

FORDHAM | Gabelli School
of Business
THE IESUIT UNIVERSITY OF NEW YORK

International Student Guidebook

Office of Graduate Advising

Dear International Students,

Welcome to the Gabelli School of Business! We look forward to supporting your academic endeavors at the Lincoln Center campus as you explore the school and your “extended campus” of New York City. We have put together this packet of frequently asked questions regarding your time here.

An important note for your arrival to campus: All international students are **required to check in with the [Office of International Services \(OIS\)](#)**, which is on the third floor of 45 Columbus Avenue, on the corner of Columbus Avenue and 61st Street. That office will be able to provide you with a starter set of helpful resources. For additional resources, please visit www.fordham.edu/ois.

If you have questions that remain after reading this guide and checking in with OIS, please stop by the Academic Advising Office located in suite 126 (140 West 62nd Street). We hope your time at the Gabelli School is academically, culturally, and socially rewarding!

Sincerely,

The Office of Graduate Academic Advising and Student Engagement

gsbgraduate@fordham.edu

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International Services

Is there an office dedicated to resources specifically for International Students?

Yes! For our international, non-immigrant students, the [Office of International Services](#) facilitates your adjustment to life in the United States by assisting in matters concerning immigration, such as Visas and Status, SEVIS I-20 or DS-2019 forms, Employment (CPT, OPT, internships), and Travel authorizations.

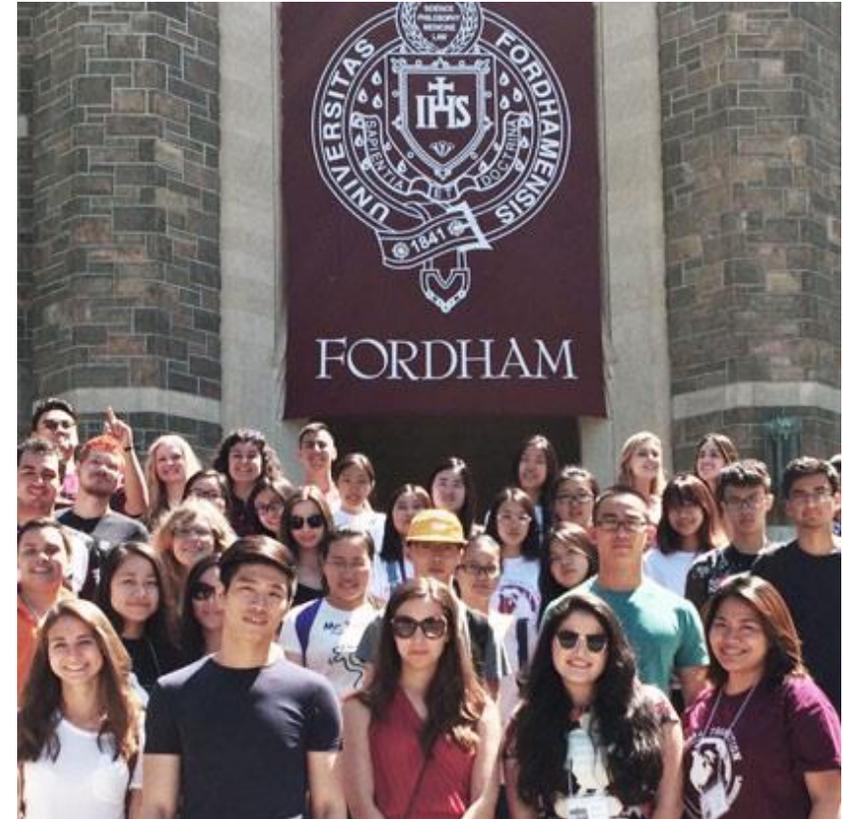
OIS also offers some helpful resources for transitioning to life in NYC, such as preparing for [New York weather](#), the [American classroom](#), and [American culture](#). We strongly recommend reviewing these materials along with others available on the OIS website.

Location: 45 Columbus Avenue, New York, NY, 10023

Phone: 718-817-3145

New Students: oisnewstudent@fordham.edu

Current Students: ois@fordham.edu



Global Peer Advisors

How may current international students help me as a new student?

The Gabelli School created the [Global Peer Advisors program](#). Incoming international students are matched with returning graduate students who provide transition support throughout the entire first year. More than 90 graduate student volunteers participated last year.



Language Services

What ESL Services are offered at Fordham?



For more information on ESL services for all students at Fordham University, please visit the Institute of American Language and Culture [here](#).

We also offer [Gabelli TALK](#), a cultural immersion program offered every summer for international graduate students who have been admitted to the Gabelli School of Business.

This valuable program provides the opportunity to prepare for graduate business studies and enhance your academic and professional English skills. In addition to a strong academic foundation, the program offers a number of workshops to help you jumpstart for your professional life.

