

International Programs Airport Pick-Up Request Form

If you would like transportation from the airport to UCI, please follow the steps below to complete this form:

Step 1: Know your program name and dates. Program name and check-in dates can be found online at:
<http://ip.ce.uci.edu/arrival-housing/check-in-and-check-out-dates/>

Step 2: Know your options so you can schedule your flight. This service is available for flights that arrive at Los Angeles International (LAX) or Orange County-Santa Ana (SNA) Airports as follows:

Arrival Airports: Los Angeles International Airport (LAX)
Orange County-Santa Ana (John Wayne) Airport (SNA)
Flight Times: Flights arriving between the hours of 9:00am – 3:00pm (PST) on program check-in dates.
Program check-in dates can be found at:
<http://ip.ce.uci.edu/arrival-housing/check-in-and-check-out-dates/>
Cost: *\$80.00 from (LAX)
*\$45.00 from (SNA)
This charge will be included later in your program bill.

If you cannot arrive during the Airport Pickup Service days or hours, please read the ARRIVAL INSTRUCTIONS/ TRANSPORTATION sheet in your Welcome Packet for details.

Step 3: Complete this form. Please fill in the information below:

Personal Information

Family Name: _____ First Name: _____
Cell Phone: _____ ☐ Male ☐ Female
Please list the email address(s) you would like the Airport Pick-Up Confirmation Letter sent to:
Email 1: _____ Email 2: _____
Do you have any physical disabilities which require special arrangements for airport pick-up? ☐ Yes ☐ No
If yes, please explain: _____

Program Information: (choose one)

Program Start Date: _____
Month/Day/Year

☐ 10-week Intensive ESL ☐ 4-week Business English or Conversation & Culture
☐ Accelerated Certificate Program ☐ ACP TEFL or TEA ☐ IUUP ☐ ASAP
☐ IGSP 10-week (3 Qtr) ☐ IGSP ACCESS (2 Qtr) ☐ IGSP ACP (2 Qtr) ☐ CAP/CSL Waseda

Type of Housing you applied for: (choose one)

☐ Homestay ☐ University Dormitory (July/August only)
☐ University Apartment ☐ University Apartment and Welcome Week Homestay

Flight Information

Departure Airport: _____
City / Country/ Airport Name

Arrival Date: _____ Airline: _____ Arriving Airport: ☐ Los Angeles ☐ Orange County

Arrival Time: _____ Flight #: _____ Terminal: _____

Step 4: Submit this form [Click Here to Send This Form By Email](#)

- Please E-mail this form to the International Programs Housing Office using the E-mail link above at least **two weeks prior** to your assigned program check-in date.
- The Housing Office will respond to your request within 72 business hours and will advise if service is approved or denied.
- Airport Pickup requests received less than 2 weeks prior to the program check-in date cannot be guaranteed and will only be granted based on available space.
- Cancellation requests and changes must be sent to the Housing Office at least 48 business hours prior to the pick-up date to be valid for a refund.

Please contact the Housing Office with any questions:

1-949-824-3161

housing@ce.uci.edu

*Prices are subject to change. Price increase effective Summer 2013.