

## AIRPORT PICKUP SERVICE REQUEST & CHECKPOINT CLEARANCE FORM

### 接机服务及入境协助申请表

Please send the completed form at least **5 working days before arrival** to your respective campus:  
 请于**抵达马来西亚 (以下简称‘抵马’)**的**5 个工作日前**, 将此完整填写的表格提交相应校区:

Campus	Contact Person	Contact Details
 <b>INTI</b> International University	<input type="checkbox"/> IU • Ms. Kok Siew Hong • Mr. Sham	 <a href="mailto:intservices.nilai@newinti.edu.my">intservices.nilai@newinti.edu.my</a> <a href="mailto:siewhong.kok@newinti.edu.my">siewhong.kok@newinti.edu.my</a> <a href="mailto:mmuhisham.murad@newinti.edu.my">mmuhisham.murad@newinti.edu.my</a>  +6012 608 0369; +6012 3868760; +6012 7229603
 <b>INTI</b> International College Subang	<input type="checkbox"/> IICS • Mr. Hazwan • Mr. Wu Chi Chun	 <a href="mailto:intservices.subang@newinti.edu.my">intservices.subang@newinti.edu.my</a> <a href="mailto:mhazwan.hamzah@newinti.edu.my">mhazwan.hamzah@newinti.edu.my</a> <a href="mailto:chichun.wu@newinti.edu.my">chichun.wu@newinti.edu.my</a>  +6012 3982840
 <b>INTI</b> International College Kuala Lumpur	<input type="checkbox"/> IICKL • Ms. Siti Hajar	 <a href="mailto:hajar.musaitu@newinti.edu.my">hajar.musaitu@newinti.edu.my</a>  +6016 274 2679
 <b>INTI</b> International College Penang	<input type="checkbox"/> IICP • Ms. Apasra Leong	 <a href="mailto:apasrasw.leong@newinti.edu.my">apasrasw.leong@newinti.edu.my</a>  +6012 503 3605
 <b>INTI</b> College Sabah	<input type="checkbox"/> ICS • Mr. Edmund Liaw	 <a href="mailto:edmund.liaw@newinti.edu.my">edmund.liaw@newinti.edu.my</a>  +6088 765 701 (ext. 24)

#### A. Student's Particulars

学生信息

<b>Student Name :</b> 学生姓名			
<b>Nationality :</b> 国籍		<b>Passport No :</b> 护照号码	
<b>Email Address:</b> 电邮地址	(Please list the email address(s) you would like the Airport Pick-Up Confirmation Letter sent to) (接机确认信将传送到您在此填写的电邮地址)		
<b>Mobile No :</b> 移动电话	International Roaming No. 可拨打/接听国际电话		
	Emergency Contact No. 紧急联系人电话		

#### B. Student's Flight Arrival Information

学生航班信息

<b>Arrival Flight No :</b> 航班号(抵马班次)		e.g. TG419
<b>Departure Date:</b> 出发日期		e.g. (DD/MM/YYYY)
<b>Arrival Date:</b> 抵马日期		e.g. (DD/MM/YYYY)
<b>Departure Time:</b> 出发时间		(Local departure time 24hours) e.g. 13:20
<b>Arrival Time:</b> 抵马时间		(Malaysia time 24hours) e.g. 19:30
<b>Departure country/city:</b> 出发国家和城市	<b>Arrival Port: 在马抵达机场</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> KLIA (Kuala Lumpur International Airport) 吉隆坡国际机场</li> <li><input type="checkbox"/> KLIA 2 (formerly known as LCCT) 吉隆坡国际机场 2</li> <li><input type="checkbox"/> Sultan Abdul Aziz Shah Airport (Subang, SZB) 苏邦国际机场</li> <li><input type="checkbox"/> Penang International Airport (PEN) 槟城国际机场</li> <li><input type="checkbox"/> Kota Kinabalu International Airport (BKI) 亚庇国际机场</li> <li><input type="checkbox"/> Terminal 2 - Kota Kinabalu International Airport 亚庇国际机场 – 2 号航站楼</li> <li><input type="checkbox"/> Others (Please specify) _____ 其他(请注明)</li> </ul>	

### C. Accommodation Information (Please tick one of the following)

住宿声明 (请在以下方框内打“√”)

☐ I have applied for hostel accommodation and paid the booking fee (please attached proof of booking).  
我已向校方申请宿舍安排并且交付了预定费用。

☐ I have not applied for hostel accommodation but would like to do so.  
我尚未向校方申请宿舍安排，但打算现在申请。

**Note:** Kindly submit the hostel form to the above respective campus representative and remit a booking fee of RM1,500.00.

提醒: 请阁下将此宿舍申请表提交相应校区的负责人，并缴付马币 1,500.00 的预定费用。

☐ No, I do not need hostel accommodation. I have arranged my own accommodation.

