



Office of International Admission
MUSKINGUM UNIVERSITY
 163 Stormont Street
 New Concord, OH 43762 Tel.
 +1-740-826-8127
 Fax. +1-740-826-6113

Travel Form

*Please complete this form and return it to International Admission, MH 1A, Muskingum University, New Concord, Ohio 43762. It is important that you submit detailed information about your travel plans so that your transportation from the Columbus, Ohio(John Glenn Columbus International Airport -CMH) airport can be arranged.
 If you have any questions please call the International Admission Office at (740) 826-8127.*

Reservations must be made by the student who is requesting transportation. Your friends or someone else may not make the reservation for you. When making an airport shuttle reservation, you must include your name, the name of the airline, your flight number, the city of departure, your arrival or departure time and date, and an email address where you can be contacted. If there happens to be any change with your flight information, you must notify your driver immediately. Upon confirmation of your flight schedule, you will receive your driver's name and telephone number.

Once you have requested transportation from the International Student Services Office, please do not make any other arrangements to have someone else pick you up or take you to your destination. Once your reservation is made with our office, you are obligated to honor your reservation; in the event that you do, future transportation from the university will not be guaranteed.

When taking an airport shuttle, you may have to leave campus very early in order to accommodate the flights of several students leaving earlier than you, or wait in the airport for a few hours before the shuttle arrives and/or returns to campus. If you must wait for your shuttle at the airport, and have not been informed otherwise, the shuttle driver will meet you in the baggage claim area of the airport at the designated time.

Arrival Information

Name: _____

Arrival Date: _____ **Arrival Time:** _____ **a.m. or p.m.**

Airline: _____ **Flight Number:** _____

Arriving From: _____

Confirmation Number or Ticket Locator Number (this is so that we can track your whereabouts if your scheduled flight is late or canceled): _____

Email: _____ **Signature:** _____

When available, please email or fax a copy of your complete itinerary to the International Admission Office. Fax: +1 (740) 826-6113