

Herkimer County Community College

Free Airport Pickup Request Form

Student Name: _____

Student ID: _____

Please check one:

Arrival Airport: Syracuse, NY (SYR) _____ Albany, NY (ALB) _____

Date of Departure: _____ Departure City: _____

Departure Time: _____ Flight Number: _____ Airlines: _____

Final Date of Arrival: _____ Final Arrival City: _____

Arrival Time: _____ Flight Number: _____ Airlines: _____

Name of Hotel: _____

Address of Hotel: _____

Hotel Confirmation Number: _____

Airport pickup schedules for Syracuse and Albany airports:

10:00 AM – 2:00 PM, Monday – Friday at your hotel lobby.

All students are **required** to spend one night at the airport hotel at own expense upon arrival, and we will pick you up the following morning. For hotel reservation, please visit the hotel listing for Syracuse Airport at <http://syracuse.airporthotelguide.com/airporthotels.html> or Albany Airport at <http://albany.airporthotelguide.com/airporthotels.html>.

Please email (international@herkimer.edu) or fax (1-315-866-0062) this request at least 3 weeks before arrival for airport pickup arrangement.

In case of emergency or last minute change of plan, please call and leave a message at **1-315-542-7324**