

# J1 Guide



*"Serving the Needs of our Community"*

<b>WOODSIDE, QUEENS</b>	<b>WOODLAWN, BRONX</b>
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Since September 11, 2001 a Photo I.D. is required for entrance to most office and governments buildings in New York City, please allow extra time to gain access.

Please be aware of this and carry proper Photo I.D.

It is also a wise idea to make a copy of your passport and all important documents. Keep these copies separate from the originals. In the past, students have asked for their copies to be held at the EIIC offices.

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## **1. Accommodation Tips for New York**

The primary resource for finding New York apartments outside of real estate agents is [Craigslist.org](https://www.craigslist.org). It is free to advertise on Craigslist, so be careful when viewing apartments from this site, there are many legitimate advertisers, plenty of scams and a lot in between. Read the site's own instructions on avoiding scammers. Never go and view an apartment on your own, bring a friend.

The Emerald Isle Immigration Center posts available accommodation on its Facebook page, follow our page so you receive notifications of listings.

Apartments are listed each week in The Irish Voice, The Irish Echo, The Irish Central, The Village Voice, The Irish Emigrant (Papers come out every Tuesday) Newsday and The New York Times (Sunday Edition).

Another place to find apartments is the internet:

[www.apartmentsUSA.com](http://www.apartmentsUSA.com)

[www.rent.com](http://www.rent.com)

[www.move.com](http://www.move.com)

[www.hostels.com](http://www.hostels.com)

[www.roommates.com](http://www.roommates.com)

Check out smaller cities - The Manhattan skyline is visible from the shores of Hoboken New Jersey, and the two are connected by a 24/7 light-rail service.

For listings try also NakedApartments.com and RentHop.com, while NYTimes.com/real-estate is also worth a visit, though mainly for information rather than listings.

There are postings at local Irish delis & diners. Try The Butcher Blocks' Notice board on 43-46 41<sup>st</sup> Street, Sunnyside, NY, 11104 and the 61<sup>st</sup> Deli, Woodside. Also look at postings on the notice boards in both EIIC offices.

Do not exchange any money with a landlord without you or someone else meeting them and viewing the apartment. Asking for an advance is a warning sign. Do not wire money to a landlord even if it is comparatively small sum.

Only exchange money with a landlord or realtor when you are happy that you can move into the apartment.

Most landlords expect at least one year's commitment; require at least one month's security and first month's rent paid in advance.

Real Estate companies may also be able to help but there will be an additional charge on top of the regular deposits. Usually they charge one month's rent for commission.

If you hear about an apartment call immediately as apartments move very fast. Always thoroughly investigate the apartment and the surrounding neighborhood and make sure you feel comfortable and safe.

Find the closest subway station and find out if the line is reliable.

As a general rule always see the apartment before you put any money down, meet your roommates before you commit to an apartment, and bring someone with you if you don't feel completely safe visiting an apartment on your own. Be aware that some housing is very cheap for a reason.

Be aware of apartment scams on the internet. We have had many complaints of students meeting someone at the building who shows them an empty apartment so they pay them because it appears legitimate but then when they show up to move in they find out the person they had been dealing with had no authorization to rent the apartment.

Before giving over the deposit, read the lease carefully and get a receipt for the deposit

Be prepared to lose your security deposit. Accommodation is going to be tough for students to find as people do not want to rent short-term/2-3 months so a suggestion is to sign a 1 year lease which will require the first month's rent and a security deposit equal to the rent. When you break your lease at the end of your stay most landlords will keep your security deposit but I would recommend you give them 30 days' notice that you are leaving and if you have been good tenants for the summer, they may return the security deposit to you.

Your best bet to source accommodation in Woodlawn is to try talking to anyone you meet on the street/pubs/restaurant/business owners. People are more apt to rent to students when they meet them in person. Another tip is to provide your parents' names and addresses and telephone numbers back home along with the name of your college so landlords feel you are trustworthy.

Try ring the Super/Superintendents bells of each building and ask if they have any apartments available. In Woodlawn we suggest trying the buildings on both sides of the street going up to East 237<sup>th</sup> Street off Katonah Ave, the Superintendents apartments can be found to the left of the main entrance go down three steps and walk down the alleyway to their door). Another suggestion is to try the buildings along Webster Ave- go in the main entrance and ring the Super's bell. Be sure to try in the daytime as well as after 6pm as some Superintendents work during the day. Do not bother trying the large building at 4260 Katonah Ave as this building has a waiting list of several years for an apartment.

Contact your County Association here in New York (google their websites for contact details). This is a useful tip not only for accommodation but may also help with looking for a job

### **Additional Suggestions**

Try contacting Local College's to get information on their Summer Housing Program, NYU, Columbia and Iona College are a few who runs these summer programs.

For Short term stays – Try Yonkers Gateway Motel, 300 Yonkers Ave 914-476-6600. The hotel is usually full with J1 students in the summer which can be useful for sharing taxis.

It is advisable to have somewhere to stay for your first couple of nights, some of you may be lucky enough to have friends or family to stay with, alternatively you can book a hostel so you have somewhere to stay when you land.

