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).

Please print clearly!

Name:

________________________________________

Family name ____________________________

Given (first) name _______________________

Middle name __________________________

Age: __________

Check one: □ Male  □ Female

Arrival information:

Date: _____ (month) _____ (day) _____ (year)  Time: _____ AM / PM

If you are not travelling by airplane, please email us with as much detail as possible.

Flight number: ______________  Airline: ________________________________

Connecting flight number: __________  Airline from home country to U.S.: ________________________________

Contact information for confirmation (in order for us to confirm airport pickup, please list at least one of the following). Remember to print very clearly!

E-mail: ______________________________

Fax: ________________________________

Or a U.S. telephone number: __________________________

**If you are arriving early, where have you made arrangements to stay? __________________________

You must receive confirmation from us. If you do not, please call or e-mail us.

NOTE: If possible, please attach a copy of your itinerary. If you miss a connecting flight, it is easier for us to find you.

Mail this form to:

International Student Exchange Programs
Division of International Education
2000 Lakeshore Drive, IC 124
New Orleans, LA 70148
Attn: Mary Hicks

You may also email (isep@uno.edu) or
Fax this form to: (504) 280-7317
Our telephone number: (504) 280-6388