

REQUIRED ARRIVAL FORM

Spring 2010

IMPORTANT – PLEASE READ CAREFULLY

If you have applied for USC Language Academy housing, you **MUST** send this form as the final step to secure your housing space. Please fax or e-mail the form to the Academy by

Friday, December 11th, 2009

Fax to: (213) 740-0088

E-mail to: langacad.housing@usc.edu

Important Notes:

- **Note:** All Housing students please plan to move-in Friday, January 15th, 2010 or Tuesday, January 19th, 2010 between 9:00 AM and 3:00 PM only.
- The USC Language Academy closes at 5:00 PM. Students should allow about 3 hours for Customs and transportation from LAX to campus. **If you believe you will arrive after 5:00 PM or before Move-In Day, please make hotel accommodations for the night of your arrival.**
- The USC Language Academy and the University of Southern California (including the Housing department) will be **CLOSED** on Monday, January 18th, due to the national Martin Luther King holiday.
- Orientation for all new students begins on Wednesday, January 20th, 2010, at 8:00 AM in the Jefferson Courtyard.

1. Flight Arrival Information (to LAX)

Full Name _____ Fax Number _____

Arrival Date _____ Arrival Time _____ Airline _____ Flight Number _____

Comments or special instructions: _____

The shuttle service can only drop you off at Parkside Apartments, the USC Language Academy, or one of two local USC hotels: Vagabond Inn and Radisson on Figueroa. If you require to be dropped off somewhere else, you will need to make your own transportation arrangements.

2. Service Request— **Check 1 box below:**

- I will need shuttle service from Los Angeles International Airport (LAX) to the Academy.
If you are requesting shuttle service, we must receive this form in order to arrange your airport shuttle service. After receiving this form, the Language Academy office will send you airport shuttle service instructions with detailed procedures and a confirmation number at least one week before your departure. We cannot guarantee shuttle service for students who do not send the Required Arrival Form by **Friday, December 11th, 2010**
- I will not need shuttle service from Los Angeles International Airport (LAX) to the Academy.

3. Move-in Date— **Check 1 box below:**

- Friday, January 15th, 2010, between 9:00 AM and 3:00 PM
- Tuesday, January 19th, 2010, between 9:00 AM and 3:00 PM
- I will NOT be moving into Parkside Apartments, I only need shuttle transportation