

Airport Pick Up Application 2010

For new students commencing at the University of Western Sydney

Steps for Lodging a Successful Airport Pick Up Application

Use the information below as a checklist for applying for airport pick up and advice on what to do when you arrive in Sydney.

Step 1

As soon as complete flight arrival details are known

Complete this form clearly in ink (black/blue), ensuring that ALL information requested is provided (see Important Information for ALL applicants at the end of this form).

Step 2

Once this form is completed

Fax the completed form overleaf to UWS International at (61 2) 4736 0922

OR

Scan and email to isa@uws.edu.au

Step 3

Within three working days of submission

Expect confirmation from UWS International by email. If you do NOT receive confirmation, please resend your application noting that it is being resent. If, after the second notice, still NO confirmation has been received, telephone UWS International on (61 2) 4736 0925 between 10.00am and 4.00pm Sydney time (GMT + 10 hrs or, + 11 hours from Nov. to March) to clarify receipt of application.

Step 4

As soon as confirmation is received by you

Verify the details given in the confirmation. If CORRECT, do nothing! If INCORRECT resubmit application as soon as possible noting corrections/additions clearly, and wait for second confirmation.

University of Western Sydney
UWS International
UWS CRICOS Provider Code 00917K

Step 5

Once you arrive at Sydney International Airport

Your designated Airport Pick Up service is provided by Hawkesbury Shuttle Service to all UWS campuses. Hawkesbury Shuttle Service drivers will hold a board with your name on it. Depending on your arrival zone given below, look for the Hawkesbury Shuttle Service driver at the appropriate location:

Arrival Zone A

*If you arrive mid January – mid March 2010
OR mid June – late July 2010*

Meet the Hawkesbury Shuttle Service driver at the Universities' Reception Desk (URD), just near the main Information Desk, between Arrival Gates B and C on the concourse of the Arrival Level. Check in at the URD and get any UWS and other relevant information from there.

Arrival Zone B

If you arrive OUTSIDE the dates specified in Arrival Zone A

After you exit customs, turn right and walk along the concourse of the Arrival level until you reach the McDonald's Restaurant, just past Area A, and look for the Hawkesbury Shuttle Service driver near the 'Shuttle Bus Meeting Point' sign.

Please note: the Hawkesbury Shuttle Service driver should have your name recorded on an expected arrival list. If your name is not on that list, OR if you arrive at a different time or date than that specified on your confirmation, Hawkesbury Shuttle Service may only be able to take you when the next service to your destination is available.

ONLY if you have followed the above instructions and have NOT located the Hawkesbury Shuttle Service driver, please call:

**Hawkesbury Shuttle Service directly on
0412 571 125**

Application Form

Personal Details

Family name on passport

Given names on passport

Date of Birth / / Sex: M F

Nationality

Please include the names and relationship of any passengers accompanying you and who are NOT applying separately for airport pick up:

Flight Details

Complete flight No
(This should be written as a two letter airline code plus 3 or 4 digits to indicate the flight no. eg. QF002, UA815, SQ219 etc.)

Expected date of arrival / /

Please check with flight schedule if departure date differs from arrival date, especially if travelling west to Australia.

Expected time of arrival

Please use 24 hour clock, eg. 1535 for 3.35pm, 0535 for 5.35am

Last city departed on this flight

Accommodation Destination Details

For this application to be accepted, you must provide either:

- a confirmation of your accommodation with Student Residences (see CHECK section below), OR
- agreement that you will be delivered to your campus of study, without any confirmation of accommodation.
NO other destinations will be accepted.

Which campus is your intended campus of study?

Identify one campus only by writing '1' in the appropriate box below. ONLY if your campus of study is not the same as your intended campus of residence, put '2' in a second box to indicate your campus of residence.

- Bankstown (Milperra)
- Parramatta (Rydalmere)
- Penrith (Kingswood and Werrington)
- Campbelltown
- Hawkesbury (Richmond)

If you have applied for accommodation with Student Residences, please cite the campus of accommodation and the date of confirmation:

Campus confirmed

Date of confirmation / /

If you have arranged private accommodation (ie NOT through UWS Student Residences), please identify the campus where you wish to be delivered by writing '3' in the relevant campus selection above. You will have to make your own way from the campus you nominate to your accommodation.

Please note that deliveries to other locations are not available through this service.

Your home country contact details for receiving the confirmation:

Fax: Country code Area code

Number

Email

Please sign and date this application to make it valid, and acknowledge that you have read and accepted the terms of airport pick up as outlined.

Signature

Date / /

CHECK: Have you completed every question?

Important Information for ALL Applicants.

1. Students seeking to be picked up by the University's airport pick up service can only be delivered to the University accommodation destinations listed above, unless otherwise approved prior to departure. Students should NOT seek to be delivered elsewhere without prior agreement.
2. This form does NOT include accommodation. All applications for accommodation must be made separately to Student Residences on the Student Accommodation application form at www.uws.edu.au/international/accommodation
3. The information entered on this form must be both complete and readable. Any information that is unreadable, incorrect or absent will jeopardise the success of your application and UWS cannot take responsibility for this. Therefore, UWS International will provide a confirmation of what has been received by this office. If that confirmation contains errors, it is the responsibility of the applicant to advise UWS of the corrected or missing information, not less than three days before the date of the earliest expected arrival. If no confirmation is received from UWS International, the application cannot be deemed to have been received by the University, and the University cannot be held accountable for any failure to pick the applicant up.
4. While every effort will be made to fulfill the commitment to pick students up as confirmed, UWS cannot be held responsible for failures to do so beyond its control.