Airport Pickup Guidelines
for International Student Organizations - Spring 2016

We want our new students to feel welcome, comfortable, and safe. They will always remember YOU because you were the first person they met in America! The following guidelines are designed to be a comprehensive reference for all international student organizations and students participating in airport pickup. Please read the entire guidelines and follow carefully. If you have questions, please contact the arrival coordinator, Jenny Ammerman, with International Education at arrival@wichita.edu or 978-6168, 8:00 am - 5:00 pm, Monday through Friday.

A. ASSIGNMENT OF PICKUP REQUESTS

1. Eligible Organizations
   1.1. International student organizations that are interested in assisting International Education to pick up new students as they first arrive at Wichita should contact the arrival coordinator with updated organizational contact information.
   1.2. To be eligible for new student pickup payments, an international student organization should be recognized by Student Involvement and have a Safekeeping Account with the University.
   1.3. International Education will schedule new student pick up briefing sessions before the arrival period starts. International student organizations that have signed up for pickup must send representatives to attend one of the briefing sessions.
   1.4. Any international student organization that does not meet all of the above requirements is not eligible for new student pickup payments.

2. Arrival Requests:
   2.1. New student registration period for Spring semester starts in early January. For IELC March Session, the registration period will be in early March. The arrival coordinator will email contact person(s) of the eligible student organizations as new students request for pickup. The new student information includes name, gender, date and time of arrival, flight number, full itinerary (if available), housing arrangement, and email.
   2.2. Upon receipt of a pickup request from the arrival coordinator, student organizations should respond within two business days whether they accept the request or not. If accept, student organizations must provide the driver’s name and email address. The arrival coordinator will email the driver's information to the student and copy the driver and the corresponding student organization.
   2.3. The assigned driver, who will pick up the new student, must be a member of the student organization. The driver must be a current student (including those who are on OPT), a staff member, or a faculty member of WSU. The driver must have a valid driver's license in the U.S. for at least six months.
   2.4. If your organization has accepted a request and is unable to pick up the assigned student for any reason, you must inform the arrival coordinator immediately.
   2.5. Every pickup request must come through the arrival coordinator (arrival@wichita.edu) in order for the student organizations to receive payment.
   2.6. If a request for pickup is sent to your organization from another source please forward the request to the arrival coordinator so that we can verify the student information and keep the student in our database, and your student organization will be eligible for payment.
B. **PICK UP NEW STUDENTS**

1. **Check Flight Status**
   1.1. In the case that the new student did not provide the arrival coordinator a full itinerary, i.e. the international flight information and U.S. domestic flights information, the driver should ask the student for the itinerary. A full itinerary will allow the driver to monitor the status of each flight and prepare for pickup.
   1.2. For the Wichita-bound flights, drivers may check the latest flight status on [http://www.flywichita.com/air-traffic-map/](http://www.flywichita.com/air-traffic-map/) or [http://www.flywichita.com/arrivals-departures/](http://www.flywichita.com/arrivals-departures/). It is important to check the flight status before going to the airport because flights may be delayed or canceled.
   1.3. Wichita Dwight D. Eisenhower National Airport uses FlightView to track arrivals and departures. Drivers may download the mobile app on their cell phones. For details, please visit [www.flightview.com](http://www.flightview.com).

2. **Drivers’ Duties**
   2.1. Drivers are required to pick up the assigned new student from the airport and take the student to university housing, prearranged housing, or a hotel depending on the new student’s situation.
   2.2. Drivers are NOT required to take the new students to eat at a restaurant or to do shopping. It is completely up to the driver's discretion to take the student to eat or to shop after airport pickup.
   2.3. Drivers are NOT required to pick up non-assigned new students at the airport. When coming across non-assigned new student at the airport, drivers may
      - go to the WSU Welcome Table, if available, and ask the volunteers to help arrange a ride for the non-assigned new student; or
      - give a ride to the new student according to the pickup guidelines and report the pickup through the online [New Student Pickup Form](#) within two days with a remark in the additional notes field.

3. **Pickup at the Airport**
   3.1. Drivers should drive a dependable car that is in good condition overall, and make sure there is plenty of gas for the pickup trip.
   3.2. Drivers are welcome to prepare a sign with the new student's name to help identify the new student at the airport, though it is not required.
   3.3. To pick up a new student, the driver must park his/her car and enter the terminal. All incoming passengers will come down the same escalator so it is advisable to wait there. The escalator is located right in front of the information desk.
   3.4. There are parking lots and parking garage at the airport. The rates are:
      - First 30 minutes free
      - $3/hour
      - $15 maximum daily
      For details on parking at the airport, please visit [http://www.flywichita.com/parking/](http://www.flywichita.com/parking/).
   3.5. After picking up the new student, please take him/her according to guidelines in Section C.
   3.6. Normally, passengers may arrive the arrival hall around 10-20 minutes after a flight has landed. In case the new student does not show up after 30 minutes, the driver should go to the baggage claim area to find out if the new student is there. If the driver cannot find the new student at the airport, the driver may:
      - go to the airline counter to check if the student was on board, however, the airline may not release the information for privacy and security reason;
      - go to the WSU Welcome Table, if available, and tell the volunteers about the situation for them to follow up in case the student shows up later.
3.7. If the student's checked luggage is lost, please take the student to the airline counter to report lost. Airlines will require the passenger to complete a lost luggage form, in which an address is required. You may use the address of International Education for this purpose:

Garvey International Center, 3203 E 17th St, Wichita, KS 67208.

