



AIRPORT PICKUP REQUEST

Name: _____ AUC ID Number: _____

A: TRAVEL PLANS

Date of arrival in Cairo: ____/____/____
month day year

Airline: _____ Flight number: _____ Time of arrival in Cairo _____

If you wish to be picked up at the airport, complete Part B below. Transportation will be provided to your destination in the greater Cairo area. The cost for this is about \$12 or LE60. Your student account will be charged for the service and you will be expected to pay at the Cashier office in the University within the first three weeks of arrival. Only written requests for pick up will be honored. Students will be met only if full and accurate flight information is provided. Note that your departing airline may not be the same airline you take to Cairo if you have a transfer city. Be certain you reflect the change in airline carrier. We strongly recommend that you obtain your Egyptian Tourist Visa prior to leaving your home country.

THIS FORM MUST BE RETURNED TEN WORKING DAYS PRIOR TO YOUR DEPARTURE, OTHERWISE AUC CANNOT GUARANTEE AIRPORT PICKUP

B: AIRPORT PICK-UP REQUEST

I understand a representative of the AUC Travel Office may meet me in the Cairo airport. I will be charged by the Travel Office for this service and agree to pay the current fee in Egyptian pounds to the AUC Cashier within three weeks of my arrival.

NOTE: Travelers must immediately inform the Travel Office in Cairo (Fax number +202-2795-7565) if their flight plans change. **TEN** working days are required for AUC staff to arrange or change a scheduled meeting. AUC is not responsible if less time is given to make arrangements. If you ask to be met and are NOT there, you will be charged for pick up.

Print Name: _____ *AUC ID Number:* _____

I request to be met at the Cairo Airport on the arriving flight indicated above.

My destination in Cairo (indicate AUC Dormitory, name of hotel or address): _____

Student's signature: _____ Date: _____

Return form by email to Nancy Shawky (nancy_g@aucegypt.edu) or via fax at +202-2795-7565
In case of any emergency call +2010-524-6774