Academic Advising

Where can I find help navigating my academic program?



Academic advising is a developmental, collaborative, and supportive partnership between students and academic advisors. Together we will explore your academic, career, and life goals, and identify the courses, enrichment activities, engagement opportunities, and resources you may leverage to make informed decisions and achieve results.

In keeping with the Jesuit spirit of cura personalis, we believe the development and care of your whole self is vital to thriving academically. We encourage you to be actively engaged in your personal growth while taking advantage of the many opportunities available to you as a Gabelli student in the heart of New York City.

Website: [Academic Advising Office](#)

Resource Hub: [FordhamSAC](#)

E-mail: gsbgraduate@fordham.edu

Academic Advising Office

Email:

gsbgraduate@fordham.edu

Address:

140 West 62nd Street, Suite 126

Office Hours:

Monday-Friday 10:00am-6:00pm



Advisors and Office Hours

Who is my academic advisor? How do I visit them?

For more information on office hours and scheduling appointments-
Visit [Gabelli Connect!](#)

Rachel Dobkins
Senior Assistant Dean
rdobkins1@fordham.edu

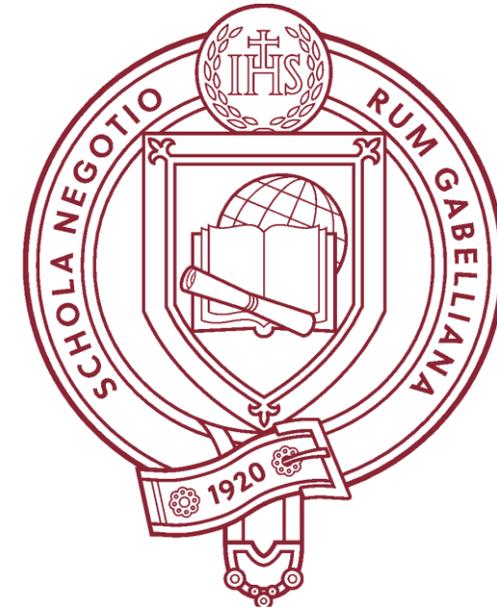
Kathleen Kennon
Assistant Dean
kkennon@fordham.edu

Ilze Frierson
Assistant Dean
frierson@fordham.edu

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Assistant Dean
lkussin@fordham.edu

Gabriel Mejia
Assistant Dean
gmejia5@fordham.edu

Katherine Anderson
Assistant Director, Operations
kanderson85@fordham.edu



Physical and Mental Health

Who should I contact if I think I have a physical illness?

You can visit the [Student Health Center](#) at the Lincoln Center campus. To schedule appointments, please call the Health Center, which is in Room G-16 of 140 West 62nd Street.
(212) 636-7160
(212) 636-7164 (FAX)

Students with emergencies at Lincoln Center should call Security at (212) 636-6075 or go to a hospital emergency room. The closest emergency room is:

St. Luke's-Roosevelt Hospital Center
425 West 59th Street, New York, NY 10019

Who should I contact if I am feeling overwhelmed or stressed?

[Counseling and Psychological Services](#) is:

- Available to all students
- Offered to students without charge
- Confidential; files are not a part of the student's educational record
- Staffed by a multi-disciplinary team of devoted mental health professionals and doctoral candidates

Counseling and Psychological Services: Lincoln Center
140 West 62nd Street
Room G02
New York, NY 10023
Phone: 212-636-6225
Fax: 212-636-6232

Health Insurance

Do I need to have health insurance?



Yes. ALL students are **REQUIRED** to complete an online insurance registration form to confirm or waive the student health insurance.

You can only waive the student health insurance if you have alternative U.S. health insurance of your own, and you must complete the waiver within the first month of arrival. *For complete information, please visit [this site](#).*

Housing and Supplies

How can I learn more about housing at Fordham University?



On-Campus

Wilshire Plaza

(West 58th Street)

- Unfurnished apartments
- Kitchens are equipped with a refrigerator and a stove.

For more information, visit University's Office of Residential Life [webpage](#) or email gradhousing@fordham.edu.

Off-Campus

External online resources

roommates.com.

Places4Students.com

Please keep in mind that landlords need your **credit history** in the United States. If you cannot fulfill this requirement, you may have to prepay the full year's rent or get your lease documents co-signed by someone who does have a valid credit history.

Housing Cost

\$1,200 - \$2,500 per room per month on Manhattan.

Queens, the Bronx, and Brooklyn, Roosevelt Island, and New Jersey may have **cheaper options**.

How much should I expect to pay for an apartment in Manhattan? Where else besides Manhattan do students live?



Household Items and Electronics

Where can I buy home furnishings and electronics for my new apartment?