The following links may be of help:

<http://www.hostels.com/new-york/usa>

[http://www.yelp.com/search?find\\_desc=hostels&ns=1&find\\_loc=New+York%2C+NY#](http://www.yelp.com/search?find_desc=hostels&ns=1&find_loc=New+York%2C+NY#)

## a) Tips for Subletting

**Tips for getting on with roommates - be clear from the beginning, respect your roommates stuff, be open to new things, be open to change**

**Be clear from the beginning.** Let your roommate know as soon as you can about your little quirks and preferences. It's not fair to expect him or her to pick up on them right away, and communicating what you need is one of the best ways to eliminate problems *before* they become problems. Discuss what is expected in terms of household chores and communal spaces

**Address things when they're little.** Addressing things that bug you while they're still little can help your roommate be aware of something they may not otherwise know. And addressing little things is much easier than addressing them after they've become big.

**Respect your roommate's stuff.** This may seem simple, but it's probably one of the biggest reasons why roommates experience conflict. Don't borrow your roommate possessions, for all you know, you just stepped over an uncrossable line. Don't borrow, use, or take anything without getting permission first.

**Be careful of who you bring into your room -- and how often.** Be mindful of how often you bring people over. If your roommate prefers a quiet apartment and you enjoy a lot of visitors this can create conflict, be clear from the beginning and reach a compromise.

**Lock the door and windows.** This may seem like it has nothing to do with roommate relationships, but how would you feel if your roommate's laptop is stolen during the ten seconds it took you to run down the hall? Or vice versa? Locking your door and windows will help ensure that you have no unwanted visitors and maintain your safety and security.

**Be friendly, without expecting to be best friends.** Don't go into your roommate relationship thinking that you are going to be best friends. It may happen, but expecting it sets both of you up for trouble. You should be friendly with your roommate but also make sure you have your own social circles.

**Be open to new things.** Your roommate may be from someplace you've never heard of. They may have a religion or lifestyle that is completely different from your own. Be open to new ideas and experiences, especially as it relates to what your roommate brings into your life.

**Be open to change.** You should expect to learn and grow and change during your time in America. As time progresses, realize things will change for both of you. Be comfortable addressing things that unexpectedly come up, setting new rules, and being flexible to your changing environment.

**Address things when they're big.** You may not have been totally honest with tip #2. Or you may suddenly find yourself with a roommate who goes wild after being shy and quiet the first two months. Either way, if something gets to be a big problem quickly, deal with it as soon as you can.

**What is anti-social behaviour? - Continuously playing loud music, large numbers of people continuously gathering outside or near your property** – The terms and conditions of most rental leases included clauses which may stipulate no excessive and un-reasonable noise between the hours of 11pm to 8am, etc there are laws and ordinances that prohibit excessive, unnecessary and unreasonable levels of noise. A landlord has a duty to silence noisy tenants. Almost every residential lease or rental agreement contains a "quiet enjoyment" clause that gives tenants the right to occupy their rented premises in peace and free from outside disturbances. This runs both

ways, as tenants are expected not to impinge upon the quiet enjoyment rights of others. A landlord's duty is to enforce both sides of this agreement and a landlord can often tell the tenant to stay quiet or face eviction.

**If nothing else, follow the Golden Rule.** Treat your roommate like you'd like to be treated. No matter what your relationship is at the end of your stay, you can take comfort knowing you acted like an adult and treated your roommate with respect.

## **b) Utilities**

Check with your landlord before you rent what utilities you need to pay and who the provider is. While you may find that they are running when you move in, ultimately everything will be shut down if you do not open an account with the company. Most tenants in New York pay for Electricity, Gas and any telecommunications (cable television, internet, etc).

### **National Grid** (Gas hook-up for Brooklyn, Staten Island, and Queens)

Customer Service (718) 643-4050

### **Con Edison** (Gas for some boroughs & electricity hook-up)

Customer Service (800) 752-6633

### **Time Warner Cable**

Customer Service (800) 892-4351

### **Consumer Concerns**

Air/Water/Sewer/Noise Complaints (718) 699-9811

Better Business Bureau (212) 533-6200

Bus & Subway Complaints (718) 330-3322

### **Locked Out**

Most locksmiths charge a flat rate the cost depends on where you live, just to show up and open your door. Depending on the job, it could cost more. If you need to change the lock on your door, consider replacing the cylinder, not the whole lock. Prices for this procedure vary, when phoning a locksmith ask for a general pricing

#### **Manhattan**

Champion Locksmiths (212) 362-7000

University Locksmiths (212) 627-0777

#### **Queens**

All State Locksmiths (718) 651-4400

Budget Locksmiths (718) 927-4400

Peter's Locksmiths (718) 424-1642

#### **Staten Island**

All Star Locksmiths (718) 966-9100

#### **Brooklyn**

Top Security Locksmiths (718) 469-3900

All Brooklyn Locksmiths (718) 826-2800

**What do I do if I am in dispute with my landlord?** - try settle your differences directly with the landlord, speak with the EIIC or contact the New York City 311 helpline or website [www.nyc.gov](http://www.nyc.gov), they can provide you with advice and guidance on your rights as a tenant.

## 2. Cell Phones

You can purchase a cell phone or sim card from a number of providers. The following are a selection of provider's websites so you can check out their nearest store.

