

# Career Advancement NYC City Guide:

## How to Prepare for a Successful Summer in New York City

The resources in this guide are for informational purposes only. Career Advancement does not endorse or guarantee any of the services described in this document. Students should exercise their own discretion when planning for their summer internship. If you would like more information or have questions about this document, feel free to speak with a Career Advancement adviser. You can make an appointment on UChicago Handshake.

### Welcome to New York City!

New York City is one of the world's most iconic cities. From its internationally recognized skyline and famed attractions to its financial might and brassy attitude, NYC is a city unlike any other. The city offers a never-ending list of things to do and see. Broadway hosts a myriad of world-class shows while the Metropolitan Museum of Art—known as the Met—tops a list of renowned museums and galleries. This city also offers a variety of opportunities for UChicago students who are seeking internships and full-time jobs.

The type of housing you're looking for, your budget, and your connections in NYC are all factors that should help determine where you begin your housing search. The earlier you begin looking, the more options you will have and the easier it will be to choose exactly where you want to live for the summer. In the end, it is best to find housing that is near your job location with easy access to public transportation. This should be a priority when looking for housing; it will make your commute to and from work much easier and it will save you a lot of time and money.

### Finding Summer Housing

Here is a list of steps you should take when looking for housing:

1. *Consider finding a roommate.* You may end up spending a good amount of your summer income paying for rent. If you can find a classmate, friend, or relative who is willing to room with you or put you up for the summer, economically, this could be your best option.
2. *Location is everything.* One strategy is to search for housing that is close to your workplace and/or near transportation that will get you to work quickly.
3. *Decide what is important to you.* Once you've decided on what neighborhoods or borough would be convenient for you, it's always helpful to explore what attractions they have to offer. Whether you love trying new restaurants, shopping, or visiting museums and other cultural

institutions, try to find a place that will give you the most time to explore your favorite things.

4. *Politely ask your employer about housing resources.* Your employer may have suggestions for where to live, or give you the contact information of other interns who are searching for housing so that you can room together or get advice from each other.

### Online Housing Resources

There are a variety of online housing resources that provide short-term housing vacancies, including:

<https://newyork.craigslist.org/search/apa>  
<https://www.airbnb.com/s/New-York--NY>  
<https://www.apartments.com/new-york-ny/>  
<https://www.hotpads.com/>

### Student Housing Organizations

Student Housing Organizations are corporations that own large residential buildings and rent out rooms to students in the summer. Sometimes the buildings are set up like dormitories with single rooms and collective bathrooms, and other times the rooms are more like studio or one-bedroom apartments. It is important to look and apply for housing as soon as possible. Many of the applications for the following housing options come out in January or February and housing can fill up quickly. There are both pros and cons to living in Student Housing, just as there are positives and negatives to living in a dorm.

#### Pros

- Amenities such as security, maintenance, etc.
- Opportunity to meet other students living in the same building
- Potentially more affordable than finding a private apartment: prices typically range from \$2,500 - \$5,000 for the entire summer

#### Cons

- There is a possibility that you'll be matched with a roommate



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- There are rules and regulations in most of these places that you'll have to abide by

### These institutions offer summer housing:

#### NYU Summer Housing:

<http://www.nyu.edu/summer/housing/>

Many Metcalf interns have lived in NYU's residence halls, located in the heart of Manhattan, during the summer months. There is an application procedure starting in mid-February. Email: [summer.housing@nyu.edu](mailto:summer.housing@nyu.edu); Phone: 212-998-4621

#### Educational Housing Services:

<https://www.studenthousing.org/>

EHS offers housing in several boroughs of NYC, including Upper Manhattan, downtown, Brooklyn, Midtown, and Queens. Many of the rooms are fully furnished with private bathrooms, free cable and internet, on site fitness centers, and 24 hour security. To receive more information, please visit the website and fill out the request form.

#### International House, New York:

<http://www.ihouse-nyc.org/>

International House offers a community of approximately 700 students and interns from around the globe and provide a wide variety of programs and activities. Facilities include a dining room, gymnasium, fitness center, computer lab, music practice rooms, and study center. Applications for summer housing generally become available online in early February. While there is no formal deadline, applications received first will receive priority. Room rates vary depending upon your choice of amenities. I-House is located at 500 Riverside Drive, Phone: 212.316.8400

### NYC Neighborhoods

#### Here is a list of neighborhoods that past interns have suggested for housing options:

**Brooklyn** is across the bridge from Manhattan and has the largest population of all the five boroughs of NYC (almost 2.6 million). There are beautiful wood homes, brownstone houses, and carriage houses everywhere. Past Metcalf interns have suggested finding housing in Park Slope, Windsor Terrace, Brooklyn Heights, and Williamsburg.