[Bed, Bath & Beyond](#)

1932 Broadway, New York, NY 10023 (about 4 blocks north of the Lincoln Center campus)

- home decorations, sheets and towels, kitchen appliances, cleaning supplies, and some household electronics

[Best Buy](#)

1880 Broadway, New York, NY 10023-7500

- electronics, such as computers, printers, cameras, and televisions

[Apple Store](#)

1981 Broadway New York, NY 10023 (about 8 blocks north of the Lincoln Center campus)

—or—

767 Fifth Avenue (located in midtown Manhattan, near the southwest corner of Central Park)
New York, NY 10153

- MacBooks, iPads, and Apple TV

Cell Phones

Fordham University offers RamCell Sprint PCS phone service. Social Security number is not needed. **All you will need is your Fordham ID, a Fordham email address, and a credit or debit card.** RamCell contracts are offered on a 1- or 2-year basis. For more information, email ramcell@fordham.edu or visit [this page](#).



A Social Security number is required to open an account with **non-University** cell phone service providers.

If you do not have a Social Security number, you may contact the OIS for a letter that states that you do not have a Social Security number. Please note that this letter does not guarantee that the service provider will set up an account for you. If you are able to set up an account, please be aware that some service providers require you to sign a 2-year contract.

For more information on the major U.S. carriers, please visit their websites:

- [Verizon](#)
- [AT&T](#)
- [Sprint](#)
- [T-Mobile](#)

Where do I get a U.S. cell phone?

Books and Supplies

[Fordham bookstore](#)

Lowenstein Building, ground level
(212) 636-6080

[Staples](#)

330 Seventh Ave
New York, NY 10001
(646) 473-0336

- notebooks, pens, pencils, highlighters, binders, printer ink/toner, electronics

[FedEx](#)

221 West 72nd St, New York, NY 10023
(212) 362-5288

- copy and print services, packing and shipping supplies, some office supplies,
Internet access

School textbooks can be purchased at the Fordham Bookstore, [Amazon](#), [Chegg](#), or [Half](#). You can often rent textbooks instead of buying them (usually at a lower price), and sometimes you can sell your books back at the end of the term.

Where can I buy school supplies and books?



Food and Grocery

Where should I go to buy groceries near Columbus Circle?



Whole Foods Market Supermarkets
10 Columbus Circle
(at West 59th Street)
New York, NY 10023

Westerly Natural Market
913 8th Ave. (between 54th and 55th Sts.)
New York, NY 10019
10019

Trader Joe's
2073 Broadway (at W. 72nd St.)
New York, NY 10023

Morton Williams
917 9th Avenue
New York, NY
10023

Gristedes Supermarkets
907 8th Ave. (at W. 54th St.)
New York, NY

Important Documents and Getting Started in New York City

How do I apply for a Social Security number?

You must be employed or have an offer of employment.

Please note that you must have a Social Security number in order to work, but having a Social Security number does not *guarantee* that you will be able to find or hold employment. It also **does not mean** that you have any rights to permanent residency or citizenship.

Once you obtain a Social Security number, it is your number forever and may be used on subsequent visits to the United States.



Documentation

I lost my passport, I-94, any other important documentation. What should I do?

File a police report, notify your country's consular office, and let the OIS know as soon as possible.

What documents do I need to have when I travel?

An international student's I-20 or DS-2019 must be properly endorsed before traveling outside of the United States. Please make sure you come by the OIS during appointment hours in order to get a signature on your form.

1. An unexpired passport valid at least six months into the future
2. An unexpired I-20 or DS-2019 with a travel signature less than 6 months old
3. An unexpired F-1 or J-1 visa stamp valid for further entries into the United States

If you forgot to get your I-20 signed for travel before leaving, or you packed it away in your suitcase, ask the border officer for an **I-515A** form. This will allow you to enter the country in F-1 status; however, you must come to the OIS immediately to finish processing your entry. Your I-94 card will be stamped "F-1" with a specific date, instead of D/S.

If you have any questions, please contact the Office of International Services before you leave. For more information, please visit [this page](#).

Taxes

Do I have to file tax forms?



With or without income

All students with an F or J visa

Form 8843

Every year you are inside the United States,
even if you did not earn any U.S. income.

With income

Consider:

- U.S. federal income tax
- Social Security tax (FICA)
- New York State income tax
- New York City income tax.

The University does **not provide tax advising to students or staff, no matter what their citizenship or visa status. If you need guidance on where to go for help, please visit the Office for International Services.*

Driver's License

What do I need to know about driver's licenses & identification cards?



Driver's licenses:

A license from one's home country, combined with an international driving permit, will suffice.

A full driver's license or a "non-driver ID card" will allow you to get into places where identification is needed.

There are very specific requirements for obtaining either a New York State license or non-driver ID card. For information, please visit the Department of Motor Vehicles [website](#).

