

International Student Arrival Assistance Request Form

Policies Regarding Arrival and Pick-up Service

From Friday, August 15th to Sunday, August 17th, 2008, International Programs will provide a daily shuttle from Portland International Airport to the Forest Grove campus.

1. Please arrange to arrive in Portland no later than 1:00 p.m. Each day's escorted group will depart the airport shortly after 2:30 p.m.
2. If your flight will arrive after 1:00 p.m., we suggest staying at our discounted-rate hotel near the airport overnight. International Programs gets a discounted group rate in some Portland-area hotels, and is happy to assist you in making reservations. The Pacific shuttle will pick you up at your hotel the next day, and run you and your luggage to Forest Grove.
3. If your flight is delayed, or your arrival plans change, please contact an adviser as soon as possible by phone or e-mail. You can call the adviser's cell phone at 503-758-8545 or the office phone at 503-352-2084.
4. International Programs must receive your arrival information and pick-up request at least 10 business days before your planned date of arrival. If we do not get your request before the cut-off date, you will be responsible for providing your own transportation at your own expense.

NOTE: If the above service or schedule does not meet your needs, please contact us – we may be able to arrange for an individual pick-up depending on staff & vehicle availability.

Student Information				
Last Name(s)		First Name(s)		Middle Name(s)
Arrival Date	I am arriving by: <input type="checkbox"/> Car <input type="checkbox"/> Airplane <input type="checkbox"/> Train or Bus		Arrival Time in Portland <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	

Please choose one of the following options:	
<input type="checkbox"/> I would like to be met upon arrival, and taken to the Forest Grove area. <input type="checkbox"/> I do not need to be met upon arrival.	
_____ Signature	_____ Date

Travel Information (Please complete this section if you are requesting a pick-up.)			
Reservation Confirmation Number (VERY IMPORTANT!)		Airline Name	Flight Number
Arriving From Which City:	If you are transferring flight(s), please specify the airport(s):		
Number of suitcases and boxes you are bringing:			