



V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

## Office of International Education

International Student and Scholar Services  
916 W. Franklin Street, P.O. Box 843043  
Richmond, Virginia 23284-3043

### VCU Welcome Transportation Form

(Richmond International Airport (RIC), train and bus stations)

The Richmond International Airport is located eight miles from the city. You may wish to make plans to have a friend or relative pick you up when you arrive in Richmond. If this is not possible, the International Student and Scholar Services staff will meet you at the Richmond airport, train or bus station upon your arrival.

For additional information, please contact [Ms. Pamela Haney](#), [Mr. Bob Wood](#) or [Mr. Jean-Michel Hatton](#) at:

International Student and Scholar Services  
Office of International Education  
Virginia Commonwealth University  
916 West Franklin Street, Room 205  
P.O. Box 843043  
Richmond, Virginia 23284-3043  
Phone: (804) 828-0808 Fax: (804) 828-2552

It is important that you fax, write or e-mail Pam Haney, Bob Wood or Jean-Michel Hatton **at least two weeks in advance** of your arrival. If we do not receive your information within the required time, we cannot guarantee your pick-up. Please e-mail all of the following information or complete the form below and return as soon as possible.

### VCU Welcome Transportation Form

Name: \_\_\_\_\_

Date I will arrive: \_\_\_\_\_ Time: \_\_\_\_\_ A.M. \_\_\_ P.M. \_\_\_

Name of airline/train/bus: \_\_\_\_\_ Flight/Train/Bus number \_\_\_\_\_

Do you have temporary accommodations? \_\_\_\_\_

If yes, address of accommodations: \_\_\_\_\_

Your e-mail address (please print neatly): \_\_\_\_\_

Brief description of your appearance (or attach a recent photograph):  
\_\_\_\_\_  
\_\_\_\_\_

**\* Please be sure your bags are no heavier than you can personally carry.**