



immerse
RESIDENTIAL

Welcome Pack

NEW YORK

2024



Welcome



We are delighted that you will be joining an Immerse programme this summer!

We're excited to welcome you to New York and for you to explore your chosen subject in depth with our academic and industry experts. Ahead of the programme, we know that you will have a lot of questions which you will find answers to throughout this Welcome Pack.



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Arriving at Immerse



We understand that starting your programme with Immerse is a time filled with excitement, anticipation and usually some questions! The information below is designed to help answer any questions you may have as you plan your arrival and the beginning of your Summer with Immerse.

WHEN SHOULD I ARRIVE FOR THE PROGRAMME?

We recommend that participants arrive between 14:00 and 18:00 on the first day of the programme.

WHERE SHOULD I GO WHEN I ARRIVE?

The university where you will be staying and studying at will be shared with you a few weeks in advance of the programme. Upon arrival you should go to the Main Reception. Members of staff will be on hand to welcome you and help you to the registration area.



WHAT DO I NEED FOR REGISTRATION?

If you are not an American citizen, you will need to provide your passport or ID information so it's useful to have this to hand when you arrive.

WHAT WILL I RECEIVE AT REGISTRATION?

When you arrive to your Immerse summer programme you will be registered by a member of our team, provided with an access code for the college wi-fi and an Immerse Arrival Pack.

WHEN CAN I CHECK-IN TO MY ROOM?

The keys to your room are typically available from 14:00. Once you've received them, a member of our team will show you to your room so you can start settling in.

WHAT HAPPENS ON ARRIVALS DAY?

Arrivals day is a gentle introduction to Immerse and a great opportunity for you to meet your fellow participants.

We offer rolling tours of your accommodation between 14:00 and 17:00. These depart from the registration area frequently. Parents and families are welcome to attend these tours and explore the university!

After dinner there will be a welcome talk to highlight important information and introduce participants to the summer team.

After the welcome talk there will be a series of fun, light-hearted activities to help participants get to know each other and their mentors.



I'M ARRIVING BY CAR, WHAT INFORMATION SHOULD I KNOW IN ADVANCE?

There is no parking available at the accommodation itself. We therefore recommend researching for nearby parking options beforehand. Details of your accommodation will be shared in advance of the programme.

Nearby Parking Garages:

Convenient Parking LLC

Location: 215 West 95th Street
(between Broadway and Amsterdam)

Hours: 24 hours, 7 days a week

Contact: 212-864-8901

E&B Garage

Location: 137 West 108th Street
(between Columbus and Amsterdam)

Hours: 7 a.m. to 2 a.m., 7 days a week

Contact: 212-865-8315

GMC Garage

Location: 532 West 122nd Street
(between Broadway and Amsterdam)

Hours: 24 hours a day, 7 days a week

Contact: 212-961-1075



I'M ARRIVING BY PUBLIC TRANSPORT, WHAT INFORMATION SHOULD I KNOW IN ADVANCE?

By Bus:

Four bus lines stop near campus:

The Madison Avenue M4 Bus and the Broadway M104 Bus: Stops at Broadway and 116th, 118th, 120th Streets

The Sixth Avenue M5 Bus: Stops at Riverside Drive and 119th Street

The Amsterdam Avenue M11 Bus: Stops at Amsterdam and 118th Street

By Subway:

From the 1 Local Train: In Manhattan, the Broadway 1 local train subway stops at 116th Street and Broadway (the 116th Street-Columbia University stop).

From the 2 or 3 Express Trains: Transfer to the 1 local train at 96th Street.

From the 7, N or R Trains: Transfer to the 1 local train at Times Square/42nd Street.

From the A, B, C, or D Trains: Transfer to the 1 local train at 59th Street.

The subway takes OMNY contactless payment and MetroCards. Check the MTA site for fare information and purchasing MetroCards: <https://new.mta.info/>



I'M ARRIVING BY PLANE, WHAT INFORMATION SHOULD I KNOW IN ADVANCE?

