:  Via dei Medici, 6, 50123 Firenze
Tel: +39 055 28.48.18 / 29.10.98
Fax: +39 055 21.62.02
E-mail:  info@hotelmedici.it

Updated September 11, 2014
**If delayed while traveling to Italy:**

1. Students who are delayed or who have missed a flight, and are still in the United States:
   Contact ACCENT, Monday – Friday, PST, 8am-5pm, at 1-800-869-9291

2. Students who are delayed or who have missed a flight, and are overseas:
   Contact Michelangelo (ACCENT Director) at the ACCENT/UC Florence Study Center
   E-mail: florence@accentintl.com
   Office Phone: (011 39) 055 26 70 501
   NOTE: if calling from within Italy, do NOT dial “011” or “39”

**Emergency Telephone Number in Italy**
ACCENT Emergency cell phone: (011 39) 338 89 81 061

The UCEAP 24-hour emergency contact number is 805-893-4762.

*If your flight is delayed or cancelled, please provide us with the new airline and flight number, and the new arrival time in Florence so that we know when to expect you.
You may have 2 or 3 connecting flights, but the information most needed is for the last flight!
It is extremely important that we have this information!*

**If you arrive after the check-in time (9am-6pm on January 7)**
If your flight is delayed past the check-in time, you will be responsible for securing your own housing accommodations for the night of Wednesday, January 7. You may choose to book with one of the hotels listed here, or find alternate accommodations. You must check-in the following morning, January 8, at 9:00 am at the ACCENT/UC Florence Study Center (Piazza Santo Spirito, 10) to receive important housing information and your keys. You will then be responsible for your own transportation to your housing.
Print this list of [Hotels and Hostels](#) to take with you in case you are unexpectedly delayed.

**Directions from Rome Fiumicino Airport (FCO) to Florence:**

**By Train –**

1. Follow the directions inside the airport that say Treni (trains). They usually have a green and blue “FS” symbol.
2. Find the Leonardo Express train that leaves approximately every 30 minutes and goes non-stop to Roma Termini, the Rome Central station. The ride takes approximately 30 minutes and the cost of the ticket is around €14.
3. When you arrive at Roma Termini, follow the signs for the Biglietteria (ticket counter). Be sure to purchase your ticket and date it in the validating machine at the station before boarding the train. You can also purchase a ticket from the automatic ticket machines available throughout the station.
4. There are high speed trains run by two different companies, Trenitalia and Italo, from the Roma Termini station to Florence. The train ride is about an hour and a half, and the cost of the ticket is around €45.
5. When finding the platform on which to board your train, make sure you check for the train number and not the destination. The final destination is what is posted on the boards, and Florence is rarely the final destination of the train, as most trains go to Milan or Venice as the final destination.
6. To get from the Florence train station to the ACCENT Center, please see the section below titled “Directions on how to get to the ACCENT/UC Florence Study Center.”
**Directions from Pisa Airport to Florence:**

**By Bus**

There are direct buses from the Pisa Airport to the Florence train station. The cost is €7.50 and it takes approximately 70 minutes. See schedule at [http://www.autostradale.com/pdf/festivitaaereoprti/PIFI18.pdf](http://www.autostradale.com/pdf/festivitaaereoprti/PIFI18.pdf)

For directions to the ACCENT Center, please see the section below titled “Directions on how to get to the ACCENT/UC Florence Study Center.”

**By Train**

Take the PisaMover bus from the stop located in front of the Departures Terminal. The PisaMover bus connects the Pisa airport with the Pisa Central train station where you then connect to a train to the Florence train station (Santa Maria Novella). Bus tickets are sold at the Airport Information Desk in the Arrivals Hall and cost approximately €1.30. The bus ride takes about an 8 minutes. Train tickets to Florence are sold at the Pisa Central train station and cost approximately 8 euro. The train ride takes between an hour and an hour and a half, and trains depart about every thirty minutes. For directions to the ACCENT Center, please see the section below titled “Directions on how to get to the ACCENT/UC Florence Study Center.”

**Directions from Florence Airport (Amerigo Vespucci) to Santa Maria Novella Train Station (SMN)**

**By Bus**

Take the Volainbus SITA Bus (tickets available at the bar in the airport and on the bus, and will cost about €6) to the Florence train station (Santa Maria Novella). The bus will drop you off across the street from the station. For directions from Santa Maria Novella train station to the ACCENT Center, please see the section below titled “Directions on how to get to the ACCENT/UC Florence Study Center.”

**Directions on how to get to the ACCENT/UC Florence Study Center**

**By Taxi**

We highly recommend that you spend the money to take a taxi directly to the Study Center. You will be jet-lagged and tired, so it is worth the expense to get there easily & quickly.

You can take a taxi directly from the Florence Airport to the ACCENT/UC Florence Center for around €20. A taxi from Santa Maria Novella will cost around €15.

**On Foot from Santa Maria Novella Station -**

1. Exit the station, cross the street and turn right, heading to the back of *Santa Maria Novella* church across the street.
2. Go to the front of *Santa Maria Novella* church and continue down the left side of the piazza until you reach Via dei Fossi (with the church to your back).
3. Continue on Via dei Fossi until you come to a small piazza called ‘Piazza Carlo Goldoni’
4. Stay to the right of the piazza and cross the ‘Ponte alla Carraia’ (Carraia bridge).
5. After the bridge, continue straight down Piazza Sauro, which becomes Via dei Serragli.
6. Turn left onto Via Sant’Agostino until you reach Piazza Santo Spirito (on your left).
7. Once in Piazza Santo Spirito, we are on the corner of the piazza and Via Mazzetta, number 10, in Palazzo Guadagni.

Although this sounds complicated, it is only a 15-20 minute walk. If you get lost, ask someone for directions to Piazza Santo Spirito. Once in Santo Spirito, go the corner of the piazza and Via Mazzetta. The Study Center located at number ten.
NOTE: Students should have approximately €350 with them on departure from the U.S. to pay for necessary transportation and incidentals during the first few days. Students arriving in Florence before January 7 are responsible for their own accommodations until the program start date and are advised to book a room at a youth hostel or local hotel.

*Please also note that January 6 is a national holiday in Italy and most stores and restaurants will be closed. Hotel prices could also be higher than normal.

**Florence Orientation Information**

You are required to attend a **MANDATORY** UCEAP orientation abroad for the Florence Winter Quarter and Spring Semester programs. The Florence Orientation begins on Thursday, January 8, 2015. A group welcome dinner is held during the first full week of the program. Historical/practical walking tours will be provided to orient students with the UC/ACCENT facilities and to the Florence historic city center.

**U.S. Department of State – Smart Traveler Enrollment Program**

UCEAP highly recommends that all students register with the U.S. Department of State.

The Smart Traveler Enrollment Program (STEP) is a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country. STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency.

STEP also allows Americans residing abroad to get routine information from the nearest U.S. embassy or consulate.

Register online at [https://travelregistration.state.gov/ibrs/ui/](https://travelregistration.state.gov/ibrs/ui/)
(You will need your passport information at time of registration.)

**IMPORTANT!!**
As soon as you have your address abroad, enter it, along with all your contact information while abroad into MyEAP. There is a Contact Information tab on the left side in MyEAP. Go to **Address Abroad While Participating in EAP** to enter your information. This is for emergency purposes only. If something happens either abroad or here at home, we need to be able to reach you quickly!