**Please complete: Page 5 (Letter of Undertaking (Airport Pickup – Non INTI Accommodation) & Section G**

不，本人已作住宿安排，无需申请学校宿舍。

(请阁下详阅并填写此文件第五页的《无校舍安排接机免责声明》)

### D. Airport Transportation (Please tick one of the following)

抵马接机声明 (请勾选以下一项打“√”)

☐ Yes, I require airport pickup, please inform my parents/family members at the below details after my arrival.

**Please fill up Page 4 – “Letter of Undertaking (Airport Pickup Service)”**

是的，我需要接机服务。当我安全抵达校舍后，请照下方提供的联系人信息，通知我的父母/家人。

(请阁下详阅并填写此文件第四页的《接机服务免责声明》)

Name (姓名): \_\_\_\_\_ Email (电邮): \_\_\_\_\_

☐ No, I do not require airport pickup, my friends/relatives will meet me at the airport.

**(Please complete attached Page 5 & 6 of “Letter of Undertaking (Airport Pickup – Non INTI Accommodation)”.**

不，我不需要接机服务。我的朋友/亲戚将会在机场接送我。

(请阁下详阅并填写此文件第五、六页的《无校舍安排接机免责声明》)

### E. Luggage Size Description (for Students only): 学生携带的行李规格及数量

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

How to measure your luggage size ?



Tips: Measure diagonals of your luggage.  
If the diagonals length is 28.3 inch. Then you should choose L Size

INCH	Luggage Size	Height	Length	Width
S	18-20 inch	18.9-20.8 inch	12.6-13.8 inch	7.8-9.1 inch
M	22-24 inch	22.9-24.8 inch	15.3-16.5 inch	9.1-10.2 inch
L	26-28 inch	25.6-27.5 inch	18.5-19.7 inch	10.2-11.4 inch
XL	29-32 inch	29.1-31.5 inch	20.1-21.2 inch	11.8-13.0 inch

Size (规格)	Quantity (数量)
Large (大)	
Medium (中)	
Small (小)	
Hand carry (手提)	
Total (总数):	

Refer to Picture on the left for Luggage Size Category 有关行李箱尺寸类别，请参考左侧图片

### F. Emergency Contact(紧急联系信息)

Name of Parents/Guardian/Spouse: 姓名 (家长/监护人/配偶):			
Relationship to Student: 与学生的关系:		Parents/Guardian/Spouse 家长/监护人/配偶	
Country of Origin: 国籍:		Passport #: 护照号码:	
Correspondence Address: 联络地址:			
Contact No: 联络电话:	Home: 住家:	Mobile: 手机:	

### G. Details of Student and Receiving Guardian in Malaysia (学生和被委任的在马接机人信息)

Name of Student: 学生姓名:			
Receiving Guardian in Malaysia (Name of Parent/Sponsor/Guardian): 被委任在马接机人姓名 (家长/赞助人/监护人):			
Relationship to student: 与学生的关系:		Passport #: 护照号:	
Correspondence Address (Address in Malaysia): 在马联络地址:			
Receiving Guardian Contact No: 被委任在马接机人联系电话:	Home: 住家:	Mobile: 手机:	

#### 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.
- Late submission will not be entertained and INTI will not be responsible if there is insufficient space in the transport provided if the information provided above is not sent in advance or inaccurate or unclear.
- 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).
- Airport Pickup Service is only **COMPLIMENTARY** for the intended student.
- The Airport Pickup Service **only provides** transportation from the airport to the campus. We are not obliged to send student to any other destination.
- **Currently, we do not provide any transportation for family members. We can guide them for transportation arrangement by airport taxi at your own cost.**

#### 条款及协议事项:

- 请阁下在提交此表格时, 附带提供一份学生的**机票行程确认单**(含详细航班信息)。
- 请阁下确保在学生抵达马来西亚的五(5)个工作日前, 将此完整填写的表格电邮至校方。
- 请阁下留意: 校方有权对任何迟交的接机申请不作受理; 若因填写信息错误, 造成派往接机的车辆无法提供足够的(乘客/行李)空间, 校方将不对此负责。
- 如需对接机安排做任何的改动, 请阁下务必在学生抵达马来西亚的 24 小时前通知校方。否则将产生马币 250 令吉的罚金。
- 目前, 校方不为家庭成员提供任何交通工具。但校方可以协助家庭成员在机场安排自费出租车。

