Table of Contents
1. Housing
   • Student Housing Organizations
   • Private Housing - Apartments
   • NYC and New Jersey Neighborhoods
   • Cost
2. Transportation
   • Subway
   • Buses
   • Trains
3. Safety
   • When Walking
   • When Using Public Transportation

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. Countless films and television shows have featured Central Park and the Empire State Building—making both must-sees for the millions of visitors who pass through the city each year—and Fifth Avenue is celebrated the world over for its legendary shopping.

New York City consists of five boroughs, each distinctive in its own right. Many of the city's notable sites are packed into Manhattan, including Times Square, Wall Street, and the United Nations headquarters. The Bronx, another borough, hosts Yankee Stadium and the world-famous Bronx Zoo, while Brooklyn is best known for its vibrant and ethnic neighborhoods. Free ferries have made Staten Island popular and accessible, particularly for unparalleled views of the Statue of Liberty, and practically every NYC visitor passes through Queens, home to both JFK and La Guardia airports.

Living in NYC – The 5 Boroughs
Whether you're interested in culture, cuisine, industry or entertainment, the City is full of choices. Learn more about the elements that make each borough unique.

Brooklyn
Charming brownstones, lush Prospect Park, and thriving business districts are among the many qualities in the diverse neighborhoods of Brooklyn.
The Bronx
Home to Yankee Stadium and the world-famous Bronx Zoo, the Bronx is experiencing a renaissance.

Manhattan
Beyond the Broadway shows, bustling commercial districts, and beautiful residential towers, Manhattan offers something to satisfy everyone.

Queens
Citi Field and the US Open are popular Queens’ destinations for sports fans, and development in the Flushing area is making the borough even stronger.

Staten Island
Combining the culture of the city with a small-town feel, Staten Island offers a retreat from the hectic city pace.

NYC Summer Housing
In years past, students who have held summer internships in NYC have found housing through a variety of ways: suggestions from their employers, connections through friends, student housing organizations, or websites such as craigslist.org. 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 time and money.

Here is a list of steps you should take when looking for housing:
1. **Ask your employer about housing options.** Your employer might provide you with housing, have suggestions for where to live, or give you the contact information of other interns who will be also on a housing search so that you can room together or get advice from each other.
2. **Exhaust all your connections in the city.** Most apartments will be expensive and you may end up spending a good amount of your summer income paying for rent. If you can find a friend or relative who is willing to put you up for the summer, economically, this could be your best option.
3. **Location is everything.** It is vital that your housing situation is near your work and/or near transportation that will get you to work quickly.
4. **Decide what is important to you.** 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.

Student Housing Organizations
Student Housing Organizations are corporations, typically schools, that own large residential buildings and rent out rooms to students. 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 fills 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**
- Assurance in your living conditions: security, reliable maintenance, amenities
- Opportunity to meet other students living in the same building
- Often much more affordable than finding a private apartment: prices range from $1,500 - $2,800 for the entire summer

**Cons**
- There is a possibility you’ll be matched with a roommate
- There are rules and regulations in most of these places that you’ll have to abide by
- For schools on a semester schedule, the summer housing might not be available for the whole duration of your internship – make sure to check the move-in and move-out dates and have alternative housing arranged for the remaining weeks.

NYU Summer Housing: http://www.nyu.edu/summer/housing/index.htm
Many Metcalf interns have lived in NYU’s residence halls during the summer months. There is an application procedure starting in February. You can contact their office at: Office of Summer Housing, 14A Washington Place, New York, NY 10003, Phone: 212-998-4621, Fax: 212-995-4097.

The Polytechnic Institute at NYU typically has generous availability. You can read more about their specific housing here: http://www.poly.edu/life/campus/summer.
Peer Advice: Interns have paid around $2,000 for 8 weeks in the NYU dorms. Past interns have only given positive feedback about living in the NYU dorms, stating that they are in a good location, accessible to transportation, and easy to apply to. They also suggested applying as early as possible.

Educational Housing Services: www.studenthousing.org
EHS provides housing for students at any time and for any period of time in some of New York’s best neighborhoods. They offer plenty of benefits such as TV, laundry machines, kitchen facilities, student lounges, and entertainment options. You must apply online, and the earlier you apply the better selection you’ll receive. You can mail your application (found online) or contact EHS at: Educational Housing Services Membership Center, 31 Lexington Av. - New York, NY 10010, Phone: (212) 977-9099 or (800) 297-4694, Fax: (212) 307-0701

Peer Advice: Interns who have lived in EHS have paid around $1,500 for the entire summer. One past intern said, “For midtown job locations, the EHS Marymount Housing on 55th street was amazing.”

University Place NY Student Housing: www.universityplacenyc.com
University Place requires all residents to be enrolled in a college or university program and the apartments are located in the heart of Brooklyn, just minutes from downtown Manhattan. As long as you are planning on returning to school in the fall, you qualify. You may choose your own roommate or let them match you with one. Each room is fully furnished with its own bath and shower, and utilities are included in the room rate. Some highlights are a complete kitchenette, cable TV, local telephone service, student lounge, and 24/7 security. NYC F train and the Brooklyn MTA stop at the front door. University Place is located at 385 McDonald Ave, Brooklyn, NYC. Phone: 212.400.3052, Email: info@nystudenthousing.com

International House, New York: www.ihouse-nyc.org
International House is a perfect place to meet your summer housing needs during your summer internship. They offer a welcoming 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, New York, NY. Phone: 212.316.8400

Peer Advice: While living at I-House, one intern said, “I paid $1800 + $600 deposit, all upfront, including $200 for food. This is the cheapest deal I found anywhere, and is more than triple what it costs to live in Hyde Park.” Another intern said that there is a “lengthy application” process, but “it was the only such dorm that fit a possible schedule, as all college-affiliated residence halls were on semesters and only went 7 or 8 weeks into the summer from our end of term.” Finally, another peer wrote that the “Upper West Side is very safe and convenient if you can manage to get into the International House.”

Private Housing - Apartments
If you plan on using craigslist.org and would prefer a private apartment, past Metcalf interns have suggested some specific neighborhoods that are safe and often have affordable housing options that are listed below. Before you start your apartment search, try to exhaust all networking opportunities and connections in New York City. You may find that a friend or relative will let you stay with them for a reduced price. Also, your employer may have a list of resources or a list of interns you can contact who will also be looking for housing. Note that some Management companies will ask that you fly out to visit the apartment before committing. Also, Living in Manhattan will most likely be pretty expensive (over $2000/month), it might be best to find an apartment right outside of Manhattan (like in Brooklyn Heights) or a neighborhood in Brooklyn (such as Park Slope or Windsor Terrace).

NYC and New Jersey Neighborhoods
Here are a list of neighborhood descriptions and suggestions from past interns:

Brooklyn
Brooklyn is across the bridge from Manhattan and has the largest population of all the five boroughs of NYC (almost 2.5 million). Brooklyn Heights is New York’s “best bedroom community.” 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 (which is an “upcoming, cheap neighborhood with easy access to the Subway but is still a little industrial”). “It’s fantastic,” “cheaper than Manhattan,” and “affordable” were some comments related to living in Brooklyn.
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. One peer commented, “It’s cheap and close to Midtown Manhattan. Not particularly unsafe either. It’s a great neighborhood if you can deal with a slightly noisy/busy/crowded neighborhood during the day.”

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. A past Metcalf intern commented, that it is “less expensive but less convenient” to live here.

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, noting that it is “filled with vibrant nightlife and tons of young, extremely attractive, people.”

Upper West Side is an upscale residential neighborhood that is less expensive than the East side (in 2007 a Metcalf intern paid $4,500 for 3 months for a one bedroom apartment). 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). Note that I-House is located here and a past intern noted, “The Upper West Side is very safe and convenient.”

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 NY’s best museums along Central park (Guggenheim, Jewish Museum, Whitney Museum’s American Art Collections, and the Metropolitan Museum of Art). Shopping on Park or 5th Avenue holds some upscale designer shops and hotels.

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.

Cost
Finally, how much should you expect to pay? Here are some quotes from past interns.

