

## **Arrival Notification Information & Form**

The Office of International Student Exchange Programs (ISEP) will arrange for a volunteer to pick you up at the airport if we receive this form at least two weeks before your arrival. You may fax it to (504) 280-7317 or send it by mail (allow plenty of time for international delivery). Best is to email the form to us (ISEP@uno.edu). Please complete the entire form, and make sure you write as neatly as possible. We suggest you attach a copy of your itinerary as well. **DO NOT submit this form if you have made arrangements for someone else to meet you. But please just tell us if so.** 

We will email you with the contact information of the volunteer who will pick you up. Please exchange mobile phone numbers and make arrangements for where to meet and how to find each other. We suggest you wait in the baggage claim area. If something goes wrong and the person cannot find you, you can purchase a ticket on the Airport Shuttle (their desk is in the baggage claim area), which will bring you to the University for a fee and drop you at the University Center. If you run into trouble, you can call the University Police at 504-280-6666 (24 hours a day).

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Family name	Given (first) name	Middle name		
Age:				
Check one: ☐ Male ☐ Female				
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Date: (month) (day)				
If you are not travelling by airplane, plea Flight number: Airline				
Connecting flight number:				
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