



Airport Transportation Request Form

INTERNATIONAL STUDENTS & SCHOLARS OFFICE

Phone: 978-934-2383

Fax: 978-934-3022

Email: isso@uml.edu

Instructions: Complete all fields of this form and email the form to reservations@AxisCoachUSA.com *at least one week prior to your arrival.*

Last Name (Surname)		First Name
UML Email Address		@student.uml.edu
Personal Email Address		Date of Arrival to U.S.
Time of Arrival to U.S.	Airline Name	Flight Number
Address in Lowell where you will be dropped off		
Emergency Contact Phone Number		How many suitcases will you have?

Eligibility & Important Reminders

Please review the [Airport Transportation Eligibility Requirements](#) listed on our website before submitting this form.

You **MUST** have an address in Lowell, MA where you will be dropped off **BEFORE** you arrive, even if this is just temporary accommodations. Temporary accommodation suggestions can be found in our Pre-Arrival Guide.

If being dropped off at a friend's house, it is important that you have their phone number and make sure to let them know when you will be arriving.

You must arrive within the approved pick up dates. You can find these dates on our [Airport Transportation](#) webpage.

Attestations (Please carefully review the statements below and check to notate your agreement):

I have read and understand all of the information on the ISSO's [Airport Transportation](#) webpage.

I understand that this form and the information provided is being shared with Axis Coach LLC.

I understand that if I no longer wish to be picked up by Axis Coach that I must notify them within 24 hours. Failure to do so may result in you being charged for transportation costs. ISSO will not cover the costs for late cancellations.

I understand that if I sign up for the Airport Transportation through this service, and do not show up at the airport for the requested time, I will be responsible for the cost of this arranged transportation.

I understand that if I am unable to enter the location I am being dropped off at (door is locked, friend is not answering, no one is there, etc.) – the driver will drop me off at the designated alternative locations mentioned on the [Airport Transportation](#) webpage and I will be liable for any costs associated with the alternative location.

I understand that this is not a "free" service, and that UMass Lowell pays for this service, so it is imperative that I follow the above-mentioned instructions. Failure to do so may result in you being charged for the transportation costs.

I understand that I must have temporary accommodations made BEFORE arriving to the United States. ISSO does not provide any housing assistance beyond information listed on the Pre-Arrival Guide. I understand that I am responsible for securing my own housing. The university does not provide any temporary housing unless you have already been in contact with the Office of Residence Life for official on-campus housing.

Signature*: _____ Date: _____

****sign in ink***