The OIS recommends that students always carry:

1. International driver's license (in English, if possible)
2. International Driving Permit
3. Copy of the Section 250(5) law that states you are NOT a resident (print [this page](#).)
4. The DMV page that states it is legal for non-residents to drive with your non-New York State license ([print pages 6-7 from this document](#).)

For additional information, please visit the Fordham OIS website on Driver's Licenses & DMV: [here](#).

Banking

We recommend you open a **checking account** in the United States.

Most banks will ask for a Social Security number to open your account. If you do not have a Social Security number, please stop by the University's Office of International Services (45 Columbus Avenue, third floor) to pick up a letter for opening a bank account.

For more information please visit [this page](#).

Sometimes, you can open a bank account online via a bank's website.

I would like to open a bank account. Where should I go?

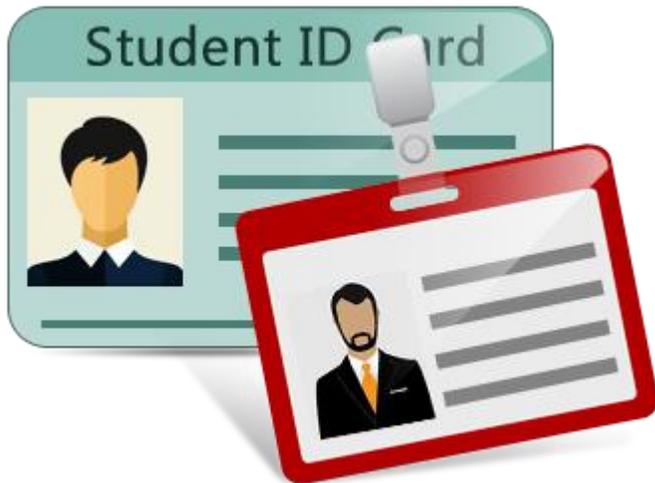


Fordham ID Cards

Fordham ID cards:

The Fordham Duplicating Center/ID Card Centers issues, validates, and replaces Fordham University Identification cards throughout the year.

During registration periods, the center is open for extended hours. Your Fordham ID is used for visual identification, library privileges, building access, special discounts, photocopying, cash to card, and vending-machine purchases.



[ID Card Service Center](#)

113 West 60th Street
Lowenstein, Room 128A
New York, New York 10023
(212) 636-7765
idservicesLC@fordham.edu

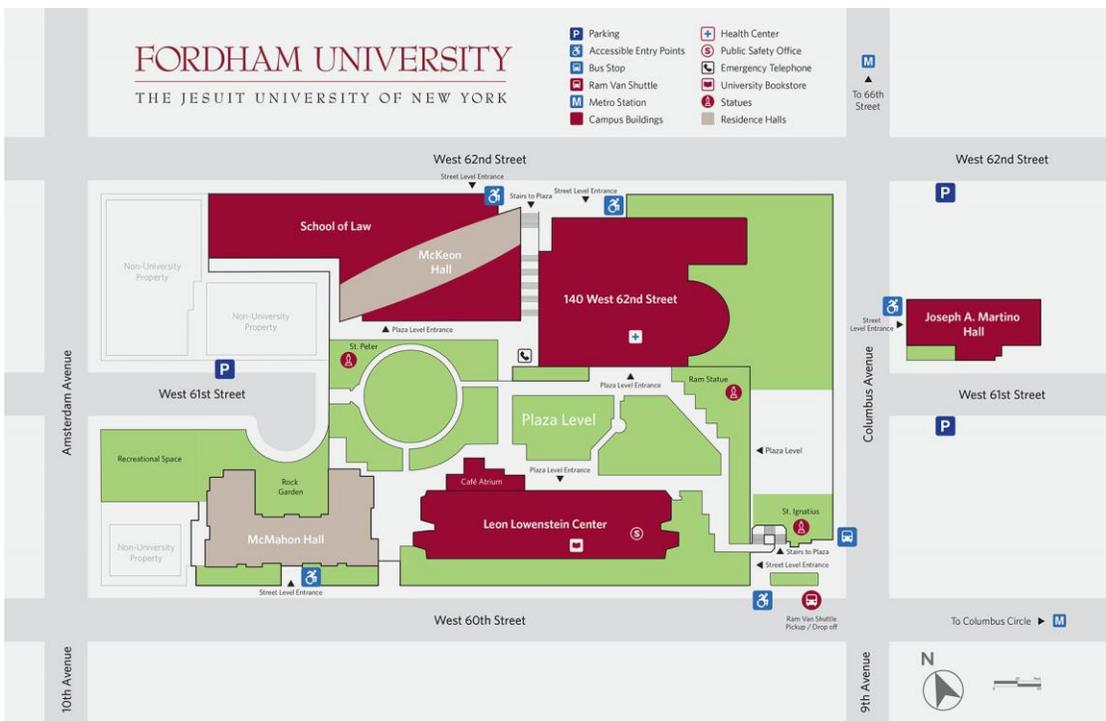
Should your Fordham ID be lost or stolen, please report it **immediately** to Fordham University Security at (718) 817-2222. You will need to replace card at ID Card Service Center.

