



IMPORTANT ARRIVAL INFORMATION TAKE THIS WITH YOU TO THE AIRPORT

IMPORTANT ADDRESSES AND TELEPHONE NUMBERS YOU MAY NEED ON ARRIVAL DAY:	
1. ELS/New York, Manhattan Center (open Monday-Friday 8:00 a.m. – 5:00 p.m.).....	1-212-431-9330
2. ELS/New York, Manhattan Center Address.....	16 W. 61st Street (tenth floor), New York, NY 10023
3. ELS/New York, Manhattan Center Help Line.....	1-866-351-8921

Thank you for choosing ELS Language Centers / New York, Manhattan! We look forward to welcoming you! For your safety and convenience, the following instructions will assist you prior to your housing destination:



If you reserved Airport Pick-Up (APU):

John F. Kennedy International Airport (JFK) OR La Guardia Airport (LGA):

For Domestic Flights, please proceed to baggage claim area. For International Flights, your driver will be waiting just outside International Arrivals. The driver will be holding a sign reading “ELS Language Centers” with the student’s name on it.

What if my arrival time or flight changes?

Please call **GK Limo** at **1-845-323-7533**. Give them your new airline, flight number, and arrival time into New York. GK Limo’s number is answered 24 hours a day. If you encounter issues, contact the ELS/New York, Manhattan Center Help Line above.



What if my luggage is lost?

If your luggage is lost, please go to your airline’s counter at the airport. If you are staying in a homestay, we suggest that you telephone your homestay to inform them that you will be arriving later than expected. Luggage is usually found and returned to students within 24 hours. Your luggage can be delivered to the ELS Language Center between 8:00 a.m. and 5:00 p.m., Monday through Friday to the center’s address at the New York Institute of Technology: **ELS Language Centers - 16 W. 61st Street (tenth floor), New York, NY 10023**.

Arrival to Homestay or Student Residence:

If you requested APU, your driver will have your homestay or student residence address. If you are taking a taxi from the airport, please have the homestay or student residence address easily accessible to show the driver.



For students with homestay accommodation, please contact your host family to let them know your flight number and arrival details. For students with confirmed student residence, please provide us with flight details and time of arrival.

Check in hours are 10:00 a.m. – 8:00 p.m. for homestay and 10:00 a.m. – 6:00 p.m. for student residence. If you are arriving outside of these hours, please notify ELS or book a hotel. Please refer to your detailed homestay profile or student residence confirmation for complete instructions. If you have problems, please contact the ELS/New York, Manhattan Center Help Line above.