We offer a shared airport transfer from JFK Airport:

Shared Airport Transfers

This is a chaperoned service departing from New York JFK Airport and travelling directly to your Immerse programme. The transfers depart at 11:00, 14:00 and 17:00 on the Sunday of arrivals. The cost of this service is £95 per journey and bookings close on 31st May.

Please note that we are unable to accept parents, guardians or other adults onto the transfers. Parents/guardians are responsible for ensuring that the appropriate transfer time is booked. Once confirmed, the booking is non-refundable.

Information such as the meeting point and contact details for the College Manager will be shared with participants and parents once transfer bookings have closed and been confirmed.

Please note that we are unable to delay the departure time of the transfer if your flight is delayed but where possible, we will move delayed arrivals to the next available transfer.

Other Airport Transfers

You can take a variety of public train or coach services from any New York airport into Manhattan. Alternatively, there are a number of taxi providers available which can be booked in advance.

Recommended Transfer Providers:

NYC Perfect Transportation
<https://www.nycperfecttransport.com/>

NYC Platinum Transport
<https://www.nycplatinumtransport.com/>

Precision NY Chauffeur & Airport Transportation Services
<https://precisioncarsny.com/>

Kid Car
<https://www.kidcar.com/locations/new-york-city/>

Unaccompanied Minor Service

The specific requirements of your chosen airline should be confirmed in advance.

For example: if you need a named individual to meet you at the arrivals gate in order for you to be released for onward travel, please contact us to arrange this.

Please email student.services@immerse.education and detail your request (arrival time, arrival airport, contact details) so we can provide an individual quote.



CAN I ARRIVE BEFORE 14:00?

Our team will be available from 12:00 onwards, however you will not be able to check-in to your room before 14:00. You are welcome to store your luggage with our staff and explore the surrounding areas near campus if you do arrive before your room is ready.

CAN I ARRIVE AFTER 18:00?

Participants can arrive until 21:30 on Sunday evening. Please communicate late arrivals to your college manager beforehand. Upon arrival your mentor will help you register, find your room and settle in.

Note that arrival after 23:00 is not possible.

IS THERE SOMEONE I CAN CONTACT ON ARRIVALS DAY?

Before you arrive, we will be putting you in touch with your College Manager as well as sharing the emergency contact details.

I'M ARRIVING ON THE SATURDAY BEFORE THE PROGRAMME, CAN I CHECK-IN EARLY?

We are unable to accept early arrivals to the programme, however there are a number of hotels and other accommodation providers in New York. We recommend booking additional accommodation in advance as New York can become busy during the summer.

Guests under the age of 18 need to be accompanied by an adult if they wish to stay in a hotel.



HOW DO YOU HANDLE EMERGENCIES OR UNEXPECTED SITUATIONS?

We understand that on arrival day sometimes things don't always go according to plan. In these circumstances please let our College Manager know any change of circumstances is as soon as you can. We have staff on call at the airport who will be able to assist you.

If you encounter a problem on arrivals day, please contact our office number:

> +44(0)20 8123 6988

We will also provide a 24-hour emergency number closer to the beginning of Summer should you need our urgent help and support.



I HAVE ANOTHER QUESTION WHICH ISN'T ANSWERED HERE, WHERE DO I FIND THE ANSWER?

If you have any further questions regarding arrivals to the summer programmes, please do not hesitate to contact us at:

student.services@immerse.education

Departing from Immerse

Departures day is always an emotional experience as you celebrate all you have achieved and say goodbye to the many friends you have made over the course of the programme. This section provides key information for you to consider on departure day.

WHAT HAPPENS ON DEPARTURES DAY?

Departure day is an exceptionally busy day, so to ensure everything goes as smoothly as possible we ask that all participants have packed their belongings and checked in to their flights well in advance.

Rooms should be double-checked for any personal items left behind before returning your key to the College Manager.

After you have checked-out, you will either be joining your fellow participants in our shared transfer service to the airport, or venturing out with your own arrangements.