[www.metropcs.com](http://www.metropcs.com)

[www.att.com](http://www.att.com)

[www.boostmobile.com](http://www.boostmobile.com)

[www.verizonwireless.com](http://www.verizonwireless.com)

[www.t-mobile.com](http://www.t-mobile.com)

Different monthly plans can be organized so you can budget easily and get free calls to Irish landlines depending on your provider's service.

Skype, Viber, Facetime and Whatsapp are free with WIFI on all smart phones. This can be a very cost effective way to stay in touch with those at home.

## 3. SEVIS

Contact your Sponsor ! Registration in SEVIS must happen within 4 days of your arrival into the United States. Failure to register in SEVIS will result in cancellation of your visa, making it illegal for you to work in the United States. Please follow your visa sponsor's recommendation on how to register in SEVIS. You must register in SEVIS before applying for a social security card.

**CIEE: You must call for SEVIS registration 1-888-268-6245**

Email: [contact@ciee.org](mailto:contact@ciee.org)

Website: [www.ciee.org/WAT](http://www.ciee.org/WAT)

Monday – Friday 8AM-8PM Eastern Time

Saturday 9AM-6PM Eastern Time

Sunday 9AM-5PM Eastern Time in June and July

Other hours are for emergency calls please!

**Interexchange** : <https://www.interexchange.org/work-travel-usa/j-1-exchange-jobs>

Phone: 1 800.621.1202

Email: [worktravel@interexchange.org](mailto:worktravel@interexchange.org)

Website: [www.interexchange.org](http://www.interexchange.org)

SEVIS (the Student and Exchange Visitor Information System) is the database in which your exchange visitor record is recorded. From the time you are issued Form DS-2019 you have a record in the SEVIS system. Check with your Sponsor to see what your exact obligations are.

**You can register online at [www.mysevis.com](http://www.mysevis.com) or call 1888 268 6245.**

You must register your US address with SEVIS within 4 **days** of your arrival in the US. Anytime you change your address you must update this information in the SEVIS database. You cannot register with SEVIS until you have arrived in the US.

## 4. Social Security

All J1 students need to apply for and receive a Social Security Number by visiting their local Social Security Office. Summer Work & Travel program participants should wait at least 5 business days after registering with SEVIS (Student and Exchange Visitor Information System) before going to a Social Security office to insure that all government systems interfaces have been updated. A Social Security application may take between four and six weeks to process, although most will be processed in a little over a week. We would recommend that you apply for your social security number as soon as possible after you arrive.

If you do not have a permanent address yet, you can use EIIC but contact EIIC so that we are aware that you are using our address.

**Apply for a Social Security Number early to avoid complications should you lose the required documentation.**

To avoid delays it is important to:

Register your US address with SEVIS as soon as possible and do not apply for a Social Security number until two days after you register in SEVIS.

The Social Security Administration advises that you wait 10 days after entering the country before filing a Social security application to avoid potential delays in processing. You must also wait two days after registering with SEVIS before submitting the application.

To apply for a Social Security number you must take your "Dear Social Security Officer" letter and the following documents to the local Social Security office:

1. **DS-2019** Certificate of Eligibility for Exchange Visitor Status by sponsor using SEVIS
2. **I-94 Admission Stamp** for Immigration Status: Stamped by Customs in your passport upon arrival and shows J-1 status and entry date
3. **Passport with J1 Visa**
4. **FORM:** Social Security Form SS-5 Application that can be filled out and printed. The form is also available at the Social Security Office

You will be asked to complete a Social Security Application at the Social Security office. Enter your US address carefully so your card can be mailed to you. You will be provided with a proof of application receipt which you should keep in a safe place. Once you have applied for a social security card you must display your name clearly on your letter box, otherwise they will not deliver the social security card.

EIIC will make a copy of your passport, visa and social security number for you and keep it on file for you.

**Keep your social security card in a safe place. Do NOT carry it around with you.**

**What do I do if I don't receive my Social Security number (SSN) right away?**

If there are delays in receiving a Social Security number (SSN), you can still begin participation in the program activity for which you are sponsored. The Social Security Administration (SSA) does not require you to have a SSN before you begin participation in the program for which you were issued a J-1 visa. However, the Internal Revenue Service requires employers to report wages using a SSN. While you wait for your SSN, your employer can use a letter from SSA stating that you applied for a number. When you apply for a SSN, make sure you ask for a letter acknowledging you have filed an



application (Form SS-5). This letter can be printed and given to you immediately as part of the application process. Your employer may use your immigration documents as proof of your authorization to work in the United States.

Employers can find more information on the Internet at

[www.socialsecurity.gov/employer/hiring.htm](http://www.socialsecurity.gov/employer/hiring.htm).

The Internal Revenue Service website also contains information on what employers can do if a worker experiences delays in getting a Social Security number at

<http://www.irs.gov/businesses/small/international/article/0,,id=129227,00.html>

#### **a) Social Security Offices:**

To find the Office nearest you see [www.ssa.gov](http://www.ssa.gov) or call 1-800-772-1213.

