



Herkimer
THE STATE UNIVERSITY OF NEW YORK

New International Student Airport Pickup Standard of Practice & Request Form

Important, Please Read:

- Pickup is available only from Syracuse or Albany International Airports, and the Utica, NY train and bus stations. If you want assistance with transportation, you must submit this form to us along with a copy of your complete travel itinerary.
- Pickup is only available August 8-9 (early arrival for soccer players) and August 16-18 & 20-21 from 8:00 am to 6:00 pm.
- Pickup is not available outside of college business hours or on Sundays.
- 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 if you need to check into your apartment on campus.

For all arrivals after hours:

- If you arrive after hours at Syracuse Hancock International Airport and require transportation, please complete this form and return it to us no later than July 30, 2018. We will reserve a room for you at the Best Western Syracuse Airport hotel and add the room charge to your student account.
- If you arrive after hours at Albany International Airport and require transportation, please complete this form and return it to us no later than July 30, 2018. We will reserve a room for you at the Travelodge Inn at the Albany Airport and add the room charge to your student account.
- Please complete the relevant information attached and return to international@herkimer.edu, no later than July 30, 2018.

In case of emergency or flight delay, please contact us at 315-272-9758 or at international@herkimer.edu.



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Student Name: _____ Student ID: _____

US Mobile Phone Number (if applicable): _____

Alternate Contact Information (WeChat, Viber, WhatsApp, Line, Email):

I request to be picked up by college staff at:

_____ Syracuse Hancock International Airport

_____ Albany International Airport

_____ Union Station in Utica - Amtrak Train/ Bus station

I request hotel accommodations at:

_____ Best Western Syracuse Airport Hotel

_____ Travelodge Inn Albany Airport

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