If you are making your own transport arrangements please let us know well in advance of departure day!

WHEN SHOULD I DEPART FROM THE PROGRAMME?

Participants are required to vacate their rooms and return their keys by 09:30 on the final Saturday of the programme. Our team is available on site until 15:00 that day.





CAN I DEPART BEFORE SATURDAY?

Academic sessions end at 15:30 on Friday afternoon and participants are welcome to depart any time after this. Naturally, we would love to celebrate everybody's achievements at the graduation ceremony, however we appreciate that this is not always possible for international travellers and with other engagements.

CAN I DEPART AFTER 10:00?

Participants are required to return their room keys by 9:30 before but our team will remain available on site until 15:00. There will be space available for participants to leave luggage while they explore New York for one last time should they wish.

I'M NOT LEAVING UNTIL SUNDAY, CAN I STAY AN EXTRA NIGHT?

We are unable to accept late check-outs, however there are a number of hotels and other accommodation providers in New York. We recommend booking additional accommodation well in advance of the programmes as New York can become very busy during the summer months.

Guests under the age of 18 need to be accompanied by an adult if they wish to stay in a hotel.



I'M DEPARTING BY CAR, WHAT INFORMATION SHOULD I KNOW IN ADVANCE?

There is no parking available at the accommodation itself. We therefore recommend researching for nearby parking options beforehand. Details of your accommodation will be shared in advance of the programme.

Nearby Parking Garages:

Convenient Parking LLC

Location: 215 West 95th Street
(between Broadway and Amsterdam)

Hours: 24 hours, 7 days a week

Contact: 212-864-8901

E&B Garage

Location: 137 West 108th Street
(between Columbus and Amsterdam)

Hours: 7 a.m. to 2 a.m.,
7 days a week

Contact: 212-865-8315

GMC Garage

Location: 532 West 122nd Street
(between Broadway and Amsterdam)

Hours: 24 hours a day,
7 days a week

Contact: 212-961-1075



I'M DEPARTING BY PLANE, WHAT INFORMATION SHOULD I KNOW IN ADVANCE?

We offer a shared airport transfer service to New York JFK Airport:

This is a chaperoned service departing from your Immerse programme and travelling directly to JFK Airport. The transfers depart at 07:00 and 12:00 on the final Saturday of the programme. The cost of this service is £95 per journey and bookings close on 31st May.

Due to the number of participants using the shared airport transfer service, we are unable to escort all individuals to check-in. However, our staff will do their best to assist those who require help with checking in.

In case of emergency, a member of our team will remain available within the airport until all the scheduled flights have departed.

Please note that we are unable to accept parents, guardians or other adults onto the transfers. Parents/guardians are responsible for ensuring that the appropriate transfer time is booked. Once confirmed, the booking is non-refundable.

Details of the meeting point for departures will be shared with participants during the programme.

Other Airport Transfers

You can take a variety of public train or coach services from Manhattan to any New York airport. Alternatively, there are a number of taxi providers available which can be booked in advance.

Recommended Transfer Providers:

NYC Perfect Transportation
<https://www.nycperfecttransport.com/>

NYC Platinum Transport
<https://www.nycplatinumtransport.com/>

Precision NY Chauffeur & Airport Transportation Services
<https://precisioncarsny.com/>

Kid Car
<https://www.kidcar.com/locations/new-york-city/>

Unaccompanied Minor Service

The specific requirements of your chosen airline should be confirmed in advance.

For example: if you need a named individual to help escort you to check-in, please contact us to arrange this.



I'M DEPARTING BY OTHER PUBLIC TRANSPORT, WHAT INFORMATION SHOULD I KNOW IN ADVANCE?

By Bus:

Four bus lines stop near campus:

The Madison Avenue M4 Bus and the Broadway M104 Bus: Stops at Broadway and 116th, 118th, 120th Streets

The Sixth Avenue M5 Bus: Stops at Riverside Drive and 119th Street

The Amsterdam Avenue M11 Bus: Stops at Amsterdam and 118th Street

By Subway:

From the 1 Local Train: In Manhattan, the Broadway 1 local train subway stops at 116th Street and Broadway (the 116th Street-Columbia University stop).