To apply for a Social Security Number go to one of these offices, depending on where you live:

##### **Queens:**

155-10 Jamaica Av., 3<sup>rd</sup> Floor  
Jamaica, NY 11435

##### **Westchester – New York:**

20 South Broadway, 10<sup>th</sup> Floor  
Yonkers, NY 10701  
Monday-Friday 8:30-4:00pm

##### **The Bronx:**

3247 Laconia Avenue,  
Bronx, NY 10469  
Monday – Friday 8:30-4:00pm

##### **Brooklyn:**

10 Metrotech Center  
625 Fulton St  
Brooklyn, NY 11226  
Monday – Friday 8:30-4:00pm

It will take some time to receive your social security number once you have applied for it, it can commonly take between 4-6 weeks to arrive. During this time you can start work however your employer will be unable to process your wages till you have provided them with your social security number. We recommend that you allow for this in your budget, you should have enough money to cover your rent, deposit, utilities, food and travel. In previous years students have been unaware of the timeline in receiving their social security number and have encountered financial difficulties.

## **5. JOBS**

Your sponsor is required by the government to approve all jobs **before** participants start working. If your job is not approved, then you cannot work in that establishment. It is imperative to get your job within your first 30 days in the US.

In order to approve your job, your employer will need to send your sponsor a copy of their business license and federal tax ID number, which verifies it is a legal business, and a copy of their Workers' Compensation policy, which is an insurance policy that covers you as their worker if you are injured on the job.

To save yourself some time, we recommend that when you are offered a job, you explain that your visa sponsor will be requesting a copy of their business license and workers' comp policy. The person who is hiring you may not know immediately where to find these documents and the advance notice will help to make your hiring a smooth process. If they tell you upfront that they are unwilling to provide these documents, then you should keep looking for another job. These documents are a government requirement.

While EIIC links J1 Students with employers in New York, each year demand for positions exceeds the supply of jobs. Therefore the primary service that we offer many students is orientation on the jobs market, resume assistance and the experience of the many J1s that have come to New York for decades.

The first thing you need to understand when coming to America is that the job market is very competitive and works very differently from the job market in Ireland, part of getting a job is networking and talking to people, having someone recommend you and bring your resume to the attention of the hiring manager is key to your success.

Bearing this in mind there is a lot you can do before you come to America, create a strong LinkedIn profile, build your network of contacts and join relevant groups. Reach out to your family and friends who may be able to put you in touch with people working in America and see if they can help with job placements or provide you with advice on who to contact. Attending networking events and job fairs will also increase your ability to successfully achieve an internship. There is a strong GAA membership and following in New York and other states, join a team this will not only provide you with a social life but may possibly help you gain employment through getting to know the other team members and supporters

Contact your college alumni and find out if they have a group in the American city you will be visiting, reach out to them for advice and recommendations

**a) Job Websites**

<a href="http://www.realmatch.com">www.realmatch.com</a>	<a href="http://www.recruitersnetwork.com">www.recruitersnetwork.com</a>	<a href="http://www.salary.com">www.salary.com</a>
<a href="http://www.indeed.com">www.indeed.com</a>	<a href="http://www.diversity.com">www.diversity.com</a>	<a href="http://www.hcareers.com">www.hcareers.com</a>
<a href="http://www.monster.com">www.monster.com</a>	<a href="http://www.vault.com">www.vault.com</a>	<a href="http://www.nettemps.com">www.nettemps.com</a>
<a href="http://www.careermarketplace.com">www.careermarketplace.com</a>	<a href="http://www.dice.com">www.dice.com</a>	<a href="http://www.jobsonline.com">www.jobsonline.com</a>
<a href="http://www.employmentguide.com">www.employmentguide.com</a>	<a href="http://www.craigslist.com">www.craigslist.com</a>	<a href="http://www.nationjob.com">www.nationjob.com</a>
<a href="http://www.jobbankusa.com">www.jobbankusa.com</a>	<a href="http://www.careerbuilder.com">www.careerbuilder.com</a>	<a href="http://www.rileyguide.com">www.rileyguide.com</a>
<a href="http://www.career.com">www.career.com</a>	<a href="http://www.funjobs.com">www.funjobs.com</a>	<a href="http://www.wetfeet.com">www.wetfeet.com</a>

<a href="http://www.gojobs.com">www.gojobs.com</a>	<a href="http://www.flipdog.com">www.flipdog.com</a>	<a href="http://www.jobs4hr.com">www.jobs4hr.com</a>
<a href="http://www.hireability.com">www.hireability.com</a>		

## **b) Approaching Employers**

Always make it clear that you will have legal status to work in the US when communicating with potential employers.

- i.e.: “I will be participating on the Work and Travel USA Program sponsored by the Council on International Educational Exchange (CIEE). As my sponsor, CIEE is authorized by the US government to issue the necessary documentation for me to obtain a J1 visa, allowing me to work legally within the US for up to four months.”
- When applying for an advertised vacancy make sure to carefully follow their instructions as to how to apply for the position. Most employers will require you to post, fax or email a copy of your information
- Be persistent. Make follow up calls on your job applications after a few days. That way you'll stand out from the many applications that employers receive
- Talk to friends and family members who may be able to give you some leads or put in a good word for you.
- **Beware of listings that don't have a job description.** If the employer doesn't clearly spell out what the position is, don't respond to the ad or go to an interview. It's probably a commission job.
- It is customary in America to send a Thank You note after an interview. This allows you the opportunity to reaffirm your wish to join their company and what you can bring to the role. It leaves a lasting impression with the interviewer and in most cases is added to the interview file with your resume.

