

**OFFICE OF INTERNATIONAL EDUCATION  
VIRGINIA COMMONWEALTH UNIVERSITY**

International Student Services  
916 W. Franklin St., P.O. Box 843043  
Richmond, VA 23284-3043, U.S.A.

**TRANSPORTATION FROM RICHMOND INTERNATIONAL AIRPORT**

Transportation to Richmond, Virginia, is easily arranged by plane, bus or car from any port of entry to the United States. The Richmond International Airport is located eight (8) miles from the city. Groome Airport Taxi Service can provide transportation to campus for approximately \$22 and is located near the area where you will claim your luggage. You may wish to make plans to have a friend or relative pick you up at the airport. If this is **not** possible, you may contact the address or numbers listed below. Pamela Haney will attempt to ensure that someone meets you upon arrival.

For additional information, please contact:

Pamela Haney  
Student Services Coordinator  
Office of International Education  
Virginia Commonwealth University  
916 W. Franklin St., First Floor  
P.O. Box 843043  
Richmond, VA 23284-3043, U.S.A.  
Phone: (804) 828-2551  
FAX: (804) 828-2552  
E-mail: pohaney@saturn.vcu.edu

Bob Wood  
Recruitment Services  
Office of International Education  
Virginia Commonwealth University  
916 W. Franklin Street, First Floor  
P.O. Box 843043  
Richmond, VA 23284-3043, U.S.A.  
Phone: (804) 828-2551  
FAX: (804) 828-2552  
E-mail: rwood@vcu.edu

It is **very important** that you fax, write or e-mail Pamela Haney **at least two (2) weeks in advance** of your arrival, **or no later than August 3, 2004. If you fail to give the required notice, OIE cannot guarantee your pickup.** Be certain that you include **all** of the following information, or complete the form below and return it as soon as possible.

**AIRPORT TRANSPORTATION FORM**

(for use at Richmond International Airport only)

*This form should be returned to the Student Services Coordinator.*

If you have provided us with the two weeks notice, we will do our best to meet you at the airport.

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

Date I will arrive: \_\_\_\_\_ Time: \_\_\_\_\_ a.m. \_\_\_ p.m. \_\_\_

Name of airline: \_\_\_\_\_ Flight number: \_\_\_\_\_

Where are you planning to stay in Richmond? \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_