



## New Student Airport Pickup Request Form

### Important, Please Read:

- Pickup is available only from Syracuse or Albany International Airports, and the Utica, NY train and bus station.
- Pickup is only available the week prior to the start of orientation.
- Pickup is not available outside of college business hours or on the weekends.
- The College Housing Office and off-campus apartments are closed after 4:00pm Monday to Friday, and all day Saturday and Sunday. You need to arrive during their business hours. Otherwise, you will be staying at a local motel in Herkimer until the offices are open. The estimated motel rate is around \$70.00 US Dollars per night.
- One-way taxi from SYR or ALB is approximately \$150.00.

### Pickup Schedules for Syracuse and Albany Airports:

- Available 9:30am-2:30pm.
- If you arrive after 2:00pm, you are required to spend one night in an airport hotel at your expense. We will pick you up the following morning. For hotel listings and reservations, at Syracuse Airport go to <http://syracuse.airporthotelguide.com/airporthotels.html> or Albany Airport at <http://albany.airporthotelguide.com/airporthotels.html>.
- Please complete the relevant information below and return this document to [gambierjm@herkimer.edu](mailto:gambierjm@herkimer.edu), or fax it to 315-866-0062 at least one week before your arrival date. In case of an emergency or last minute change of plans, please call and leave a message at 1-315-866-0300 x8318.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Departure City: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Flight Number: \_\_\_\_\_ Airline: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Arrival Airport: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Flight Number: \_\_\_\_\_ Airline: \_\_\_\_\_

Hotel Name: \_\_\_\_\_ Reservation Number: \_\_\_\_\_

Hotel Address: \_\_\_\_\_

Utica Train Station Arrival Date & Time: \_\_\_\_\_ Train/Bus Number: \_\_\_\_\_