

AIRPORT RECEPTION REQUEST



**VICTORIA
UNIVERSITY**

**A NEW
SCHOOL OF
THOUGHT**

If you would like to be met at the airport upon your arrival in Melbourne, please:

1. Complete this form.
2. Make a copy of the completed form for your records.
3. Send the completed form to Victoria University International (VUI) at least ten days before your departure.

Email: international.arrivals@vu.edu.au OR Fax: +61 3 9689 5670

Your details

Family name:

Given names:

VU Student ID No: Male Female Age:

Mailing address:

Suburb/city: Post code:

State: Country:

Mobile phone number (including country code):

Email:

Accommodation address in Melbourne:

Suburb: Post code:

If you wish to stay at VU's Student Village or Sunbury Hall, you must arrange a place at one of these residencies prior to arriving in Australia.

Student Village Phone: +61 3 9304 6300 Email: student.village@vu.edu.au

Sunbury Hall Phone: +61 3 9919 3450 Email: sunbury.hall@vu.edu.au

Have you booked accommodation with the VU Student Village or Sunbury Hall? Y N

Flight details

From	Flight No	Date of Departure	Time of Departure
		<input type="text"/>	
To	Flight No	Date of Arrival in Melbourne	Time of Arrival in Melbourne
Melbourne Airport <input type="checkbox"/> Avalon <input type="checkbox"/>		<input type="text"/>	AM <input type="checkbox"/> PM <input type="checkbox"/>

Will you be arriving on a domestic flight (i.e. from another city in Australia)? Y N

Which airline will you be flying with?

Declaration

Please sign below, acknowledging that you have read and agree to be bound by the following statements:

- I will not leave the airport without contacting VUI on 9919 4953 (between 9am-5pm weekdays) or Harlan Transport Service on 0412 073 749.
- I will advise VUI of any changes of flight details or arrival times.
- I will advise VUI by email, fax or phone if I no longer require airport reception.
- I understand that I may be charged for this service if I do not comply with the above.

Signature: _____

Date: