






AIRPORT CHECKPOINT CLEARANCE & PICKUP SERVICE REQUEST FORM

Please send the completed form according to your respective campus:

 INTI International University <small>LAUREATE INTERNATIONAL UNIVERSITIES*</small>	<input type="checkbox"/> IU	Ms. Koh Siew Hong Mr. Sham	✉ intservices.nilai@newinti.edu.my siewhong.kok@newinti.edu.my mmuhisham.murad@newinti.edu.my
			☎ +6012 608 0369
 INTI International College Subang <small>LAUREATE INTERNATIONAL UNIVERSITIES*</small>	<input type="checkbox"/> IICS	Mr. Hazwan	✉ intservices.subang@newinti.edu.my mhazwan.hamzah@newinti.edu.my
			☎ +6016 236 5306
 INTI International College Kuala Lumpur <small>LAUREATE INTERNATIONAL UNIVERSITIES*</small>	<input type="checkbox"/> IICKL	Ms. Siti Hajar	✉ hajar.musaitu@newinti.edu.my
			☎ +6016 274 2679
 INTI International College Penang <small>LAUREATE INTERNATIONAL UNIVERSITIES*</small>	<input type="checkbox"/> IICP	Ms. Apasra Leong	✉ apasrasw.leong@newinti.edu.my
			☎ +6012 503 3605
 INTI College Sabah	<input type="checkbox"/> ICS	Mr. Edmund Liaw	✉ edmund.liaw@newinti.edu.my
			☎ +6088 765 701 (ext. 24)

Student's Particulars	
Student Name	
Nationality	
Passport No.	
Email	
Mobile No.	International Roaming No. _____
	Emergency Contact No. _____
No. of accompanying Family members*	<i>*(pickup service for family members is subject to availability of space in transport provided, If seats are insufficient, we will assist in arranging for transportation by airport taxi at student's own cost)</i>
Flight Arrival Information	
Arrival Flight No :	e.g. TG419
Departure Date:	e.g. (DD/MM/YYYY)
Arrival Date:	e.g. (DD/MM/YYYY)
Departure Time:	(Local departure time 24hours) e.g. 13:20
Arrival Time:	(Malaysia time 24hours) e.g. 19:30
Departure country/city: _____	Arrival Port: <input type="checkbox"/> KLIA (Kuala Lumpur International Airport) <input type="checkbox"/> KLIA 2 (formerly known as LCCT) <input type="checkbox"/> Sultan Abdul Aziz Shah Airport (Subang, SZB) <input type="checkbox"/> Penang International Airport (PEN) <input type="checkbox"/> Kota Kinabalu International Airport (BKI) <input type="checkbox"/> Terminal 2 - Kota Kinabalu International Airport <input type="checkbox"/> Others (please specify) _____
Accommodation Information (Please tick one of the following)	
<input type="checkbox"/> I have applied for hostel accommodation and paid the booking fee. <input type="checkbox"/> I have not applied for hostel accommodation but would like to do so. Note: Kindly submit the hostel form to the above respective campus representative and remit a booking fee of RM1,500.00. <input type="checkbox"/> No, I do not need hostel accommodation. I have arranged my own accommodation.	
Airport Transportation (Please tick one of the following)	
<input type="checkbox"/> Yes, I require airport pickup, please inform my parents / family members at the below details after my arrival. Name: _____ Email: _____ <input type="checkbox"/> No, I do not require airport pickup, my friends / relatives will meet me at the airport. Please refer to page 3 of "Undertaking Letter" attached.	

Terms and Conditions:

- Please attach a copy of your **flight itinerary** to this form.
- Please ensure that you email us the arrival form at least **five (5) working days** prior to the arrival date.
- If there are any changes to the arrival schedule, please inform us at least **24 hours** before arrival. Failure to do so may result in a charge of **RM250** as service operating cost.
- A confirmation e-mail will be sent to you upon our receiving your arrival details.
- INTI International University & Colleges **will not be able** to process your request if the details provided above are incomplete or incorrect.
- Please arrange to arrive in Malaysia on a weekday. Please avoid arriving on Saturdays, Sundays and Malaysian Public Holidays)
- The airport pickup service **only provides** transportation from the airport to the campus. We are not obliged to send student to any other destination.

LUGGAGE SIZES:

Please indicate the number and size of Luggage(s):



Size	Quantity
Large	
Medium	
Small	
Hand carry	
Total :	

Signature :

Date :

 +603 5623 2800

 enquiry.international@newinti.edu.my

 <http://international.newinti.edu.my>

LETTER OF UNDERTAKING

Date:

Attention to: INTI INTERNATIONAL UNIVERSITY & COLLEGES (MALAYSIA)

Name:

Country of Origin:Relationship with student:

Correspondence Address:

Telephone No.: (Home): Mobile No.:

I declare that I take complete responsibility in authorizing Mr. / Ms. (Name) to receive my son / daughter / spouse (Name)..... (Passport number:) Once he / she has passed through the Immigration checkpoint upon arrival in Malaysia.

The student will be reporting to the respective campus the next working day after arrival for medical checkup, student visa endorsement and course enrollment.

I further undertake not to hold INTI International University & Colleges liable for any loss or liability arising from this decision and agree to indemnify INTI International University & Colleges for any loss or liability arising from this decision.

Thank you.

Signature:

Date: