

**Arkansas State University
International Programs**

Airport Transportation Request Form

MID- SPRING ARRIVAL – NEW STUDENTS

Please read the instructions about airport transportation on the other side of this form before filling out.

Last Name: _____ **First Name:** _____

Arriving Airport:

Memphis International Airport (MEM)

Arriving Date (Please check one of the following dates - ASU will provide free airport service for new students between February 24 and March 01, 2009 if you are traveling on a different date please contact Mr. Tugrul Polat at tugrul@astate.edu or international@astate.edu)

- February 24, 2009** **February 25, 2009** **February 26, 2009**
- February 27, 2009** **February 28, 2009** **March 1, 2009**

Arriving Time (please indicate if it is pm or am): _____

Airline: _____

Flight Number: _____ **Coming From:** _____

IMPORTANT INFORMATION, PLEASE READ BEFORE SUBMITTING THIS FORM:

- The Airport shuttle will leave the ASU campus according to the earliest flight and will pick up students from the airport according to the latest flight. Please wait for the IP representative in the luggage claim area. The representative will carry a *Welcome to ASU sign*. Please be aware that you may have to wait for later arrivals who will be utilizing the same shuttle service.
- If there any changes in the flight information occur, you must notify IP immediately to avoid any penalty. IP will charge \$100.00 penalty for no shows to/from Memphis International Airport.
- The shuttle service is a courtesy service of the University. All costs (taxi, bus, etc...) accrued by the students coordinating their own ground transportation are the individual responsibility of the student.
- Only those who are traveling internationally can use this service.
- This form must be submitted at least **5 business days** before arrival.

OFFICE USE ONLY:

Received on:

Approved:

Rejected

Student Contacted:

Student Contacted:

International Programs
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