From the 2 or 3 Express Trains: Transfer to the 1 local train at 96th Street.

From the 7, N or R Trains: Transfer to the 1 local train at Times Square/42nd Street.

From the A, B, C, or D Trains: Transfer to the 1 local train at 59th Street.

The subway takes OMNY contactless payment and MetroCards. Check the MTA site for fare information and purchasing MetroCards: <https://new.mta.info/>

CAN PARENTS ATTEND THE CELEBRATION EVENTS ON FRIDAY?

Parents and families are welcome to attend the graduation ceremony on the final Friday of the programme. This typically takes place in between 16:30 and 18:00.

A graduation attendance form will be sent to parents once participants check into their assigned college and places will be allocated on a first come, first served basis.

Unfortunately we are not able to accommodate parents at the graduation dinner.



I HAVE ANOTHER QUESTION WHICH ISN'T ANSWERED HERE, WHERE DO I FIND THE ANSWER?

If you have any further questions regarding arrivals to the summer programmes, please do not hesitate to contact us at:

student.services@immerse.education



Visas

International participants may require a visa in order to attend summer programmes in the USA. You can check your visa requirements here: <https://travel.state.gov/content/travel/en/us-visas.html>



We are accredited by the British Accreditation Council (BAC) and therefore Immerse Education can provide a letter of support for your visa application. If you require a letter, please [complete this form](#) and we will send this to you via email.

Please ensure that you apply for a visa ahead of time, as Immerse Education will not be held responsible for non-attendance caused by visa refusal.



Suggested Packing

We recommend that you bring the following items with you for your time in New York. Please note that there are laundry facilities on site which participants can use during their time with Immerse, and detergent is provided. Bedding is also provided in the college.



Suggested Packing

Our accommodation in Upper West Manhattan is a perfect location, close to all amenities. There are plenty of shops nearby where you can buy toiletries, clothes and electrical items if needed.

- 1. Casual Clothes**
We recommend casual clothes for day-to-day wear. There is no dress code for academic sessions. We recommend layers and something waterproof as temperatures can vary from 18 degrees celsius with rain, to 35 degrees celsius with perfect sunshine.
- 2. Sportswear**
We recommend trainers and sportswear for some activities.
- 3. Smarter Clothes**
For formal dinners and graduation. Please see photos for examples. Suits and formal dresses are not required.
- 4. Mobile Phone**
We stay in contact with participants via a communication app during the programme, US sim cards and mobile phones can be purchased in New York if necessary.
- 5. Laptop/Tablet**
A laptop is required for every subject as this will be needed to complete your personal project and most of the teaching materials will be shared digitally.
- 6. Chargers and Adapters**
[Check this guide](#) if you're not sure what you need.
- 7. Money**
We recommend that participants bring £100 per week to cover lunch each day, plus any souvenirs that they may wish to purchase. Various banks and ATMs are available throughout New York, and credit/debit card payments are widely accepted. Note that New York is becoming more cashless and some places may not take cash.
- 8. A Towel**
Towels are typically provided in your room but we recommend bringing a spare just in case.
- 9. A Hairdryer**
There are no hairdryers in the rooms
- 10. Toiletries (inc. suncream)**
If you have space, we recommend bringing your own toiletries, otherwise you can purchase these in New York.
- 11. Stationery**
A notebook, pens, highlighters, a ruler and if needed for your subject, a calculator.
- 12. Passport**
Please check your expiration date is more than 6 months away after your scheduled departure from Immerse.
- 13. Visa**
You can check your visa requirements [here](#). We are accredited by the BAC and therefore Immerse can provide a [letter of support](#) for your visa application if needed.



