



AIRPORT PICKUP REQUEST FORM

Please complete this form if you require an airport pickup service from Kuala Lumpur International Airport (KLIA/KLIA 2) to Universiti Putra Malaysia (UPM). **Please note that the service is only provided for UPM's newly arrived international students.** This service is only available from **10 February 2016 to 21 February 2016** (including Saturday and Sunday) between 8.00 am until 9.00 pm. Beside these times, you are expected to make your own travel arrangement to go to UPM.

Below are my flight details:

Name	
Passport number and nationality	
Departing from (country and city)	
Flight number	
Name of airlines	
Departure date/time	
Arrival time (Malaysian time)	
Date of arrival	

Please email this completed form along with a copy of your flight ticket to norazlidajamil@gmail.com

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 Malaysia.
4. The airport pickup service will be provided at **KLIA 1 and KLIA 2**.
5. An officer will wait for you at the International Arrival Hall Meeting Point, and will be carrying a sign which reads "UPM."
6. Please note that this service is provided free of charge.