

Airport Transfer Confirmation

Revision: May 18, 2018

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This form is sent to you to ensure that the *Airport Transfer Service* is properly carried out. Bring this form with you for it includes emergency contact telephone numbers. Attached to this form is a sign with POLY Logos. Bring the sign with you and use it as instructed below so that the driver can find you.

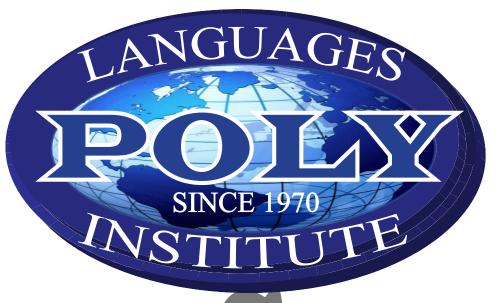
Please verify that your personal and flight information is correct. If any information is incorrect, contact the school immediately. We will send you a corrected version of this form.

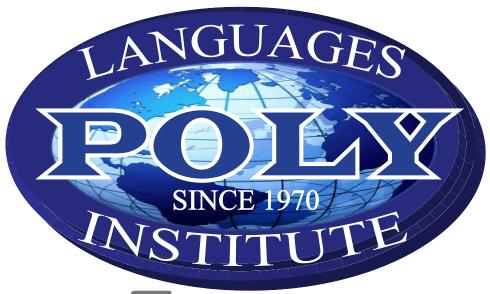
Personal Informa	ition (Center: Olrvin	e OLos Angeles	OPasadena)	
Student Name: Phone:				
Flight Information	n (Flight Type: OInte	ernational ODor	mestic)	
Arrival Date	Arrival Time	Airline	Flight No.	From (City, Country)
Destination Infor	mation (Dormitory:	OYes ONo)		
Yes Dormitory, Ad	ddress:			
No Dormitory, Ad	ldress:			
Frequently Asked	Questions (FAQ)		nml	
_			If the Los Angeles A and customs, and co	irport (LAX) is the first POE, it takes illect bags.
in half as instruct	ted on the page. As	you reach the Wa		the second page of this form. Fold it g passengers, hold it up so that the oking for you.
<i>flights,</i> the driver	is expected to be at	the <i>Waiting Area</i> a	n hour after your sch	et 3 hours for you. For <i>international</i> eduled arrival for the POE clearance your scheduled arrival time.
The driver will be	at the Waiting Area	by ar	d wait until	for you with the <i>Welcome Sign</i>
minutes during the does not answer	ne specified time ind the phone and your	icated for the driver destination is to	er in the <i>Waiting Are</i>	in the <i>Waiting Area</i> after 10 to 20 <i>a,</i> then call the driver. If the driver e Resident Advisor (RA) and/or the one.
Emergency Conta	act Numbers			
Driver Name/Con	npany and Number:			
If Dorm, RA/HC N	ame and Number:			

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Sample

Arrivals Welcome to Californial

Instruction on How to Use this Airport Sign - Student

- 1) Fold this paper in half on the dotted line.
- 2) Hold this up high when you reach the area where people wait for passengers.
- 3) Look for the driver. The driver will be holding a sign with the same POLY logo.