Project Sessions

If your tutor has required any preparatory tasks such as questions or reading, we will be in touch in advance of your programme to provide information about this. This work should be completed before you arrive at Immerse. In order to get the most out of your time, we highly recommend thoroughly reading these materials. Note that not all tutors require preparatory materials.

On Sunday your mentor will give you a tour of the classrooms so you know where your project sessions will be taking place. The first session begins at 09:30 on the first Monday of the programme.

Project-based sessions last for two hours, typically in the morning. Each tutor structures the sessions slightly differently and may include lectures, debates, and practical elements in their lessons. Outside of the project sessions, in the afternoons you will usually join industry-leaders both on and off-site.

Please ensure you have read the Participant [Code of Conduct](#) in advance of the sessions.

Our main piece of advice is to ask lots of questions, get involved and enjoy the opportunity to learn in a new environment!



Safeguarding & Pastoral Care



At Immerse Education we take safeguarding incredibly seriously. Our Programmes have been designed to keep our safeguarding policies at the centre of what we do. As members of The British Accreditation Council and the Association for the Education & Guardianship of International Students, we are held to the highest standards of educational safeguarding and quality for the sector - strictly adhering to the National Standard in looking after children in residential settings.

Our recruitment and selection process ensures all Immerse Staff complete an enhanced background check, as required in the USA. Furthermore, we undertake comprehensive situational welfare and safeguarding training to further ensure the safety of our participants.

From the outset of our programme, our Pastoral Team is available to welcome you, as you arrive at the airport or directly to our residential locations.

Similarly, at each programme location, there will also be staff, including a College Manager, available to welcome participants into each centre.



The Immerse Emergency Phone is overseen by our Head Office team and available 24 hours a day from the beginning of our Programmes, should you need our help in an emergency.

Our accommodation halls restrict available entrances and exits to a single central entrance that passes reception. This entrance is monitored by CCTV and is always manned.

Within each site, our Residential Teams meet regularly to discuss participant welfare and well-being throughout the programme.

Immerse also conducts individual Risk Assessments, to ensure Participants' safety during their stay with us.

We take registers to monitor attendance each morning, before meals, lessons, and activities and during 22:00 curfew to ensure we have a clear notion of who is on-site.

Lastly, our Pastoral Team is available throughout the programmes to support our participant's individual needs and requirements. They are our safeguarding experts who are always happy to help.

Meet Our Team

Throughout your time with Immerse you will have the opportunity to meet some of our friendly team members. Our people are central to our success and we draw from a wide range of backgrounds and skill-sets. View a sample of our pastoral team below.

Josh

College Manager

Our College Managers are seasoned educational professionals who have a wealth of experience supporting student wellbeing.

Each College Managers is trained to Level 2 Safeguarding standards and undergoes comprehensive situational and developmental training each Summer.



Poppy

Mentor

Our Mentors offer support to participants and share their own advice and experiences. All of our Mentors are past or current University students in New York City.

Our Mentors are background-checked and receive extensive first aid and mental health training to support their College Manager in providing an unforgettable experience for every participant.

Ahead of the summer our participants are grouped into a “Mentor Family” – a group of 10 students who are led by a Mentor, who also lives on-site. Our Mentor Families provide participants with a support network and social group throughout the programme.



Lesego

Tutor

Every year, we are proud to welcome expert tutors and leading academics to our programmes.

Depending on the programme they will be teaching, tutors are either PhD candidates, hold a Doctorate degree, or have industry experience in the relevant subject or industry.

We assess all our tutors in their ability to teach effectively and only work with those committed to long-term teaching.

All academic candidates undergo a rigorous recruitment and screening process, as well as a criminal record check before they start teaching with us.



Activities

Throughout your time with Immerse, you will have the opportunity to take part in a variety of social and cultural activities as well as full day excursions. It's a great opportunity to explore new challenges and discover new friends from all over the world.

Activities may include:

Guest Academic Lectures

These are delivered by inspiring individuals from a range of backgrounds. Previous guest speakers have included olympians, conservationists, philosophers, psychologists, activists and academics.

