Transfer request form

You should complete and return this form at least two working days before you travel to the UK even if you are making your own travel arrangements to the Cardiff University International Study Centre.

Please complete using capital letters

Student details

Student ID number	I have been awarded a student visa Yes ☐ No ☐ *(please tick)*
International Study Centre	
Family name	
First name(s)	
Date of birth *(dd/mm/yyyy)*	Male ☐ Female ☐ *(please tick)*
UK telephone *(if known)*	Email

Travel arrangement information

I would like to book a taxi transfer from either Bristol or Cardiff Airport to my accommodation	☐ *(please tick if required)*
I do not require transfer from my arrival airport to my accommodation	☐ *(please tick if transfer not required)*

The cost of the taxi transfer will be added to your student account. Please remember when you arrive at your destination airport you will need to collect your luggage and pass through the Border. This can take up to two hours to complete.

Flight itinerary

	1st flight *(From origin airport)*	2nd Flight *(Connection flight – leave blank if not applicable)*	3rd Flight *(Connection flight – leave blank if not applicable)*
Departure airport			
Departure date			
Departure time			
Flight number			
Destination airport			
Arrival date			
Arrival time			

Drop off address *(Please check your accommodation contract for the accommodation start date and provide a hotel address if arriving before the check in date)*

Number of people travelling

You should aim to arrive on time to get the best possible start to your studies. Students who do not arrive on or before the term start date are at risk of missing out on vital induction support.

We are unable to arrange an airport transfer unless you submit your request and complete all arrival details at least 5 working days before you travel. We are not able to arrange transfers from a hotel. Please arrange a taxi via hotel reception.

Return completed form to Cardiff University International Study Centre
Email **CardiffISC.CSS@Studygroup.com**

✉@ **SUBMIT**

StudyGroup