

International Student Application for Travel Arrangements 2008-2009

Policy Stipulations

Please read and initial each of the following items.

Your applications may be denied if any of the following requirements are not met.

Initials

- ____ 1. Transportation will be provided **ONLY** on the dates listed.
Exceptions – *emergencies, new F-1 students* receiving a student visa for the *first time*.
- ____ 2. Application must be submitted to the International Student Office **ten (10) working days in advance** of arrival/departure for travel arrangements to be made.
- ____ 3. You will be required to give flight/bus details including **airline, flight number** and **time of arrival/departure** (U.S. Central time). If traveling by bus, please provide as much information as possible.
- ____ 4. If all flight (or bus) details are not given, transportation may not be provided.
- ____ 5. Transportation will be to/from the **Wichita, Kansas** and **Oklahoma City, Oklahoma** airports and/or bus stations.
- ____ 6. **Planes/Buses departing before 9:00 am** - Transportation will occur the night before.
- ____ 7. **Planes/Buses arriving after 9:00 pm** - Transportation will occur the next morning.
- ____ 8. **\$90 Fee** will be charged per trip (one way) to those wanting to travel outside of the approved travel dates. (Departure Trip-\$90 + Arrival Trip-\$90 = \$180 Round Trip)

PLEASE NOTE:

- Always check the approved travel dates **BEFORE** travel tickets are purchased.
- It is your responsibility to contact the International Student Advisor and the driver if your flight is delayed or cancelled.
- Every effort will be made to accommodate all students. However, rides will be consolidated to make every attempt to include all students and keep your costs low.

Please include all information requested below:

Name: _____	Cell #: _____	Today's Date: _____
Departure- (circle all that apply)	<u>Oklahoma City</u>	or <u>Wichita</u>
December 2008: 13 14 15	May 2009: N/A	<input type="checkbox"/> Will pay for trip: _____ <small>(Date of Travel)</small>
Airline: _____	Flight Number: _____	Departure Time: _____

Arrival- (circle all that apply)	<u>Oklahoma City</u>	or <u>Wichita</u>
August 2008: 14 15 16 17	January 2009: 9 10 11	<input type="checkbox"/> Will pay for trip: _____ <small>(Date of Travel)</small>
Airline: _____	Flight Number: _____	Arrival Time: _____

Contact information: Email: jabarraza@nwsu.edu Office phone: 580-327-8435
Cell phone: 580-748-1901(emergencies only please!)

Approved Travel Dates

August 2008 14th, 15th, 16th, 17th

December 2008 13th, 14th, 15th

January 2009 9th, 10th, 11th

Unapproved Travel Dates

Fall Break

Thanksgiving Break

Spring Break

Transportation for these dates can be provided one way
with payment of \$90.00 fee.