Day Excursion to Brooklyn & Dumbo

Explore Brooklyn and DUMBO in New York for a diverse urban experience. Discover trendy boutiques, art galleries, scenic parks, and iconic views of Manhattan. Our local Mentors will guide participants through the historic cobbled streets.

Talent Evening

Performing in the talent show is encouraged but optional. We have been amazed at the array of talent that our participants bring to the programme every year!

Formal Dinner

You will have the opportunity to enjoy a celebratory dinner in the impressive university dining hall. This is a great opportunity to get dressed up and celebrate your time at Immerse.

Museum Visits

Enjoy an evening of bowling with your friends. Whether you get strike after strike or just strike out, we've got you covered!

Movie Night

A chance to unwind, movie night is a relaxed evening of popcorn with new friends.

Broadway Show

Watching a Broadway show in New York is a magical experience. Enjoy world-class performances in iconic theatres, immerse in captivating stories, and feel the electric energy of the city's theatre district.

Yankees Baseball Game

Watching a New York Yankees game is electrifying. Feel the baseball passion at Yankee Stadium, witness the legendary team in action, and join in the spirited cheers of fans.

Statue of Liberty Boat Ride

A Statue of Liberty boat ride is an iconic journey. Cruise the waters, enjoy scenic views of Lady Liberty, and absorb the history and symbolism of this monumental landmark.

Quiz Night

If your brain isn't already full from your academic sessions, the quiz is a fun opportunity to test your general knowledge with some friendly competition.

Open Top Bus Tour

Embark on an exhilarating open bus tour across New York City. Marvel at iconic landmarks, enjoy informative guides, and soak in the dynamic cityscape while exploring its vibrant neighbourhoods.



How To Make a Payment

As an enrolled participant, you have already paid the deposit or the full amount, securing your place on your chosen programme.

If you have only paid the deposit, the Immerse accounts team will be in touch with your parent or guardian to issue an invoice for the remaining balance which can be paid by bank transfer or by credit or debit card online.

Once the full balance has been received, our accounts team will issue a receipt to your parent or guardian confirming this.

Should you have any questions, please do not hesitate to get in touch with accounts@immerse.education.



Key Contacts

For general enquiries about your summer programme and for non-urgent matters, please email:

student.services@immerse.education

If you need to contact us with an urgent matter a member of Immerse Education team is available at all times for the duration of the programme.

Please contact **+44 (0)20 8123 6988** for emergencies only.

In advance of your arrival, you will be sent a list of contact information including the College Manager's mobile number and a 24-hour emergency line.



Checklist

Before arriving at Immerse, please confirm that you have completed the following:

- | | |
|---|--|
| <input type="checkbox"/> I have read and understood all the information in this Welcome Pack. | <input type="checkbox"/> I have received emails confirming (these are usually sent a few weeks in advance of your programme): |
| <input type="checkbox"/> I have checked my visa requirements and obtained the correct visa, if necessary. | <input type="checkbox"/> My enrolment |
| <input type="checkbox"/> I have checked that my passport is valid until 6 months after the programme. | <input type="checkbox"/> Preparatory materials (if any) |
| <input type="checkbox"/> I have checked my airline's requirements regarding unaccompanied minors, if flying. | <input type="checkbox"/> My accommodation |
| <input type="checkbox"/> I have checked that any prescribed medication I'm bringing is licensed for use in the USA and that it will be valid for the duration of my stay in New York. | <input type="checkbox"/> My tutor |
| <input type="checkbox"/> I know how I am getting to and from the programme. | <input type="checkbox"/> I have prepared myself for the exciting challenges ahead on this Immerse course and have set some goals to achieve during the next two weeks. |
| <input type="checkbox"/> I have read the packing list and packed accordingly. | <input type="checkbox"/> I have completed any preparatory work required by my tutor. |
| | <input type="checkbox"/> I have read, understood and accepted the Participant Code of Conduct. |

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Inspiring Great Young Minds