



Airport Pickup Request Form

Please complete this form **IF** you need International Enrollment Services (IES) to arrange transportation upon your arrival in the United States. You do not need to fill out this form if you will arrange your own transportation (you can email your enrollment counselor of your arrangement.) A completed request form should be returned to the Office of International Enrollment Services **at least TWO WEEKS** before your arrival date. **This service is available from Thursday August 16, 2018 through Monday August 21, 2018 from 8am – 8pm (Pacific Time).** Please choose one of the three methods to submit your request:

FAX to: International Enrollment Services
Fax #: (626) 815-3801

MAIL to: International Enrollment Services
Azusa Pacific University
901 East Alosta Avenue
P.O. Box 7000
Azusa, California 1702U.S.A.

Email to: International Enrollment Services
international@apu.edu
Indicate in the subject line: Airport pick request

**Please note that we will not accept any Airport Pickup Requests by phone.*

SECTION 1: Student Information **all fields are to be completed.*

Name: _____ APU Student ID: _____
Last Name (Family) First & Middle Name

Address in Home Country _____

Gender: Male Contact Information: Phone # _____
 female Email _____

Nationality: _____ Hair Color: _____ Height (cm/in): _____

Do you have any disabilities that we should take note of? Yes No

IF YES, please give us a brief description of the disability so our office can make proper arrangements for your airport pick-up.

SECTION 2: Flight Information **all fields are to be completed.*

Arrival Date: _____ Arrival Time: _____ (US Pacific standard time) Arrival Airport _____

Airline: _____ Flight # _____ Departure City: _____

In case of Transit: Transit City: _____

If traveling with immediate family members, please list their names and relationships below:
Name _____ Relationship _____
Name _____ Relationship _____
Name _____ Relationship _____

Total number of your suitcases: _____

Total number of family's suitcases: _____

*Please attach your
current photo here
(taken within 3 months)*

SECTION 3: Important Information

Policy: Azusa Pacific University reserves the right to change any of its policies without prior notice as well as to refuse any services as deemed necessary.

Airport Pickup Policy—New Students

- 1.1 The Office of International Enrollment Services (IES) **only** provides **free** transportation to first-time APU students entering the US with our immigration document (i-20 or DS-2019).
- 1.2 The Office of International Enrollment Services (IES) transportation is from the airport (Los Angeles or Ontario) to the APU campus or to APU designated temporary housing locations only.
- 1.3 This service is available on **weekdays (Monday through Friday) from 8am to 8pm** (Pacific Standard Time) only, and provided in accordance with the availability of the university's resources.
- 1.4 In order to successfully provide this service, the completed airport pickup request form must be received by the Office of International Enrollment Services (IES) **at least two weeks** prior to the students' scheduled arrival. If the request is not received in a timely fashion, IES cannot guarantee the pickup service. In addition, the price for an expedited airport pickup service will be \$125.
- 1.5 The request form must be received only by **FAX, MAIL, or EMAIL**. Requests through the phone are NOT acceptable.
- 1.6 There is no charge as long as there are only two large suitcases and one carry-on luggage, excluding a laptop bag. For each additional suit case, the fee of \$15 per item will be charged.
- 1.7 Failure to notify the Office of International Enrollment Services (IES) of a cancellation of airport pickup service at least 48 hours in advance will result in a fee of \$100 which will be charged against the student's account.
- 1.8 The Student will be charged a fee of \$125 if he/she does not arrive at the confirmed time at the airport without cancelling.
- 1.9 If the student withdraws from the university or transfers to another school during the first session/semester of enrollment, he/she will be required to reimburse the university the costs of all services provided at the time of his/her arrival.
- 1.10 The Office of International Enrollment Services (IES) is NOT responsible for any damage or loss of the student's belongings during transportation.
- 1.11 The Office of International Enrollment Services (IES) DOES NOT GUARANTEE any airport pickup even if the request forms have been submitted, until the student receives a confirmation from the office of International Enrollment Services (IES) by email.

Airport Pickup Policy—Immediate Family members of new students

- 2.1 The Office of International Enrollment Services (IES) gladly extends services for immediate family members who are coming with the newly admitted student, as long as space in the vehicle and time are available. Their names must be listed on the request form.
- 2.2 The Office of International Enrollment Services (IES) is not able to arrange special transportation from the APU campus or APU designated temporary housing once the new student has arrived at the destination. (See section 3-1.2)
- 2.3 The pickup service fee is \$60 per person for those accompanying the student. This includes the charge for luggage.

What you should know---

- 3.1 Under California Law, children are required to ride restrained in a safety seat if they are under six years of age or weighing less than 60 pounds (27.3 kilograms).
- 3.2 Our office strongly recommends the use of a shuttle service if any of your dependents fit the description in Section 3 – 2:1.
- 3.3 Shuttle services are available upon arrival to Los Angeles International Airport. It may be convenient for you if you are traveling with family, or if you would like to share a ride with other passengers and split the cost. Below you can find links to shuttle services:
 - 1) 24-7 Ride: <http://24-7ride.com/make-selection.php> (or call: +1-888-700-1222).
 - 2) Supershuttle: <http://www.supershuttle.com/> (or call: +1-800-258-3826).
 - 3) Prime Time Shuttle: <http://primetimeshuttle.hudsonltd.net/res> (or call: +1- 800-733-8267).

SECTION 4: Student Agreement

I have completed the Airport Pickup Request Form with understanding and agreement to the policies listed in Section 3: Important Information.

Student signature

date

Parent signature (if students is under 18yrs)

date



The Office of International Enrollment Services

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