

## Planning your Flights

As you plan your itinerary, we would appreciate you taking the following into consideration:

1. If possible, could you arrange to **fly with other students from your school** (preferably in groups)?

**If you can arrive together in groups of 2 or more students**, it will allow us to make fewer trips to the airport than if many of you travel separately.

2. Also, we would greatly appreciate it if you would **arrive at Lambert Airport in St. Louis any time before 6:00 p.m. on January 6 or 7, 2020.**

Later flights are delayed more frequently than earlier flights. If you are scheduled to arrive later in the evening and your flight is delayed, it could mean that you actually arrive very late at night. **Staff members who are responsible for meeting you at your apartment request no check-ins after 10:00 p.m.** If you are delayed in transit and do not arrive in St. Louis until after 10:00p.m., please be prepared for the possibility that you may need to spend the night at a hotel near the airport and be picked up the following morning.

**In addition, late arrivals can create problems with getting you checked into your apartments at SIUE.** For these reasons, it's best if you book your flight so you will be arriving in St. Louis earlier rather than later in the day, if at all possible.

**Additionally, if your flight is delayed or changed, you must contact us immediately. Please call Deanna Lotter and/or email her at [dlotter@siue.edu](mailto:dlotter@siue.edu).**

3. **Please remember to email me your itinerary no later than December 1**, so we can arrange your airport pickup. The arrival form is available at:  
<http://www.siue.edu/business/international/springincomingsph5.shtml>

## Important Instructions for your Trip

- We will arrange to pick you up at the airport if you send your itinerary by December 1, arrive on the recommended arrival dates, and keep us informed if you are delayed in transit.
- Edwardsville is about 40 minutes (55 kilometers) by car from the airport. If you cannot arrive on recommended dates or do not keep us informed of your correct arrival time, you will probably need to hire a taxi to bring you to campus. In the past, this has cost students about \$70. Unfortunately, there is no good public transportation between SIUE and the airport.
- **If you are delayed in transit, please call us as soon as possible to tell us when you will arrive so we will know what time to come get you.** Our office appreciates your help in calling as soon as you are able so no one has to drive to the airport to find that your itinerary has changed and you have not arrived yet.
- It is **crucial** that you bring the following with you when you travel to the US:
  - passport
  - visa/DS 2019 papers
  - letter confirming admission to SIUE.

- **If you forget your visa, passport, or admission letter, you may be sent home to get them. You cannot legally stay in the US as a student without these documents.**
- **In your wallet or carry-on luggage, please be sure to bring**
  - **my contact information** (which is at the bottom of this letter) and
  - **the arrival information and contact telephone numbers that you will receive** so you will know how to contact us.

**Please note:**

- **Students should NOT arrive at SIUE earlier than January 5 for Spring term orientation.**

Thanks for your cooperation. We look forward to meeting you!

Deanna Lotter

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