

**Due by December 1 (Spring)  
or July 1 (Fall)**

**Business Exchange Student Arrival Information Form**

**Please complete all sections.**

International exchange students who wish to be picked up at **Lambert Airport, St. Louis, Missouri, must arrive on the designated arrival dates. Please book your flight so that your arrival in St. Louis is before 6:00p.m.** if possible.

Transportation is provided from 8:00am-7:00pm. Later flights are more frequently delayed and as a result you may be required to get a hotel room for the night. **Please email this completed form to Deanna Lotter at [dlotter@siue.edu](mailto:dlotter@siue.edu).**

**Personal Information:**

Last Name (Family Name): \_\_\_\_\_

First Name (Given Name): \_\_\_\_\_

Email: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Gender (Male or Female): \_\_\_\_\_

Intended Major: \_\_\_\_\_

Phone number while traveling to the U.S.: \_\_\_\_\_

**Arrival Information**

Airline & Flight # to US: \_\_\_\_\_

Arrival city in US: \_\_\_\_\_

Arrival date and time in US: \_\_\_\_\_

Airline & Flight # in US to St. Louis: \_\_\_\_\_

Arrival date in St. Louis: \_\_\_\_\_

Arrival time in St. Louis: \_\_\_\_\_

**Departure Information**

Airline & Flight # from St. Louis: \_\_\_\_\_

Departure date from St. Louis: \_\_\_\_\_

Departure time from St. Louis: \_\_\_\_\_

Is anyone arriving with you? (Other students, parents, spouse, children)  No  Yes If yes, who? \_\_\_\_\_

\_\_\_\_\_

I would like to be picked up from the airport by SIUE staff:  No  Yes

Someone other than SIUE staff is meeting me at the airport.  No  Yes

If yes, please indicate their name, telephone number or e-mail address: \_\_\_\_\_

\_\_\_\_\_

If your plans change, your flight is delayed, or any emergency arises anytime during your travel to SIUE, please contact us as soon as possible. Details will be sent to you in advance.

**We Look Forward to Meeting You!**