**Central Park** is a great place if you want to take a break from the busy life of an intern to go running, take a walk, people watch, or just enjoy the outdoors.

**Chinatown** is a colorful, vibrant area of the city with many bargain shops. There are hundreds of Chinese restaurants, Columbus Park, and a famous Buddhist Temple.

**Harlem and the Bronx** are two neighborhoods that are above Central Park and have been going through revitalization in the last ten years. The Apollo Theater as well as the Museo del Barrio are here. Columbia University is just west of here, as well as Grant's Tomb.

**Inwood** is the most northern part of the island of Manhattan. Past interns have said it is "isolated, safe, cheap, and really, really pretty." Broadway is Inwood's main local thoroughfare.

**Lower East Side and Greenwich Village** are trendy neighborhoods filled with coffee shops, jazz clubs, bars, Off-Broadway theaters and many restaurants. It's a great place to people watch and Washington Square Park is a popular hangout for NYU students. The Lower East Side houses trendy bars, restaurants, and shops around Allen Street.

**Midtown Manhattan** has lots of shopping, as part of 5th Avenue is in Midtown. This is also where the Empire State Building, the Chrysler Building, and Grand Central Station are located. The Murray Hill area within Midtown is a quieter residential area with many nice brownstones and some good, moderately priced hotels. Some past interns have suggested finding housing in Murray Hill.

**Queens** is home to a neighborhood called Astoria which is, "nice, safe, and reasonably priced."

**Theater District** is home to Times Square, the MTV Studios, Good Morning America, and most of the great Broadway theaters. ESPN Zone, Carnegie Hall, Rockefeller Center, and Radio City Music Hall are all nearby.

**Union Square** is located at 14th Street, Union Square East, 17th Street and Union Square West. It is run by the NYC Department of Parks and Recreation and the Metropolitan Transportation Authority and consequently has great access to public transportation. NYU, Greenwich Village, Flatiron District, and Chelsea are all located in Union Square and a good number of past Metcalf interns have resided here.

**Upper West Side** is an upscale residential neighborhood that is less expensive than the East side. It has attractions such as the Lincoln Center for the Performing Arts, the Metropolitan Opera House, and the New York State Theater (home of the Ballet).

**Upper East Side** is considered New York luxury with some of the most expensive real-estate in the world. The Museum Mile is located here with nine of NYC's best museums along Central park (Guggenheim, Jewish Museum, Whitney Museum's American Art Collections, and the Metropolitan Museum of Art).



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**Wall Street Financial District** is in Lower Manhattan and is home of the New York Stock Exchange and a famous graveyard at the historic Trinity Church. This is also the location of the World Trade Center Memorial.

## Rental Tips and Expectations

### Applying for a Rental Unit

Most landlords will ask you to complete a rental application form. The application will typically ask for the following information:

- Name, address, and telephone number
- Current and past landlords
- Social Security and driver's license numbers
- Bank account and credit card numbers and addresses
- Financial information regarding your ability to pay the rent (e.g., monthly income)
- Names of people who will be living in the unit

A landlord may ask about information that reflects on your ability to pay the rent; however, federal, state and local laws prohibit landlords from discriminating against classes of people on arbitrary bases (e.g., race, gender, age, family status).

### Cost of Living

A few notes to remember while considering housing cost in NYC:

- NYC ranks in the top 5 for most expensive cities in the U.S.; the average monthly rent for a studio or 1 bedroom apartment ranges from \$2,000 – 3,200.
- Recent Metcalf Interns in NYC reported to have spent a median of \$3900 in rent over the course of the summer.
- The U.S. Department of Housing and Urban Development's [Fair Market Rent tool](#) can help you determine how reasonably priced your rental options are.
- While researching for apartments to rent, be aware of scammers on rental websites (e.g. Craigslist). A common tactic used by the seller is stating that they will be out of the city for months, limiting their accessibility. According to two students trying to find housing over the summer, "We also noticed that a lot of the scam responses were the same, someone leaving the city for 3-9 months for a job."
- Be sure to get in contact (via phone, Skype, etc.) with your landlord or leaser before agreeing to rent the

vacancy. Whenever possible, you should visit the space or do a video tour before signing a lease.

