

# Center for International Programs

## Airport Drop-off/Pick-up Request Form

Work numbers (M-F from 8:00a - 5:00p): 1-910-775-4095

FAX: 1-910-521-6864

Daytime Cell Number: 1-910-827-0508

**Emergency Number: 1-910-521-6235**

Email: ip@uncp.edu

Transportation to Raleigh (RDU), Fayetteville (FAY) or UNCP is scheduled for the beginning and ending of each semester. Students may request rides during regularly scheduled times. This form must be completed and submitted ten days prior to drop-off/pick-up. Please refer to the following link for the policies and schedule times for airport arrival and drop-off:

[http://www.uncp.edu/ip/iss/current/transportation\\_current.htm](http://www.uncp.edu/ip/iss/current/transportation_current.htm).

**I am requesting the following service:**

Drop-off at the airport

RALEIGH/DURHAM (RDU)

Pickup at the airport

FAYETTEVILLE (FAY)

Departure Date	From	To	Airline and Flight Number	Departure Time	Arrival Time

Last (family) Name \_\_\_\_\_ First Name \_\_\_\_\_

Phone (Cell #) \_\_\_\_\_ Email \_\_\_\_\_

If your final destination is UNCP, please indicate your UNCP dorm or UNCP apartment complex where you need to be dropped off:

\_\_\_\_\_ (Apartment complex must be located near campus).

Please read and sign the form below acknowledging that you understand our policies regarding transportation.

By signing this form I am agreeing to the following conditions: that I will notify International Programs when my flight is delayed or canceled so arrangements can be made for a later pick up. If my flight arrives well past the original arrival time I understand it may be necessary to stay at a local hotel near the airport at my expense. In these instances, the pick-up will take place the following morning. If I need to call International Programs concerning delays or cancellations during normal business hours, I will call 910-775-4095 first before calling the emergency number. When calling the emergency number, please explain the situation to the UNCP Police officer and they will notify International Programs.

Your signature is required to process this form.

Date (mm/dd/yyyy)