*For the first time you lose your card, there is a **\$20.00** replacement fee, and that charge goes up to **\$30.00** for every subsequent occurrence or request.*

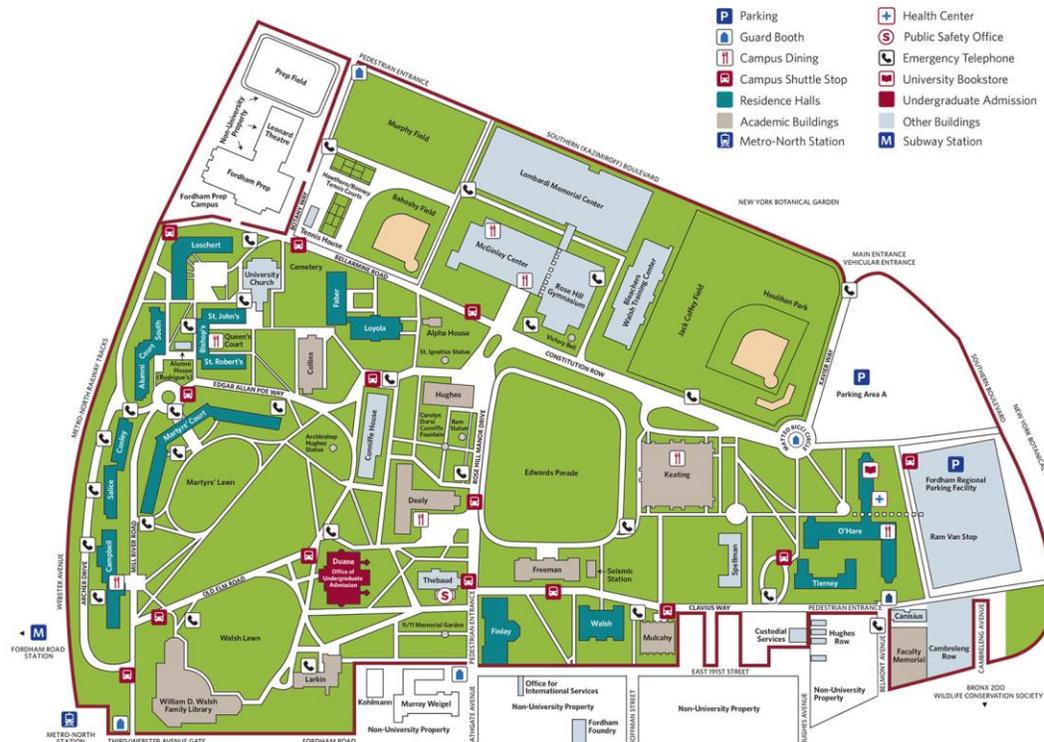
The fee is waived if you present the proper documentation from the Security Office or the Police Department indicating theft of your ID Card.

Fordham Maps

Lincoln Square



Rose Hill



Campus Transportation

How do I travel between campuses?



Ram Van

- \$3.50 each way
- Run every half hour.
- Reserve a seat up to 48 hours in advance
- Online registration closes 15 minutes prior to the van's departure
- Vans depart from outside the front doors of Lowenstein.

You can sign up for the Ram Van service at the security desk in the Lowenstein Building or [online](#).

Public Transportation

Take the **B, D, or 4** subway line to the Fordham Road station and walk east on Fordham Road until you reach the campus. Please note it is about a half-mile walk from the subway stations to the campus.

**For safety reasons, the University suggests the Ram Van as the main source of transportation between the two campuses. If you take public transportation to the Rose Hill campus, such as the subway, please go straight to your destination and avoid walking alone at night.*

Public Transportation

New York City and surrounding suburbs (Long Island and Westchester)

[About New York City Metro Transit Authority \(MTA\)](#)

[MTA New York City Subway Map](#)

[MTA: MetroCard Information](#)

[MTA Metro-North Railroad Map](#)

[Long Island Railroad Map](#)

[New York City Taxis](#)

New Jersey

[New Jersey Transit Website](#)

[NJ Transit Railway Maps](#)

[New Jersey PATH Train](#)

Does New York City have a public transportation system? How does it work?



Airport Transportation

How do I get from the airport to the Lincoln Center campus?



To get to Fordham from JFK International Airport, you have several options:

- **Taxi cab:** Follow signs to “Ground Transportation” and you’ll find a cab stand. The fare to any destination in Manhattan is **\$52 plus tolls**, and tipping 10-20% for good service is customary.

