

## Airport Pick-up/Drop-Off Policy for International Students

NAME: Airport Pick-up/Drop-Off Policy for International Students  
ISSUING DEPARTMENT: Cabinet  
ISSUED DATE: July 26, 2016  
REVIEWED DATE: July 26, 2016  
APPROVING AUTHORITY: President  
DATE REVISED: July 26, 2016



### I. New International Students Arriving at MU for the First Time

- A. New international students should book flights that terminate at the Elmira/Corning Regional Airport (ELM). The airport is 45 minutes from the Mansfield campus and is serviced by several airlines with connecting flights typically to and from cities such as Detroit, Philadelphia, and Orlando.
- B. Mansfield University will provide ground transportation to the Mansfield campus for new international students arriving at the Elmira/Corning Regional Airport. There is no cost for this service.
- C. MU employees or qualified students will drive university-authorized vehicles and must abide by all policies and procedures governing the authorized use of ground transportation vehicles for university business.
- D. New international students must provide their detailed flight itinerary to the Director of the MU Center for International Cooperation and Exchange at least two weeks in advance of their arrival.
- E. New international students who book flights terminating at other airports (Rochester, NY, or Williamsport, PA, for example) will need to arrange their own transportation to the Mansfield campus.

### II. Continuing/Returning International Students

- A. Continuing/returning international students who wish to request airport pick-up and/or drop-off must book flights leaving from/returning to the Elmira/Corning Regional Airport (ELM) as described above.
- B. Pick-up and drop-off services are available only for flights departing from or arriving at the Elmira/Corning Regional Airport between the hours of 6:00 a.m. and 10:00 p.m. Sunday through Saturday. There is no cost for this service.

C. MU employees or qualified students will drive university-authorized vehicles and must abide by all policies and procedures governing the authorized use of ground transportation vehicles for university business.

D. Continuing/returning international students must provide their detailed flight itinerary to the Director of the MU Center for International Cooperation and Exchange at least two weeks in advance of their departure or arrival.

E. Continuing/returning international students who book flights terminating at other airports (Rochester, NY, or Williamsport, PA, for example), or who book flights departing from or arriving at the Elmira/Corning Regional Airport outside of the hours described above will need to arrange their own transportation to the Mansfield campus.