## **c) Networking**

### **Irish Business Networks in New York**

You may be interested in branching out your job search into the broader Irish community in New York. A good way of doing this is to attend the networking and social events of the following organizations. The added benefit of networking is that it will not only help you during your time in America but the contact and relationships you build while you are here can have long term benefits to your career once you return to Ireland

#### **Irish Network NYC**

A networking organization geared to professionals in New York. These are great contacts to have and attend their regular social and networking events.

<http://irishnetwork-nyc.com/>

#### **Irish Business Organization**

A network focused on small to medium sized Irish businesses in New York. They meet twice monthly, while they run many other events. See their website for details:

<http://www.ibo-ny.com/>

#### **Irish American Bar Association New York**

A networking organisation geared towards the legal profession. They have a number of regular meeting and events throughout the year.

<http://iabany.org/>

### **Fáilte 32**

A networking organization that meets regularly in New York that is particularly useful for new arrivals. [www.failte32.org](http://www.failte32.org)

## **6. Salary**

### **a) New York State Minimum Wages Laws (General Employment)**

- The General Industry Minimum Wage Act states that all employees in New York State, including most domestic workers, must be paid at least \$8.75 per hour.
- The basic rate may be modified by certain requirements set under regulations known as “wage orders.” These provisions of the minimum wage law cover jobs in the restaurant, hotel, and building service industry, and miscellaneous industries and occupations. They set an hourly rate plus overtime and allowances in four General Industry Wage Orders, based on meals and lodging supplied by an employer
- Some industries make allowances for tips, thus they set a lower hourly rate. For example, food service workers may earn a wage of at least \$5.65 per hour, and credit for tips shall not exceed \$3.10 per hour, provided that the total of tips received plus wages equals or exceeds \$8.75 per hour. FOR RESORT HOTELS ONLY, a service employee shall receive a wage of at least \$4.90 per hour, and credit for tips shall not exceed \$3.85 per hour, if the weekly average of tips is at least \$4.90 per hour

### **b) Rights and Legal Protection**

Vacations, sick leave, medical insurance and other items may be provided by your employer but they may vary.

Sexual Harassment and Racial Discrimination Sexual harassment and racial discrimination are very serious matters in the US. If you feel you have been the victim of either, please contact the US Equal Employment Opportunities Commission (EEOC) at 1-800-669-4000 or EIC on 718-478-5502.

Problems in the Workplace Try and resolve workplace problems in a professional manner. Speak to your supervision and try work a way through the problem.

## **7. US Laws**

For the duration of your stay, you will be subject to all US laws, regardless of the legality of certain behaviors in your home country. It is not uncommon for students to experience some degree of uncertainty regarding certain US laws, and some may strike you as peculiar or even 'unjust.' It is important for you to familiarize yourself with the laws that will directly affect you during your stay in the US. These include all major federal laws, as well as the laws of the state in which you are working, and the town where you will be living. Some US laws change from city to city, and state to state. This lack of uniformity may be frustrating, but you should be able to avoid nearly all legal missteps by exercising a bit of common sense, and consulting with your peers, friends, or co-workers.

Always use your common sense and whenever you suspect something might be illegal, ask a trusted friend. You do not want to endanger your experience by committing an illegal act that could have easily been avoided.

## **8. Medical/Dental Info**

### ***Medical Information***

***Please note that the EIIC does not recommend any particular physician or dentist. There are many competent dentists and doctors in the New York City area – all of whom are required to maintain licensure requirements established by the State of New York. The following information is provided as a starting point only and should not be construed as any kind of endorsement by the EIIC.***

All participants are required to have medical coverage on this program. The participant should contact the insurance number on their information card BEFORE they go seek medical care.

It is vital to be aware of the medical system in the US. Review your insurance before arriving in New York. If you have travel or medical insurance that covers you in US become familiar with the nature of the coverage. Many travel and short term plans will partly cover medical costs, but may require that you foot the bill and apply for restitution. Check if your coverage has a network of medical practitioners. “In-Network” treatment is often cheaper than “Out of Network” treatment, where costs can be extremely high.

For assistance with your policy and accessing healthcare contact the social services staff at EIIC in Queens and the Bronx.

### **Bronx Area**

Medical Center – Walk-in  
471 Central Park Avenue  
(Across from Yonkers Raceway)  
(914) 964-0220

Hospital  
Montefiore Medical Center  
600 E 233<sup>rd</sup> St, Bronx  
(718) 920-9000

### **Queens Area**

Medical Center – Walk-in  
Woodside Family Health Center  
57-18 Woodside Ave (between 57<sup>th</sup> St & 58<sup>th</sup> St),  
Woodside  
(718) 639-3600

First Care Physicians  
65-37 Queens Blvd (65<sup>th</sup> Place),  
Woodside  
(718) 478-2273

\*Dentist  
Margaret Fitzsimmons

71-11 Grand Avenue, Maspeth  
(718) 429-6931

Elmhurst Hospital

79-01 Broadway, Elmhurst  
(718) 334-4000

\*If you want to find your own dentist, you can call 1-800-422-8338 and a dentist will be referred to you.

