

**Arkansas State University**  
**International Programs**  
**Airport Transportation Request Form**

**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 **October 10 and October 13, 2009**, if you are traveling on a different date please contact Ms. Bailey Gambill at [bngambill@astate.edu](mailto:bngambill@astate.edu))

**October 10, 2009**                       **October 11, 2009**  
 **October 12, 2009**                       **October 13, 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 at **1:00 p.m. 6:00 p.m. & 11:00 p.m.** during the dates mentioned above.
- Upon arrival to Memphis International Airport, please wait for the ASU representative in front of **Starbucks**. The representative will carry a *Welcome to ASU sign*.
- Please be advised 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 Office of International Programs (OIP) at ASU immediately to avoid any penalty.
- 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:

Office of International Programs  
P.O. Box 2230 State University  
Jonesboro, AR 72467 U.S.A  
Phone: (870)972-2329  
Fax: (870)972-3288

Web Site: <http://www.astate.edu/international/>