3.8. Upon completion of the pickup trip, whether successfully picking up the new student or not, the driver must complete the online New Student Pickup Form within two days in order to be eligible for gas mileage and parking fee reimbursement. For payment process, please refer to Section D.

3.9. International Education will NOT pay for any trips that are not reported through the online form within two days upon pickup.

C. WHERE TO TAKE THE NEW STUDENTS

1. Housing Arrangement
   1.1. When a pickup request was sent, student organization will be notified if a new student is required to live in campus housing or not. Please follow the guidelines below to take the new student to the right place after picking up at the airport.
   1.2. If a student comes with family members, the family members will be required to stay in a hotel. If the driver's car does not have room for the family members, please help them get a taxi to the hotel. It is not the driver's duty to provide a ride to new students' family members.

2. If a student is required to live on campus

<table>
<thead>
<tr>
<th>Have Housing Contract</th>
<th>Do Not Have Housing Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Picked up at Anytime</td>
<td>Picked up before 3:30pm</td>
</tr>
<tr>
<td>– Take the student to his/her residence hall.</td>
<td>– Take the student to the office of Housing &amp; Residence Life at Fairmount.</td>
</tr>
<tr>
<td>– Help him/her check in to the room.</td>
<td>– Help him/her complete a housing contract.</td>
</tr>
<tr>
<td>– Try to help answer as many questions as you can because this can be a confusing process for international students.</td>
<td>– Email arrival coordinator with the student's name and hotel information. International Education will arrange transportation for the student the next day.</td>
</tr>
<tr>
<td>– Help him/her check in to the room.</td>
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</tbody>
</table>

3. If a student is NOT required to live on campus

<table>
<thead>
<tr>
<th>Have Arranged Accommodations</th>
<th>Do Not Have Arranged Accommodations</th>
</tr>
</thead>
<tbody>
<tr>
<td>– Take the student directly to his/her accommodation and make sure that he/she is able to access the arranged housing.</td>
<td>– Tell the student that on-campus housing is available.</td>
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<tr>
<td></td>
<td>– If the student wants to apply for housing, follow the above &quot;Do Not Have Housing Contract&quot; procedures.</td>
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<td></td>
<td>– If the student does not want to apply for housing, take the student to one of the recommended hotels.</td>
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4. **Recommended Hotels**

- **Wesley Inn** *(located at the corner of Hillside & Central across from Wesley Medical Center)*
  3343 E. Central, Wichita, KS 67208  (316) 858-3343
- **Value Place** *(weekly rates are available)*
  3401 N Great Plains Dr., Wichita, KS 67220  (316) 858-3500
- **Wichita Inn North Wichita**
  3741 N Rock Rd, Wichita, KS 67226  (316) 636-2022
- **Northrock Suites**
  7856 E 36th St N, Wichita, KS 67226  (316) 634-2303

D. **PAYMENT PROCESS**

1. **Submission of Pickup Record**
   1.1. Drivers are required to complete the New Student Pickup Form, which can be found under Current Students webpage under International Education's website: [www.wichita.edu/international](http://www.wichita.edu/international).
   1.2. The New Student Pickup Form must be completed by the driver within two days upon airport pickup, no matter the driver successfully picked up the assigned new student or not.
   1.3. If the driver wishes to be reimbursed for parking fee, he/she should bring the receipts (physical copy) to the student association he/she belong to.

2. **Reimbursement Policy**
   2.1. International Education will verify all the completed New Student Pickup Forms. A report of all the completed New Student Pickup Forms will be compiled at the end of January and March. Every participated student organization will receive a report by email if its members picked up new students during the month.
   2.2. International Education will pay the participated student organization $23, for the pickup of each assigned new student.
   2.3. Pickup payments will be transferred to student organizations' Safekeeping Account at the beginning of February and April. No payments will be made to individual drivers.
   2.4. Student organizations are responsible for reimbursing individual drivers for gas mileages and parking fees.

E. **REFERENCE INFORMATION**

- International Education (Garvey International Center) 978-3232
  [http://www.wichita.edu/international](http://www.wichita.edu/international)
- International Education Emergency Contact 249-8429
- International Students Pre-Departure Information 726-3039
- Housing & Residence Life 978-3693
  [http://www.wichita.edu/thisis/home/?u=housing](http://www.wichita.edu/thisis/home/?u=housing)
- Fairmount Towers - Information Desk 978-3320
- Shocker Hall - Information Desk 978-3386