For more information, [click here](#).

- **AirTrain:** This train service takes you from JFK to the Howard Beach subway station or to the Jamaica subway station, from which the Long Island Railroad (LIRR) to Pennsylvania Station is accessible. From there you can ride the New York subway system around Manhattan. The AirTrain ticket is currently priced at **\$5** and a subway ticket is **\$2.75**.

More info on AirTrain is available [here](#), and the NYC Subway Map can be viewed [here](#).

- **Car service and shared shuttle vans** are also available. For info on these options, visit [this website](#).

Domestic Travel

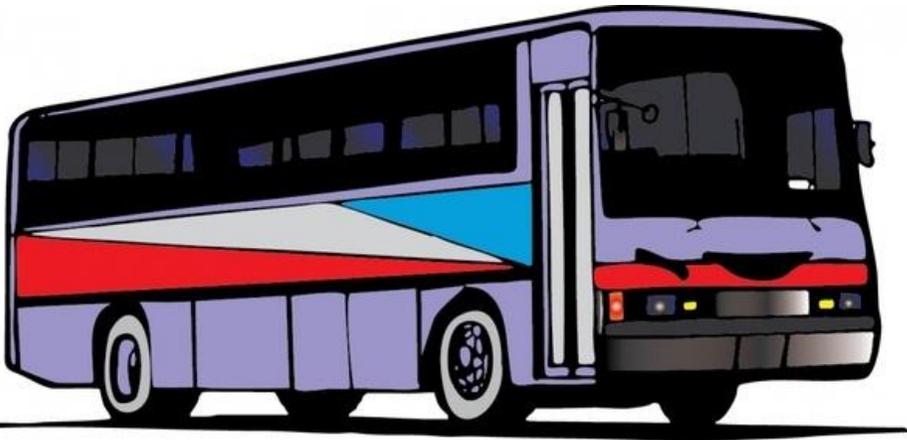
What neighboring cities are convenient to visit?

- Philadelphia: 100 miles (about 2 hours)
- Boston: 215 miles (about 4 hours)
- Washington D.C.: 230 miles (about 4.5 hours)

The following will get you to the cities above:

- [Bolt Bus](#)
- [Megabus](#)
- [Greyhound/PeterPan Bus](#)
- [Amtrak](#) (train): More expensive than the bus, but more seating is available.

Purchase tickets and find more info on the Port Authority [site](#).



International Travel

What items do I need to enter another country?



Check with your destination country's consulate/embassy well in advance of departure. For more information, please visit [this page](#).

Food and Fun

Where can I find deals in the city?

There are some locations where students receive a discount. The link [here](#) lists the participating vendors. You can also find deals at websites such as [Living Social](#) and [Groupon](#).

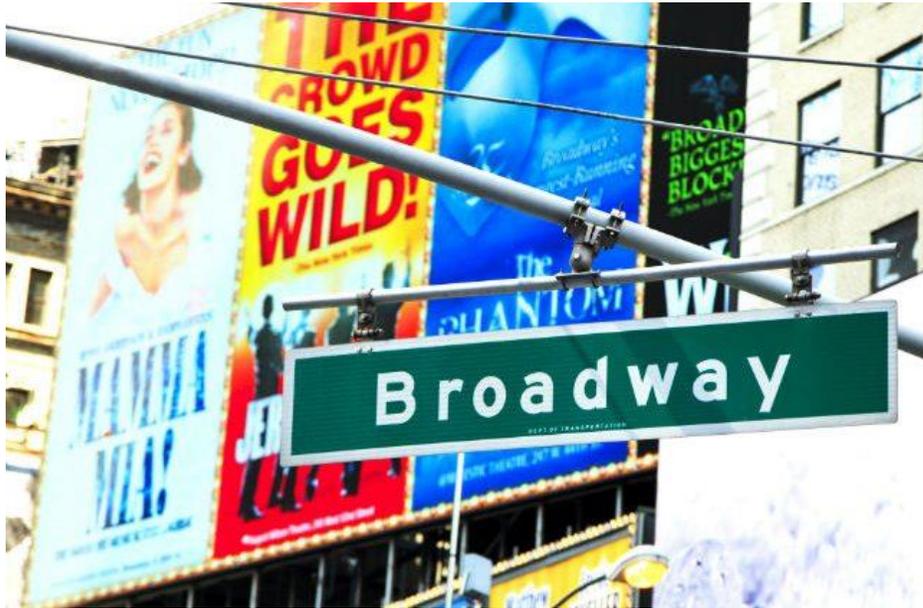
Where can I eat around Lincoln Center?

[Yelp.com](#) offers user reviews and basic restaurant information. [Menupages.com](#) provides menus for numerous restaurants. [Seamless.com](#) allows you to order online for delivery.

**Please note that identification is required to consume alcohol in restaurants and bars, and in some cases must be displayed to enter. The legal drinking age in the United States is 21.*

Leisure

What are some other leisure activities around New York City?



- ***Broadway:***
Student rush tickets allow you to go to a theater on the day of show and wait in line for student tickets that are specially priced at **\$25**.
Go to each specific theater's website for exact details. In addition, the campus theater at Fordham will occasionally sell discounted tickets for plays.
- ***Parks:***
Central Park (where there is a zoo, a pool during the summer, ice-skating in the winter, bike rentals, running/walking paths), **Bryant Park** (in midtown), the **High Line** (along the West Side, on top of an old railroad line), **Washington Square Park** (in Greenwich Village near NYU), and **Madison Square Park** (near the corner of 23rd Street and Broadway).
- ***Other activities:***
You will find the web site <http://www.nycgo.com> an ideal resource if you are a new arrival to New York City.

Sports

- *Basketball*

[New York Knicks](#)

[Brooklyn Nets](#)

- *Baseball*

[New York Yankees](#)

[New York Mets](#)

- *Hockey*

[New York Rangers](#)

[New York Islanders](#)

[New Jersey Devils](#)

- *Football (American football)*

[New York Giants](#)

[New York Jets](#)

- *Soccer (Known as football pretty much everywhere besides the United States)*

[New York Red Bulls](#)

Where can I get more information about New York sports teams?

If you wish to play in a recreational sports program at Fordham University, there are intramural sports at the Rose Hill campus. You can create an account and register [online](#). For more information, please visit the [Fordham intramurals website](#).

If you wish to play in an organized sporting league in New York City that is *not* affiliated with Fordham, you can either form a team or sign up as an individual through [ZOGSPORTS](#).

Apps

What are some helpful mobile apps for living in New York City and attending Fordham?



- **Embark NYC:** NY transit subway and train guide
- **Seamless:** Mobile food delivery
- **Yelp:** Locations and reviews for restaurants, hotels, bars, stores
- **Google Maps:** Location and direction services
- **Gmail:** Access your Fordham email
- **BlackBoard Mobile:** Access BlackBoard for course information and documents

Additional Information

Tipping is customary in the United States. Please ensure that you tip when appropriate.

Restaurants

- 20% is the golden rule.
- *Restaurants may automatically add a tip of 15% - 20% if you are in a group of 6 people or more.*

Taxi Drivers

- 10% - 15% of the total fare

Hairdresser / Manicurist:

- 10%-20%

Bartenders

- \$1-\$2 per drink, or
- 15% - 20% for the total bill

What are U.S. tipping customs?



For additional information on tipping customs, please visit [this page](#).

Where is the closest Post Office to Lincoln Center?

[The United States Post Office](#) is located at 27 West 60th Street, New York, NY 10023.

Career Advising

Where can I find information about career advising and internship/job opportunities?



The Gabelli School has its own [Career Development Center \(CDC\)](#). This department provides a full range of services that will equip you to look for post-graduate employment: **résumé development, interview preparation, job-search workshops, skill-building sessions, and one-on-one guidance.** Learn more [here](#).

Location: 140 West 62nd Street (1st Floor)

Email: cdc@fordham.edu

Log in to the cdc online system: “[CareerPath](#)”

Student Employment

Can I work on or off campus as an international student?



Before beginning any job search, please be sure to check with the Office of International Services before committing to any employment to ensure you are staying within U.S. federal regulations.

International students are generally not eligible to work off-campus in the United States until they have **completed two terms (9 months)** of study in the United States.

For information about employment resources, including on-campus jobs, please visit [this page](#).

Graduate Assistantships

Can students who are non-U.S. citizens have graduate assistantships?

International students can work and receive scholarship compensation as **on-campus graduate assistants** if they are full-time students during the given term that they work.

There are two types of graduate assistants:

Faculty GAs work directly with a professor.

Administrative GAs work with an administrator or in an administrative office.

For more details, please visit our [graduate assistantships page](#).

On-Campus Work

Where do I look for an on-campus job?

On-campus employment is limited to **20 hours** per week while school is in session but may increase during annual school vacations.

On-campus employment is defined as employment performed on the school's premises, including employment with on-campus commercial firms such as the bookstore or cafeteria.

For additional information, please visit [this page](#).

On-Campus Work

I have been offered an on-campus job. What do I do?

1. If you wish to obtain a Social Security number

Go to OIS and get a form that both you and your Fordham supervisor must fill out. Using this form, OIS will prepare a letter to present to the Social Security office. Take your passport and I-20 to the Social Security office along with the letter.