***Queens Public Hospitals:***

[Elmhurst Hospital Center](#)

79-01 Broadway  
Elmhurst, New York 11373  
General Information Number: (718) 334-4000

[Queens Hospital Center](#) 82-70 164th Street  
Jamaica, New York 11432  
General Information Number: (718) 883-3000

***Bronx Public Hospitals:***

[Jacobi Medical Center](#)

1400 Pelham Parkway South  
Bronx, New York 10461  
General Information Number: (718) 918-5000

[Lincoln Medical and Mental Health Center](#) 234 East 149th Street  
Bronx, New York 10451  
General Information Number: (718) 579-5000

[North Central Bronx Hospital](#) 3424 Kossuth Avenue  
Bronx, New York 10467  
General Information Number: (718) 519-5000

For full listing go to:

<http://www.nyc.gov/html/hhc/html/facilities/directory.shtml>

## **9. Lost Passport**

If you lose your passport you can replace it through the Irish Consulate in New York at comparable rates to renewing your passport in Ireland. There is an additional fee for postage. Passports that are lost or stolen should be reported to the police. To find your local station see:

[http://www.nyc.gov/html/nypd/html/precinct\\_maps/precinct\\_finder.shtml#](http://www.nyc.gov/html/nypd/html/precinct_maps/precinct_finder.shtml#)

The process generally takes five to six weeks and costs \$121, including additional mailing fees. Expedited passports can be issued by the Consulate with proof of travel. Contact the Center for full details of the process and assistance with completing the forms and assembling the required document. You can also contact the consulate for assistance.

### **a) Consulate General of Ireland New York**

The Consulate General of Ireland in New York is open to the public from Monday – Friday from 10.00 to 15.00. The Consulate’s telephone lines are open Monday to Friday from 08.30 to 17.00  
The Consulate General of Ireland in New York provides assistance to Irish citizens in Connecticut, Delaware, Florida, Georgia, New Jersey, New York, North and South Carolina, Pennsylvania, West Virginia.

How to find them: The nearest subway station is 51<sup>st</sup> Street and Lexington Avenue on the 6 line.

Consulate General of Ireland  
345 Park Avenue  
17<sup>th</sup> Floor  
New York  
NY 10154-0037  
Tel: + 1-212-319-2555  
Fax: +1-212-980-9475  
[www.consulateofirelandnewyork.org](http://www.consulateofirelandnewyork.org)

**Diplomatic Staff**

**Consul General:** Barbara Jones  
**Deputy Consul General:** Anna McGillicuddy  
**Vice Consul General:** Fiona McCabe  
**Administrative Attaché:** Gerard Shivanan

**OUT OF HOURS SERVICE**

If you are in need of emergency assistance, please contact the Consulate at + 1-212-319-2555 and leave a message on the answering machine. The answering machine is monitored regularly, and the Duty Officer will contact you as soon as possible. Alternatively, you may contact the Duty Officer at the Department of Foreign Affairs in Dublin at + 353-1-4082000

## **10. General Advice**

### **a) Entertainment/Meeting People**

Check the Entertainment Section in the Irish Voice and the Current Events listing in the Irish Echo to find out what’s happening in your area. The Irish Emigrant is another popular entertainment source. This publication can be found in local delis every Monday.

Some useful websites :

<http://www.ny-gaa.org/> - details of all teams and things GAA in New York  
<http://www.nycgo.com/> - guide of events, things to do and places to see in New York City  
<http://www.iloveny.com/> - guide of events, things to do and places to see in New York State  
<http://murphguide.com/> - guide to events in bars across New York

### **b) What to do if you’re...**

#### **Robbed**

- If you’ve been burglarized, don’t touch anything. Report the incident immediately to the police. They’ll help you make a list of stolen items and note the points of entry.
- To protect your belongings Allstate and Nationwide offer rental insurance policies that cover personal property loss due to theft or fire. In Manhattan, Allstate’s plans start at \$263 per year for coverage up to \$30,000; Nationwide sells a \$20,000 plan for \$176 per year (that’s about what a student household needs). Other premiums vary depending on where you live: They are

generally more for Brooklyn, less for upstate regions and doormen buildings. Nationwide will not insure unrelated people under one policy; With Allstate, two roommates can split the cost of the same insurance.

### c) **Opening a Bank Account**

In order to open a US bank account, you may need to bring the following with you. Check with your local branch as to their requirements:

- Passport
- Driver's license or state identification
- Social Security Card
- Proof of address
- Letter verifying status as an Intern/Trainee

A checking account allows you to deposit and withdraw money from your bank account. Checks can be used to pay utility bills. An ATM card will allow you to access your money 24 hours a day. Note that although you can withdraw money from a competitor bank's bank there will usually be a small fee of approx \$2.

### d) **Bank account and Money Transfer**

The cheapest way to access money from Ireland is often at an ATM, where fees are generally \$1 to \$3. Make sure that you are getting a competitive exchange rate from the bank. The major Banks in New York (Chase, Bank of America, etc.) generally give you a reasonable rate to the Euro.

