



Airport Pick Up Request Form

Please complete this form if you require an airport pickup service from Tullamarine International Airport, Melbourne to either MEI campus or to other destination within 70 km radius from Melbourne Airport. Please use BLOCK LETTERS when completing this form.

FAMILY NAME		GIVEN NAME	
DATE OF BIRTH	----/----/-----	GENDER	<input type="checkbox"/> Male <input type="checkbox"/> Female
NATIONALITY		PASSPORT NO	
ADDRESS (LINE 1)			
ADDRESS (LINE 2)			
CITY		STATE OR PROVINCE	
POST CODE		COUNTRY	
PHONE/MOBILE		EMAIL ADD.	
ARRIVAL DATE		AIRLINE NAME	
ARRIVAL TIME (AUST. TIME)		FLIGHT NO.	



Drop-Off Details:

Destination (address) at which you would like to be dropped off (within 70 km radius of Melbourne Airport)

ADDRESS: _____

_____ **POST CODE:** _____

CONTACT NAME: _____

CONTACT NUMBER: _____

Declaration:

I certify that the information supplied above is correct. I will notify the "MELBOURNE EDUCATION INSTITUTE (MEI) if there is any change in my arrival/accommodation details.

Name of applicant: _____

Signature of applicant: _____

Date: _____

Please email this completed form along with a copy of your flight ticket to admin@mei.edu.au

NOTE:

1. The form must be submitted at least **two (2) weeks in advance** prior to your arrival or it will not be processed.
2. You will receive a confirmation email within three (3) working days stating that airport pickup has been arranged for you.
3. If there are changes to your flight schedule, please inform us within 48 hours of your departure to Melbourne (Australia).
4. The airport pickup service is only available from Tullamarine International Airport, Melbourne.
5. An officer will wait for you at the International Arrival Area, and will be carrying a sign which reads "MEI Student."
6. Please note that an airport pick-up fee \$150 will be charged within the radius of 70km from Melbourne Airport, which is non-refundable in case you have requested airport Pick-up and do not use the service.
7. Please note that this service is only available between 7.00am and 9.00pm from Monday to Saturday. Beside these times, you are expected to make your own travel arrangements.