2. Appointment with Susie Docarmo

Once you have received a Social Security number from the U.S. federal government, your next step is to make an appointment with a Fordham University staff member named Susie Docarmo, who works in Room 525 of Faculty Memorial Hall at the Rose Hill campus. Call (718) 817-4972 to make your appointment, or e-mail docarmo@fordham.edu. When you make your appointment, she will instruct you to fill out a certain set of forms and ask you to compile specific documentation.

When you go to your appointment, bring all the requested forms and documentation. Ms. Docarmo will take these materials and ensure that they are filed properly. Please note that to make getting to your appointment easier, you can take the Ram Van shuttle service (see page 9 of this guide).

3. Using the “Employee” tab on my.fordham.edu

After your appointment is complete and your paperwork is filed, an “Employee” tab will appear in your my.fordham.edu account, near the “Home” and “Student” tabs. Through the Employee tab, you will be able to access electronic timesheets that you will use to record the hours you’ve worked. Every two weeks, you will complete and submit a timesheet, which your Fordham supervisor must approve. You will receive paychecks based on the recorded hours. Please note: International students on financial aid must be careful not to exceed their maximum set number of hours a week.

For more information on employment resources, please visit [this page](#).

CPT

Curricular Practical Training (CPT) allows you, as an F-1 student, to accept an internship or employment offer off-campus, as long as it is an integral part of your curriculum or is directly related to your curriculum.

Immigration regulations make CPT authorization available to F-1 students who have been lawfully enrolled on a full-time basis for at least nine consecutive months and such employment is in his or her field of studies, which is an integral part of the curriculum or degree.

Note: in the case of Gabelli School of Business graduate students, lawfully enrolled full-time for two trimesters is considered eligible for CPT. You may also be eligible for CPT if you completed your undergraduate degree in the United States, and IMMEDIATELY started your GSB program (ie. Graduated undergrad in May and started GBS in August of the same year, Graduated undergrad in December and started GBS in January the month following)

For complete information on CPT, visit this [OIS](#) webpage! To apply for CPT, please complete this [Gabelli CPT form](#)

What is Curricular Practical Training (CPT)?

OPT

If you are an F-1 student, you are entitled to up to **12 months** of employment in your field after you finish your Fordham program. This post-completion employment authorization is called **Optional Practical Training (OPT)**. If you have received 12 months or more of full-time Curricular Practical Training (CPT) while studying for your degree, you are **not** eligible for OPT. Time spent in pre-completion practical training also is deducted from the 12-month maximum.

F-1 students get 12 months of practical training for each higher degree they obtain. That includes separate 12-month periods for associate, bachelor's, master's, and other higher-level graduate degrees.

You must complete your 12 months of post-completion OPT within a 14-month period following the completion of your studies. Once your OPT expires, you have 60 days to either continue your F-1 status by enrolling in another F-1 program—for example, an additional degree—or to leave the country. You cannot be waiting for an H1-B visa to come through during your 60-day grace period.

For more information and to apply for OPT, please visit the [OIS webpage here](#).

What is Optional Practical Training (OPT)?

Appendix

Hotel Addresses

[Beacon Hotel](#)

2130 Broadway (at 75th St.)
New York, NY 10023
(212) 787-1100

[Crowne Plaza Hotel, Times Sq.](#)

1605 Broadway
New York, NY 10019
(212) 977-4000

[Empire Hotel](#)

44 West 63rd St.
New York, NY 10023
(212) 265-7400

[The Excelsior Hotel](#)

45 West 81st St.
New York, NY 10024
(212) 362-9200

[Grand Hyatt New York](#)

Park Ave. at Grand Central
New York 10017
(212) 883-1234

[Hilton New York](#)

1335 6th Ave.
New York, NY 10019
(212) 586-7000

[Holiday Inn NY C - Midtown](#)

440 West 57th St.
New York, NY 10019
(212) 581-8100

[Hotel Metro](#)

45 West 35th St.
New York, NY 10001
(212) 947-2500

[Hotel Pennsylvania](#)

401 7th Ave.
New York, NY 10001
(212) 736-5000

[Hudson Hotel](#)

365 West 58th St.
New York, NY 10019
(212) 554-6000

[Lucerne Hotel](#)

201 West 79th St.
New York, NY 10024
(212) 875-1000

[Mandarin Oriental New York](#)

80 Columbus Circle at 60th St.
New York, NY 10023
(212) 805-8800

[Milford Plaza](#)

270 West 45th St.
New York, NY 10036
(212) 869-3600

[Sheraton NY Hotel & Towers](#)

811 7th Avenue (53rd Street)
New York, NY 10019
(212) 581-1000

[The West Park Hotel](#)

6 Columbus Circe
New York NY 10019
(212) 445-0200

[Trump International Hotel & Tower](#)

One Central Park West
New York, NY 10023
(212) 299-1000