You can also transfer money through Western Union Financial Services or MoneyGram. ***Money Orders from the Post Office cannot be used outside the U.S.***

Transfers are used by people without traditional banking relationships, expatriates who send money to their home country, traditional bank customers in need of emergency money transfer services, tourists without local bank accounts, and businesses that need rapid and economical wire transfer services.

*Note: EIIC does not endorse the services of any of these providers.*

### e) **PayPal**

Paypal is an extremely efficient and comparatively cheap way of transferring money. See details at [www.PAYPAL.com](http://www.PAYPAL.com).

### f) **Don't forget to file for your US tax refund**

As a J1 Visa holder, you are obligated by law to file a US tax return. The average US tax refund is **\$850** so it's well worth [applying](#). Don't leave your hard-earned money behind. [Register](#) for your refund application now and start planning how to spend your refund.

### g) **Transportation**

#### **Websites**

[www.mta.info](http://www.mta.info) (New York City Transit, subway, rail, bus schedules, metro cards, maps)

[www.hopstop.com](http://www.hopstop.com) (To plan travel by subway, bus, rail, or walking: [www.hopstop.com](http://www.hopstop.com))



[www.amtrak.com](http://www.amtrak.com) (Trains)

[www.nycsubway.org](http://www.nycsubway.org) Subway maps)

[www.panynj.gov](http://www.panynj.gov) (Port Authority of New York and New Jersey – includes maps also)

There are a number of smart phone apps that can be extremely useful in navigating the New York mass transit system:

MTA and Hop stop both have good app resources:

<http://www.mta.info/apps/>

[http://hopstop.com/mobile?xfr=header\\_link](http://hopstop.com/mobile?xfr=header_link)

### **Public Transportation Telephone Numbers**

Grand Central Station (Metro North Directory Asst)	(212) 340-3000
Long Island Railroad	(718) 217-5477
Metro North (MTA Metro North Railroad)	(212) 532-4900
Bronx Break for the Border (Cab Company)	(914) 664-4444
Queens Caprice (Cab Company)	(718) 424-9300

### **h) Subway**

- The subway is probably one of the fastest ways to get around New York City and runs 24 hours a day. Most stations are underground. Subway maps are posted in most cars and stations and there are free apps available that you can download to your phone. You'll also find a detailed map of the subway system in the front section of the Manhattan Yellow Pages. A single subway ride costs \$2.75 each way. You must use a MetroCard to get through the turnstile. Once you've passed through the turnstiles and are inside the station, you can transfer between lines or ride as long as you like. MetroCards can be purchased at token booths with cash or credit/debit cards. The attendant can only accept cash and cannot accept bills larger than \$20.
- MetroCards can also be purchased at any newsstand, pharmacy, or grocery store bearing a MetroCard sticker in the storefront window. You can also purchase unlimited cards: \$30/weekly and \$116.50/monthly. MetroCards can also be used for subway-bus, bus-subway, and bus-bus transfers. The city has set up a helpful information line (212) 638-7622 to answer any questions.
- Inside the station, signs point to the appropriate platform for the uptown (sometimes "Bronx/Queens-bound") or downtown ("Brooklyn-bound") train you want. The line number or letter, information about whether it's a local or an express, and the name of the last stop are written on the side of each subway car. Keep an eye out for "express" trains -- they're great time-savers but make sure they stop at the station you want (they are called express because they do not make all stops).
- If you have any questions or need assistance in figuring out your route, call the Metropolitan Transit Authority any day 24 hours at (718) 330-1234.

### **Word of Warning**

Don't ride the trains late at night or early in the morning, particularly if you are alone.

Don't enter deserted stations.

Don't ride in a deserted car; ride in the middle car, where the conductor usually sits.

Don't wear flashy jewellery.

Don't stand too close to the tracks.

Don't use the bathroom inside any station.

Do watch your wallet or purse, particularly when riding in a crowded subway train.

Don't put feet on seats or lie across seating- MTA Transit Police Ticket \$50 fine

#### **i) Buses**

- Buses run up and down most avenues and on most major cross streets. Uptown buses stop at designated stops every two or three blocks and cross-town buses stop on every block. Many bus lines have a limited "express" version that stops only every ten blocks or so, an orange "limited" sign is clearly visible on the front. Many bus stops have covered waiting areas and route maps with time schedules on them, and all have blue signs with route numbers on them. Most stops are used by more than one route, so check the screen on the front or side of each bus for its route number or simply ask the driver.
- The bus costs \$2.75 for a local ride and \$6.50 for an express ride. You must use a MetroCard or exact change. Using the MetroCard, subway-bus, bus-subway, and some bus-bus transfers are free (see Subway above). The fare box will not take pennies or bills and the driver will not make change. If you are going to ride the bus with frequency use a MetroCard. Many buses run all night, although service is less frequent late at night, and on weekends.

