

## STUDENT TRAVEL ITINERARY

You are required to send this form to the International Admissions Office at [InternationalAdmissions@tiffin.edu](mailto:InternationalAdmissions@tiffin.edu) no later than four (4) days prior to your arrival at Tiffin University.

### You must check one of the following:

- ☐ I am making my own arrangements for transportation to the Tiffin University campus.
- ☐ I will need a Tiffin University representative to pick me up from the airport. If so, please take note of the following, and complete all fields below:

- 1) Flight arrangements should be made to arrive at **Detroit Metro Airport (DTW)** only.
- 2) Flight arrivals should be from **Monday-Friday between 10:00AM – 10:00PM (Eastern Standard Time)**
- 3) Detailed arrival and transportation information will be communicated to you before your trip. This includes your pick-up time, driver information, and pick-up location.

**Note: Students who are not able to arrive between 10:00AM and 10:00PM on Monday through Friday or who can only arrive at Cleveland Hopkins International Airport (CLE) or Columbus International Airport (CMH) may request an exception to this policy.**

Name : \_\_\_\_\_ ☐ Male ☐ Female  
(Given) Name Middle Name (Family) Name

Cell Phone Number : \_\_\_\_\_ Emergency Contact Name : \_\_\_\_\_  
Home Phone Number : \_\_\_\_\_ Emergency Contact # : \_\_\_\_\_  
Email Address : \_\_\_\_\_

### DEPARTURE INFORMATION

CITY : \_\_\_\_\_  
AIRPORT NAME / CODE : \_\_\_\_\_  
DATE OF DEPARTURE : \_\_\_\_\_ (month/day/year)  
TIME OF DEPARTURE : \_\_\_\_\_ ☐ A.M. or ☐ P.M.  
AIRLINE : \_\_\_\_\_  
FLIGHT NUMBER : \_\_\_\_\_

### ARRIVAL INFORMATION

CITY (Airport Code) : ☐ Detroit, Michigan (DTW) ☐ Cleveland, Ohio (CLE) ☐ Columbus, Ohio (CMH)  
DATE OF ARRIVAL : \_\_\_\_\_ (month/day/year)  
TIME OF ARRIVAL : \_\_\_\_\_ ☐ A.M. or ☐ P.M.  
AIRLINE : \_\_\_\_\_  
FLIGHT NUMBER : \_\_\_\_\_

### IMPORTANT DATES TO REMEMBER

August 2014 Students  
Orientation Begins: Wednesday, August 20, 2014  
Classes Begin: Monday, August 25, 2014