



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 Information (Center: ☐Irvine ☐Los Angeles ☐Pasadena)

Student Name: _____ Phone: _____

Flight Information (Flight Type: ☐International ☐Domestic)

Arrival Date	Arrival Time	Airline	Flight No.	From (City, Country)
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Destination Information (Dormitory: ☐Yes ☐No)

Yes Dormitory, Address: _____

No Dormitory, Address: _____

Frequently Asked Questions (FAQ)

How long does it take to clear the Port of Entry (POE)? If the Los Angeles Airport (LAX) is the first POE, it takes generally between 1 and 2 hours to clear the immigration and customs, and collect bags.

What shall I do after I have cleared the POE? The sign with POLY logos is on the second page of this form. Fold it in half as instructed on the page. As you reach the *Waiting Area* for arriving passengers, hold it up so that the driver can locate you. The driver will be also holding a sign with POLY logos looking for you.

What if clearing the POE is delayed? Don't worry. The driver will wait at least **3 hours** for you. For *international flights*, the driver is expected to be at the *Waiting Area* an hour after your scheduled arrival for the POE clearance time. For *domestic flights*, the driver is expected to be at the *Waiting Area* on your scheduled arrival time.

The driver will be at the *Waiting Area* by _____ and wait until _____ for you with the *Welcome Sign*.

What should I do if I cannot find the driver? If you cannot find the driver in the *Waiting Area* after 10 to 20 minutes during the specified time indicated for the driver in the *Waiting Area*, then call the driver. If the driver does not answer the phone and your destination is to a POLY dorm, call the Resident Advisor (RA) and/or the Housing Coordinator (HC). If you do not have a mobile phone, use a public phone.

Emergency Contact Numbers

Driver Name/Company and Number: _____

If Dorm, RA/HC Name and Number: _____

POLY Languages at Irvine
18818 Teller Ave., Suite 160
Irvine, CA 92612
Tel: 949.474.7646 Fax: 949.954.8708
Email: ir@polylanguages.edu

POLY Languages at Los Angeles
5757 Wilshire Blvd., Suite 510
Los Angeles, CA 90036
Tel: 323.933.9399 Fax: 323.686.5384
Email: la@polylanguages.edu

POLY Languages at Pasadena
2900 E. Colorado Blvd.
Pasadena, CA 91107
Tel: 626.449.4441 Fax: 626.208.4406
Email: pa@polylanguages.edu



Sample



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.

