

# EC San Francisco

## Arrival and First Day



**Emergency Number**  
+1(415) 734 8040.

**EC San Francisco Number**  
001 415 362 3300

**Address**  
EC San Francisco  
100 Montgomery, 18th Floor,  
San Francisco, California 94104,  
USA

### When airport transfers are booked

Airport transfers can be arranged by EC if requested. Flight details including: arrival time, flight numbers, airline, and point of origin have to be advised 7 days prior to arrival in order for EC to provide airport transfers. If students have booked an airport transfer, they will be met at San Francisco International Airport (SFO) by a driver from OEC International Travelers' Club. The driver will wait at the baggage claim area, holding a sign with the students' name on it. For international arrivals, the driver will wait outside the customs area.

### When airport transfers have not been booked

If students have not booked an airport transfer they must inform EC of their expected time of arrival 5 days prior to arrival.

### Transportation

Our school is located at the intersection of Montgomery and Sutter Streets in downtown San Francisco. Students usually use public transportation (MUNI or BART) to go to school or get around the city. The closest subway station is Montgomery Station. Your host family or residence staff members will be able to help you with more detailed directions to the school for your first day. Driving a personal car to the school is not recommended as parking is very limited and very expensive.

**\*VERY IMPORTANT\*** If a flight is delayed, if a flight number is changed, or if the student cannot find our driver upon arrival, the first thing the student should do is contact OEC directly at 1-888-863-2482.

(This call can be made free of charge from any public phone.) You can also call OEC directly at 415-459-7632. Then, if you cannot reach OEC, or if there is another type of emergency, please call the EC San Francisco emergency phone number at 415-734-8040.

If no attempt is made to contact the driver or the EC Emergency phone, the student will have to pay for a second transfer, or take a taxi. If student's flight is delayed for any reason, they should make sure to call their host family as well, so that they will not be worried.

### Sample first day timetable

Students should arrive at EC between 08.30 and 09:00 on their first day in order to check in and take their placement test. Students who take afternoon classes start their classes on the first afternoon. Students who have only morning classes start on Tuesday.

- 8.30 - Student arrival & check-in
- 9.00 - Placement test and interviews
- 11:00 - Welcome breakfast and orientation with various EC San Francisco staff members
- 12.00 - Welcome tour of school neighborhood



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### What to bring on the first day

- I-20 form(s) (for students on F-1 student visa)
- Passport
- Proof of health insurance
- Pen and paper

### Placement test

Students will take a placement test on their first day which assesses the students in all key skill areas, allowing academic staff to place students in the appropriate group for their ability. Depending on the EC course in which you have enrolled (General English, Semi-Intensive, or Intensive), you may start school on the first day at 1:00, or the following day at 8:45 am.

### Welcome pack

When you arrive at EC San Francisco, you will be given a welcome pack that contains an EC San Francisco student handbook, maps and other information about both EC and the San Francisco Bay area. The handbook contains important student information including school regulations, immigration policies, and tips on getting around San Francisco and the U.S.

### Orientation

After the placement test, you will attend an orientation presentation and meet the EC San Francisco staff.

### Welcome event

After the placement test, you will have an opportunity to eat a light breakfast and meet and socialize with the other new students. There is also the option to take a short tour of the neighborhood surrounding the school.

### Lessons

At EC San Francisco, there are 3 timetable options when studying General, Semi-Intensive and Intensive lessons:

- 20 lessons per week (15 hours) - General English. Students are assigned a morning or afternoon bank upon arrival. (Students will only be assigned an afternoon bank during busy season while the morning bank is offered all year).
- 24 lessons per week (18 hours) - Semi-Intensive English. Elective lessons take place twice weekly between 13:00 and 14:30 in combination with General English courses.
- 30 lessons per week (22.5 hours) – Intensive English. Elective lessons take place Monday through Friday from 13:00 to 14:30 in combination with General English courses.

### EC San Francisco Time Table

Time	Mon	Tues	Wed	Thur	Fri
08:45 - 10:15	General English	General English	General English	General English	General English
10:15 - 10:30	BREAK				
10:30 - 12:00	General English	General English	General English	General English	General English
12:00 - 13:00	LUNCH BREAK				
13:00 - 14:30	Intensive Semi-Intensive	Intensive Semi-Intensive	Intensive Semi-Intensive	Intensive Semi-Intensive	Intensive / Semi-Intensive

\* Semi-Intensive students will have only 2 intensive classes per week during the 13:00 – 14:30 slot

\*\* Intensive students will have 5 intensive classes per week during the 13:00 – 14:30 slot

