



Address

EC New York
1501 Broadway, Floor 11,
New York,
NY 10036, USA

Phone

+1 (212) 490 0865
(Mon-Fri, 8:30 – 16:30)

Emergency Number

+1- 631-612-4494
For use outside of office hours only

*If the line is busy, please try again.

Opening Hours

Monday	08:30 - 17:00
Tuesday	08:30 - 17:00
Wednesday	08:30 - 17:00
Thursday	08:30 - 17:00
Friday	08:30 - 17:00
Saturday	Closed
Sunday	Closed

Pre-Arrival

MyEC

What is MyEC?

MyEC is a personalized study tool and powerful learning companion throughout your EC journey. It also offers information about your EC centre, accommodation and information about living in your chosen destination.

Your Online Placement Test

To help us place you in the right level when you start studying with us, you must complete your Online Placement test before you arrive at school.
If you do not complete this test before your first day, you may miss some of the first day activities and/or class time as this test must be completed before you start class.
The Online Placement Test focuses on Reading, Writing and Use of English (Grammar and Vocabulary) and consists of 66 questions. Your speaking level will be assessed on your first day in school
For the instructions on how to complete your Online Placement Test, please go to
<https://www.ecenglish.com/globalassets/shared-blocks/arrival/preparing-for-your-arrival.pdf>

When can I access MyEC?

You will have access to MyEC as soon as you receive your booking confirmation. Start by logging in here:
<https://signin.ecenglish.com/student>

What else must I do on MyEC before my arrival?

- Complete your Important Personal Details Form
- Download Microsoft Teams
- Complete your Needs Analysis Form
- Complete your placement test
- Fill in the pre-arrival survey
- Access a bank of study materials to start learning before you even leave home

Arrival

Arrival at Airport

(All students under 18 years old must book return airport transfers if arriving and departing between 8:00pm and 8:00am).

I want an EC airport transfer, can I arrive at any time?

If you have booked accommodation with EC you must arrive at the airport between 08:00 and 20:00. Late/early arrivals may be asked to book alternative accommodation

for domestic flights. This is to allow for additional time to pass through customs and retrieve your bags. If after this time, you have not seen the EC representative, call +1-631-612-4494 from any pay home in the terminal (if you do not have mobile phone service). Useful phrase to use: Hi, My name is (Maria Angeli). I am from (Italy). My student number is (123456). I cannot find my EC representative. I am at the Welcome Center).

book alternative accommodation

What information do I need to give to book an airport transfer?
Please provide your flight number, arrival time, terminal and airport of origin – minimum 2 weeks in advance

Who will I meet at the airport?
You will meet an EC transportation representative holding a sign with your name on it at the Welcome Center. The driver will be waiting for you there, holding a sign with your name on it. Please note that occasionally drivers may not stand directly at the Welcome Center. If you can not locate the driver, you may ask Welcome Center staff to assist you in calling your driver.

What should I do if I cannot find the EC representative?
Please note that EC representatives will arrive one hour after flights have landed for international flights and 30 minutes after flights have landed

(Center).

What should I do if I have missed my flight or my flight is delayed?
You should notify EC by calling +1-631-612-4494 (from the Welcome Center or a mobile phone) to rearrange your transfer time and avoid additional cost. (Useful phrase to use: My name is (Maria Angeli). I am from (Italy). My student number is (123456) and my flight has been changed. My new flight number is (1234) arriving at (time).

What should I do if I haven’t booked an EC transfer?

The New York City Subway System (MTA) offers the AirTrain transportation service for \$5 (an additional \$1 fee applies for the cost of the card) to Jamaica Station. From there, you may catch the Long Island Rail Road or subway options for most New York City Subway Lines. Additionally, yellow taxi cabs are available outside all terminals. For fares and further information, see: [www.mta.info](#)

Arrival at EC Accommodation

Your First Day at School

How can I find my way to school?
You can find this information on your EC Accommodation Profile, or feel free to ask your host family.

What time should I arrive?
The EC New York team will send you an email the week before your classes begin. This email will provide you with important information regarding your in-person induction at the school, including the time of the induction.

What should I bring with me?
It’s important to bring these documents with you on your first day:

- I-20 form(s) (F-1 students only)
- Visa and passport
- Proof of health insurance covering the length of programme. This is required for you to start lessons
- Your own notebook, pens, and laptop/ mobile tablet

What can I expect on my first day?
All students will still be met with a warm welcome from the school.

Frequently Asked Questions

What happens on public holidays?
Schools do not open on public holidays, so if Monday is a public holiday, your first day at school will be on Tuesday. Public holidays are listed below:

2022 Public holidays on a weekday 2022: 17 Jan, 21 Feb, 30 May, 20 Jun, 04 Jul, 05 Sep, 10 Oct, 11 Nov, 24 Nov, 25 Nov, 26 Dec
2022 Public holidays on a weekday 2023: 02 Jan, 16 Jan, 20 Feb, 29 May, 19 Jun, 04 Jul, 04 Sep, 09 Oct, 10 Nov, 23 Nov, 24 Nov, 25 Dec

What do I do if public transportation is temporarily unavailable?
In case of bad weather or transport strikes, please check the EC New York Virtual Team on Microsoft Teams for important updates or call the EC New York emergency number.

While you are in New York

Please inform the school if you are unwell so we can support you and help you seek medical attention if necessary.

If you have any problems, please do not hesitate to call our emergency phone number: +1-631-612-4494

Timetable

What will my timetable be?

Lessons may alternate between morning and afternoon sessions

We will be providing the timetable during and after the Induction the Friday before the classes start.

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 - 10:30	Core Class				
	Break				
10:45 - 12:15	Core Class				

10:45 - 12:15	Core Class
	Lunch Break
13:00 - 14:30	Special Focus Class

This is a sample timetable, times may change and are not guaranteed.

- General English (20 lessons/week) : Core Classes (Mon-Fri)
- Semi-Intensive English (24 lessons/week) : Core Classes (Mon-Fri) & Special Focus Classes (Tue & Thu)
- Intensive English (30 lessons/week) : Core Classes (Mon-Fri) & Special Focus Classes (Mon-Fri)