



UniKL INTERNATIONAL OFFICE (UIO)

AIRPORT PICKUP REQUEST FORM

Airport pickup service is only applicable for a new international student with a Visa Approval Letter (VAL). Family and accompanying members must arrange their own transport to university. Airport pickup request will only be accepted when they are made and completed either on this form or via email with full details as per this form. It is important to provide information about you and your flight details to enable a smooth service. Please fill up this form and e-mail to rafidahm@unikl.edu.my. Incomplete form will NOT be accepted.

Name : _____
Passport No : _____ Country : _____
Program : _____
Address : _____

Email : _____
Contact : _____ (Home country)
_____ (Malaysia – if any)

FLIGHTS DETAILS

DEPARTURE ARRIVAL
Date : ___ / ___ / ___ ___ / ___ / ___
Time : _____ Malaysian Time
Place : _____ K.L. INTERNATIONAL AIRPORT / LCCT

Connection Details if not flying direct: _____

Airline: _____ Flight Number: _____

ACCOMMODATION:

I will arrange the accommodation on my own/friend/family/relative (radio button)

I need assistance from UniKL to find the nearest hotel (radio button)

Regards:

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Date :

NOTES:

Airport Pickup and Temporary Accommodation

Please read the form thoroughly and fill it up carefully to avoid any inconveniences. You have to call UIO staff if you cannot find the UniKL staff member or representative at the airport. DO NOT LEAVE THE AIRPORT WITH ANY INDIVIDUAL UNLESS HE/SHE IS A REPRESENTATIVE NOMINATED BY UNIVERSITI KUALA LUMPUR WITH APPROPRIATE IDENTIFICATION.

PLEASE MAKE SURE THAT YOU HAVE BOOKED AND CONFIRMED THE ACCOMMODATION IN ADVANCE BEFORE YOU ARRIVE. If you have been unable to arrange permanent accommodation in advance or have not decided on the type of accommodation you require then you should make arrangements for a temporary accommodation before leaving home.

Temporary Accommodation

Following are some of the temporary accommodations, and the traveling time from their respective locations to Universiti Kuala Lumpur:

1. KL International Hotel, No. 79, Lorong Hj Hussien2, Jalan Raja Muda Abdul Aziz, Kuala Lumpur, Malaysia.
(15 minutes walk)
Phone Number: +603 2697 8833
Online Reservations: www.kl-internationalhotel.com
Rates: approx. RM150/nite
2. City Park Tower Hotel, 46 Lorong Haji Hussien Satu, Off Jalan Raja Muda Abdul Aziz, 50300 Kuala Lumpur
(15 minutes walk)
Phone Number: +603 2692 8833
Online Reservations: www.citypark-kualalumpur.com
Rates: approx. RM90/nite
3. Sheraton Imperial Kuala Lumpur, Jalan Sultan Ismail Kuala Lumpur, 50250 Malaysia
(Opposite UniKL City Campus)
Phone Number: +603 2717 9900
Online Reservations: www.starwoodhotels.com/sheraton
Rates: approx. RM400/nite
4. Prescott Inn Kuala Lumpur, No. 23 Lorong Medan Tuanku Satu, Off Jalan Sultan Ismail, 50250 Kuala Lumpur
(5 minutes walk)
Phone Number: +603 2713 7887
Online Reservations: www.vhotels.com/information.php?hid=3
Rates: approx. RM120/nite

The form MUST be completed by NEW INTERNATIONAL STUDENTS who require transportation from KLIA / LCCT Airport and/or temporary accommodation.

1. Student should try to make their request 5 working days before your actual arrival date, as we cannot guarantee reception and/or temporary accommodation if we are not advised of your requirements and details well in advance.
2. **Any request for airport pickup made in a time frame of less than 5 working days will not guarantee that you will be picked up. It is strongly advised to arrive on weekdays. Airport pickup is not guarantee for weekends or public holidays.**
3. Please re-confirm your arrival details with UIO staff by e-mail (rafidahm@unikl.edu.my and madzmil@unikl.edu.my) before your departure from your home country, and keep a copy of this completed form for your record.
4. Please advise the UIO immediately if you no longer required airport reception and/or temporary accommodation. All students who come to Malaysia with an Immigration Approval MUST be picked up by the representative of UniKL.
5. Students who make a booking to be picked up and are not at the airport at the time of arrival (as stated in the form) will be liable for own transaction from the airport to the Universiti.
6. Students who required a place in the hostel should book early by writing directly to UniKL International Office (UIO).
7. When you arrive at KLIA / LCCT Airport, it is very important that you are at the immigration counter, where the UniKL representative will be waiting for you. Otherwise, please ensure that you know where you are when you call the UniKL representative.
8. If you require any assistance when at KLIA / LCCT Airport, please call the UIO staff or other designated phone number.
9. Please note that our airport pick-up service is exclusively reserved for students new to UniKL. **Parents or relatives accompanying that students must their own transport arrangement.**
10. As we make several airport pickups on the same day, please be patient. As long as you have received confirmation from our office on airport pickup, a UniKL representative will be at the airport.
11. Please inform us of your alternative arrival arrangements if you are not flying into KLIA / LCCT. Whatever the case is, you MUST inform the UIO of your arrival. This is because a UniKL representative will be waiting for you at the KLIA / LCCT immigration counters at the time and date you stated of your arrival.

Please return the completed form to :

UniKL International Office, Level 3, Universiti Kuala Lumpur 1016, Jalan Sultan Ismail, 50250 Kuala Lumpur. Tel: (603)-2175 4000 Fax: (603)-2175 4446 or via e-mail at uioadmission@unikl.edu.my.