#### **j) Taxis**

- All of the officially licensed medallion taxicabs in New York City are known as Yellow Cabs in Manhattan and Green Cabs in Queens, Brooklyn and the Bronx. They have the words "NYC Taxi" and fare information written on their side doors and have their medallion number in a box on the roof.
- Inside you'll see a meter and the driver's license (with their picture) and medallion number displayed on the dashboard. The cost of a ride in a medallion cab is calculated per trip rather than per person, which means that a short trip for four adults in a cab can actually be cheaper than a bus or subway ride. That said, fares can add up quickly especially if you are stuck in heavy traffic.
- The charge begins the moment you get in. The meter in front keeps a running total of your fare, and the driver is required to give you a receipt if you request one. A tip of 15% to 20% of your fare is expected and you probably will need to pay in cash.
- Drivers often cannot make change for bills larger than \$20.
- Drivers are required to take you anywhere within the five boroughs of New York City, to Westchester and Nassau counties, and to Newark Airport. That's the law, but the reality is that many cab drivers will make a fuss if you want to go to one of the airports, out to one of the suburban counties, or even to lower-income neighborhoods. If you have such a problem, jot down the driver's name and medallion number and write the New York City Taxi and Limousine Commission (221 West 41st Street, New York, NY 10036) or call (212) 639-9675 to complain.

#### **k) Car Services**

If you need to call a car service. They are usually black or white cars with large antennas on them. There is no meter like there is in a cab. Feel free to ask how much your trip will cost. These cars should have license numbers and identification in the back for you to see like cabs do. When you call a car they will come to the address or intersection you request.

#### **l) Tipping**

Tipping is an expected practice in New York. It is considered rude not to tip in a bar, restaurant, or taxi cab. Between 18-20% of your pre-tax restaurant bill or fare is appropriate or 1\$ per drink in a bar.

#### **m) Drinking**

The legal drinking age in New York is 21. Alcohol cannot be consumed in public areas. It is illegal to have open containers in your car (even if you are a passenger). Be prepared to show your ID when you order a drink.

#### **n) Smoking**

Like many cities, New York has become increasingly hostile to smokers in recent years. It is against the law to smoke in pubs/restaurants, this include vapour or E-cigarettes. If you are a visitor in someone's home it is advisable to get permission to smoke before lighting up.

The legal age for smoking in NY is 18 and you may be asked for proof of this when buying cigarettes.

#### **o) Street Smarts**

Crime has been falling in New York City and the city's streets are safer than ever. However, there are still people who are robbed every day in New York City. How can you avoid becoming one of those victims? The key is to avoid looking like an easy target.

Always look as though you know where you are going (even if you don't).

Walk quickly and confidently (like most New Yorkers do), petty criminals prey on the unwary, the wide-eyed and the slow-moving.

Don't feel compelled to stop for someone who wants a light or spare change, is better to be brusque than to be bruised.

#### **Don't Let Pickpockets Pick YOUR Pockets**

Pickpockets always look for the easiest mark. To make sure it isn't you:

- Be alert: don't wear headphones and don't look lost in thought.
- Be discreet with valuables such as expensive cameras and jewellery.
- Keep your wallet in your front pants pocket rather than in a jacket pocket or back pocket
- Hold your purse handle tightly and keep it close to your body; if using a bag with a shoulder strap, bring the strap diagonally across the front of your body.
- If you are using a bag pack, make sure your valuables are not in pockets easily accessible to those behind or beside you.
- Don't place your purse on the back of your chair or on the floor in restaurants; don't put it on an empty seat in a movie theatre either.

- Don't tempt anyone by carrying lots of cash or using large bills. Use traveller's checks, a credit card or visit the ATM more frequently.
- Be especially wary in crowds and on the subway.

### **Beware of Con Artist and Scams**

While new scams are being created all the time, there are a few classics you should look out for.

Remember:

- No one ever wins at Three Card Monte (except the team involved in the scam!)
- Someone who spills mustard or ketchup (or anything else) all over you and diligently tries to clean up the mess is probably trying to pick your pocket, just walk away fast and deal with the stain later.
- If someone approaches you with lottery winnings or any other prize that they want to share with you for any reason (usually some sort of sob story,) it is guaranteed to cost you money.
- Be careful with your laptop at the airport security gate: don't put it on the belt to be scanned until the person in front of you has gone and picked up their belongings.
- Be aware that pickpockets work in pairs.
- Be aware of staged distractions, when someone suddenly stops in front of you while an accomplice picks your pocket behind you.
- Don't leave drinks unattended in a bar/restaurant.

### **p) Arrested**

- If you are arrested for a minor violation (disorderly conduct, harassment, loitering, rowdy partying, shoplifting, etc.) and you are very polite to the officer during the arrest, you'll probably get fingerprinted and photographed at the station and be given a precinct desk-appearance ticket with a date to show up at criminal court. Then you go home.
- Arguing with a police officer or engaging in something more serious than jaywalking (possession of a weapon, drunk driving, gambling, or prostitution) might get you "processed." You will be put through the system, and that can take 24 to 30 hours. You can make a phone call after you've been fingerprinted.
- If the courts are backed up (and they usually are), you'll be held temporarily at a precinct pen.
- After you've been through central booking, you'll arrive at 100 Centre Street. Arraignment occurs in one of two AR (arraignment courtroom) units, where a judge decides whether you should be released on bail and then sets a court date. If you can't post bail, you'll be held at Rikers Island.
- Unless a major crime has been committed, a bail bondsman is unnecessary.
- The bottom line: Try not to get arrested; and if you are, stay calm and be polite.