COLLEGES or UNIVERSITY 英迪学院/大学	CONTACT NUMBER 联系电话
INTI INTERNATIONAL COLLEGE SUBANG 英迪苏邦国际学院	+603 5623 2800
INTI INTERNATIONAL UNIVERSITY/ INTI COLLEGE NILAI 英迪国际大学/ 英迪汝来学院	+606 798 2000 / +606 798 2133
INTI INTERNATIONAL COLLEGE KUALA LUMPUR 英迪吉隆坡国际学院	+606 2052 2888
INTI INTERNATIONAL COLLEGE PENANG 英迪檳城国际学院	+604 631 0138
INTI COLLEGE SABAH 英迪沙巴学院	+6088 765 701

**Letter Of Undertaking**

(Airport Pickup Service)

接机服务免责声明

Date (日期): \_\_\_\_\_

**Attention to: INTI INTERNATIONAL UNIVERSITY & COLLEGES (MALAYSIA)**

至: 马来西亚英迪国际大学及学院

I hereby duly provide my written consent to INTI personnel and or INTI agent to receive my son/

本人在此提供书面同意, 授权英迪大学及学院的代表人员或委派中介办理我的儿子/ 女儿/ 配偶

daughter / spouse (Name) \_\_\_\_\_

(上方横线填写儿子/ 女儿/ 配偶 姓名)

Passport Number \_\_\_\_\_ upon arrival at Kuala Lumpur International

(上方横线填写儿子/ 女儿/ 配偶 护照号) 于吉隆坡国际机场, 或其他马来西亚机场

Airport or such other airport in Malaysia after having cleared the Malaysian Customs & Immigration.

在完成马来西亚海关和移民局入境登记后的接机手续。

The student will be expected to present himself/herself to the respective campus the next working day after arrival for medical checkup, student visa endorsement and course enrollment.

我的(儿子/ 女儿/ 配偶) 作为新生, 将在到达后的下个工作日到学校报到, 参加体检、学生签办理、及入学注册。

I further undertake not to hold INTI International University & Colleges liable for any injury, loss or damage howsoever arising from my consent herein provided and I further agree to indemnify INTI International University & Colleges for all injury, loss or damage that may arise from airport pick up to arrival at accommodation/ University.

我也承诺, 若我签署的决定导致我的 儿子/ 女儿/ 配偶 遭遇任何形式和性质的伤害, 或是在接机、达到宿舍/ 校区、或在其他地点遭遇任何形式的伤亡损失, 我将不会向校方追究其责任。

Thank you.

Sincerely,

\_\_\_\_\_  
Signature of Parents/ Guardian (请家长/ 监护人/ 在横线以上签名)

Full Name (请在此上空白处, 以拼音的形式署全名):

**Letter of Undertaking**

(Airport Pickup – Non INTI Accommodation)

接机服务(无校舍安排)免责声明

Date (日期): \_\_\_\_\_

**Attention to: INTI INTERNATIONAL UNIVERSITY & COLLEGES (MALAYSIA)**

至: 马来西亚英迪国际大学及学院

I, the undersigned hereby agree to provide INTI with the name, contact number and address (in the table

本人谨此提供英迪国际大学及学院(以下称: 校方)下方表格内的联系人信息(含: 联系人姓名, 电话和地址),

below) of the person I so authorize to receive my son/ daughter/ spouse

并授权此人为我的 儿子/女儿/配偶 安排于吉隆坡国际机场, 或其他马来西亚机场,

\_\_\_\_\_ passport number \_\_\_\_\_ upon arrival at Kuala

(上方横线填写儿子/ 女儿/ 配偶 姓名)

(上方横线填写儿子/ 女儿/ 配偶 护照号)

Lumpur International Airport or such other airport in Malaysia after having cleared the Malaysian

在完成马来西亚海关和移民局入境登记后的接机服务。

Customs & Immigration.

I agree to provide INTI with the detailed address and contact number of the accommodation at which my son/daughter/ spouse shall be residing at upon arrival in Malaysia.

我同意提供校方我的 儿子/女儿/配偶 于接机后到达的马来西亚住宿地址和联络电话。

I hereby acknowledge that I shall not hold INTI liable for any injury caused or occasioned to my son/ daughter/ ward/ spouse in whatsoever nature or howsoever arising from my decision herein.

我在此承诺, 若我签署的决定导致我的 儿子/女儿/配偶 遭遇任何形式和性质的伤害, 我将不会向校方追究其责任。

I further acknowledge that I shall not hold INTI liable for any loss or damages suffered or incurred by son/ daughter/ward/ spouse in whatsoever nature or howsoever arising from my decision herein.

我也在此承诺, 若我签署的决定导致我的 儿子/女儿/配偶 遭遇任何形式和性质的伤亡损失, 我将不会向校方追究其责任。

Thank You

Sincerely,

\_\_\_\_\_  
Signature of Parents/ Guardian

(请家长/监护人在横线以上签名)

Full Name:

(请在此上空白处, 以拼音的形式署全名)