## NYC Transportation

### The Metropolitan Transportation Authority

The MTA runs all of the city's subways and buses and two of its three commuter rail networks. You will most likely be using the MTA Subway/Bus system to travel to and from work each day. <http://www.mta.info/>

- *The Subway* is part of the MTA and serves the five boroughs of NYC: Manhattan, Queens, Brooklyn, the Bronx and Staten Island. The primary method of fare payment is the MetroCard; The fare for a subway is \$2.75. A Pay-Per-Ride MetroCard buys you as many rides as you want: from \$5 to \$80 at a station booth. 7-Day Unlimited passes costs \$33, and a 30-Day Unlimited Ride pass costs \$127. <https://new.mta.info/fares/how-to-save-money>
- *MTA City Buses* serve the five boroughs and operates 24 hours a day. The fare for a local bus is \$2.50. SingleRide tickets are \$2.75, and can only be purchased at vending machines. The fare for an express bus ride is \$6. The EasyPay Xpress MetroCard is another payment option that is linked to the customer's credit or debit card account so that a rider never runs out of rides. <http://www.mta.info/metrocard/EasyPayXpress.htm>
- *Trains*, the MTA operates the Long Island Rail Road and the Metro-North Railroad. There are a variety of different fares depending upon how often you use the train and what your destination is.
  - *The Long Island Rail Road (LIRR)* stretches from the eastern tip of Long Island to the heart of Manhattan. The LIRR serves 124 stations in Nassau, Suffolk, Queens, Brooklyn and Manhattan.
  - *The Metro-North Railroad* goes to 120 stations in seven counties in NY: Dutchess, Putnam, Westchester, Bronx, NY (Manhattan), Rockland, and Orange, and two counties in Connecticut: New Haven and Fairfield, and it stops at Grand Central Terminal in Midtown Manhattan.

### Monthly Transportation Cost

- **Monthly Unlimited MetroCard**

If you will use the MTA (subway or bus) more than 46 times per month, getting a 30 Day Unlimited pass is the most economical option. These cost \$127 and can be purchased in any subway station. (The math: single trips are \$2.75, and 46 of those fit into the \$127 price of the monthly pass)

<https://new.mta.info/fares/how-to-save-money>



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## The Port Authority Bus Terminal

This terminal is located between 8th and 9th Avenues and 40th-42nd Streets. Direct service is available to Atlantic City, the Meadowlands Sports Complex, Monmouth Park, Belmont Park and points throughout the United States. [www.panynj.gov](http://www.panynj.gov)

## The George Washington Bridge Station

This station is located at Fort Washington and Broadway between 178th and 179th Streets. The busses from this station are primarily for commuters from northern New Jersey and Rockland County, NY, although you can travel as far as Florida if you so desire. The terminal connects with the “A” train at the 175th Street subway station.

## Chinatown Bus Lines

There are multiple bus lines that run from NYC to DC, Boston, and a variety of other cities. These are great ways to get low priced transportation to other great cities on the East Coast while you’re in NYC for the summer. [www.chinatown-bus.org](http://www.chinatown-bus.org)

## The Port Authority Trans-Hudson (PATH)

This train serves as the primary transit link between Manhattan and neighboring New Jersey urban communities and suburban railroads. There are five subway-style PATH stations along Sixth Avenue: 33rd Street, 23rd Street, 14th Street, 9th Street, and Christopher Street. Trains from all of those points run to terminals in either Hoboken, Jersey City or Newark, New Jersey, or transfers are available to these points. There, they connect with ten NJ Transit commuter lines that serve New Jersey, as well as Orange and Rockland County, New York. <http://www.panynj.gov//>

## NYC Safety

After living in the city of Chicago, you should be well-versed in safety precautions for urban environments. However, here

are some basic tips you should be reminded of before your internship in NYC. Using common sense is good advice and you should also read the following tips for a quick refresher.

### General Safety Tips:

- Always remember that there is safety in numbers. Walk with friends, or take populated routes when going places. Be especially careful when walking at night.
- Plan your route in advance, walk with a purpose, and be alert at all times, especially when talking on a cell phone or using headphones.
- Avoid deserted areas such as parks, alleys, and vacant lots.
- If you think you’re being followed, cross the street, change direction, or go to a public place.
- Never display valuables or large amounts of cash in public. If you need to organize your wallet, duck into a store.
- Don’t keep your wallet in the back pocket of your pants or backpack, and be aware of your wallet or purse in commotions. Pickpockets often use helpers to create disturbances nearby.
- Use caution when using ATMs and don’t carry too much cash around with you. Most places accept credit cards and there are ATMs everywhere. Just make sure you choose one that is in a busy, well-lighted area.
- When Using Public Transportation: On the New York City Transit Authority’s website there are customer safety instructions with a variety of safety information for the Metro. Visit: <https://new.mta.info/safety-and-security> to find out more.
- Avoid empty subway cars. Ride with many people or in the conductor’s car.

## Connect with Alumni

While you’re in New York this summer, take advantage of the opportunity to connect with another great resource: University of Chicago alumni! Whether you’re interested in working in NYC after graduation, or you wish to find out more about certain career paths, networking with alumni may be one of the most beneficial things you do during your summer. Research alumni who are currently working in NYC through the UChicagoWizr Network, an alumni mentoring platform: <https://uchicago.wizr.io/signup> and the online alumni directory: <http://www.uchicagoalumni.org>.



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