• A number of the interns said they paid $800/month.
• “Around $700-1000/month is probably the cheapest one will find in the City itself (I can’t speak to Hoboken, Westchester, Bronxville, etc). It would be prudent to start looking early and often (on Craigslist) just because it will increase your odds of finding someone whose dates match yours closely and is willing to prorate.”
• “I paid over $3000 for 7 weeks in NYC. However, I lived near Harlem and worked in Wall Street (so I was far from work). You can find decent places in Brooklyn and New Jersey that are closer to Wall Street and not terribly expensive.”
• “I paid $2,000 for 9 weeks worth of housing; I would recommend not paying more than that.”
• “I paid $1100/month. This is considered quite reasonable, I think.”
• “I paid around $3350, including membership fee. I recommend paying somewhere between $2500-3000.”
• “You’re going to have to pay over 2 grand to live in Manhattan. It’s just the way it is.”
NYC Transportation

The Metropolitan Transportation Authority (www.mta.info) runs all of the city’s subways and buses and two of its three commuter rail networks. You’ll most likely be using the MTA Subway/Bus system to travel to and from work each day. Past interns have suggested taking the MTA as much as possible as cabs are pricey in NYC and ‘can easily start eating into your spending money.’ Also, many of them said to buy the unlimited monthly pass as “it is the most economical way to get around NYC.” One intern recommended taking into account more than just the cost of transportation when making decisions. “See which types of travel get you to places faster rather than just looking for the cheapest. Different modes are faster at different times of the day.” Another thing to note is that multiple interns mentioned that if it is raining outside, give yourself extra time to get to work as the MTA will slow down. Finally, “get to know the subway system and be prepared for frustration... It’s a little bit tricky in the beginning, especially figuring out when a line is express and when it is not, but it all pays off.”

Subway

The Subway is part of the MTA and serves the five boroughs of NYC: Manhattan, Queens, Brooklyn, the Bronx and Staten Island. There are 26 total routes and many of them include express trains. The primary method of fare payment is the MetroCard; all subway stations and buses are MetroCard capable. There are a few payment methods:

- On a pay-per ride basis each ride is $2.00, and you can buy as many rides as you want from $4-$80. If you put $7 or more on your card you receive a 15% bonus (11 trips for the price of 10). You also get automatic transfers between the subway and buses. This seems to be very similar to the ChicagoCard.

- Or you can buy unlimited ride Metrocards. Choose from a 1-day Fun pass for $7.50, a 7 day card which costs $25, or a 30 day card which costs $81. The 14- and 30-day cards are insured against loss when purchased from a vending machine with a credit/debit card.

Buses

MTA City Buses: The buses serve the five boroughs of NYC: Manhattan, Queens, Brooklyn, the Bronx and Staten Island. In general the buses stop every 2 blocks and there are 207 local and 36 express bus routes. The fare for a local bus is $2.00 and the MetroCard (pay-per ride or unlimited) covers both the subway and bus system. Transfers to connecting buses are free, and are usually time stamped to the closest hour. There is a third type of MetroCard payment specific to bus riders called EasyPay Xpress. The EasyPay Xpress MetroCard refills itself automatically and is linked directly to the customer’s credit or debit card account so that a rider never runs out of rides.

The Port Authority Bus Terminal (www.panynj.gov/CommutingTravel/bus/html/pa.html): 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.

The George Washington Bridge Station (www.panynj.gov/CommutingTravel/bus/html/gwb.html): 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 (www.staticleap.com/chinatownbus): There are multiple bus lines that run from NYC to DC, Boston, and a variety of other cities. One past intern said, “The Chinatown Bus Lines is the one thing I wish I would have known about before becoming a Metcalf intern in NYC.” 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.

Trains

Metropolitan Transportation Authority: 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.
The Port Authority Trans-Hudson (PATH) http://www.panynj.gov/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.

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. One past intern noted, “Be sensible, but don’t worry. Manhattan is way safer to walk around than Hyde Park, and always has things open. Also, it’s summer, so you get lots more daylight.” Because of the hustle and bustle of NYC at all hours of the night, another peer said, “Manhattan is like Disneyland compared to Hyde Park at night.” Despite these interns’ optimism, make sure you always use common sense and read the following tips for a quick refresher since you’ll be moving to an unknown environment.

When Walking:
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 large amounts of cash or flaunt jewelry or cameras 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 New York’s Metropolitan Transportation Authority’s website there are customer safety instructions with a variety of safety information for the Metro, NYC Transit, and the Long Island Rail Road (www.mta.info/mta/safety.htm). They discuss precautions to take while riding the MTA and various emergency and evacuations instructions.

- Avoid empty subway cars. Ride with many people or in the conductor’s car (usually the middle car of the train).
- When taking the subway after dark, stand near the “During off hours trains stop here” sign or in view of the Metro-Card booth.