



## **AIRPORT POLICY**

ISSUING DEPARTMENT: Student Affairs

ISSUED DATE: TBD

REVIEWED DATE: October 22, 2019

APPROVING AUTHORITY: Cabinet

DATE REVISED: November 25, 2019

### PURPOSE

The purpose of this policy is to outline the procedures for dropping off and picking up new and returning international students attending Mansfield University.

### SCOPE

This policy pertains to all faculty and staff responsible for transporting international students to and from the airport.

### RESPONSIBILITY

It is the responsibility of the Office of Student Affairs to update and implement the policy, as needed.

### POLICY

#### **i. New International Students Arriving at Mansfield University for the First Time**

- a.** New international students should book flights that terminate at the Elmira/Corning Regional Airport (ELM). The airport is 45 miles from the Mansfield campus and is serviced by several airlines with connecting flights typically to and from cities, such as Detroit, Philadelphia, and Orlando.
- b.** Mansfield University will provide ground transportation to the Mansfield campus for new international students arriving at the Elmira/Corning Regional Airport. There is no additional cost to the students for this service.
- c.** MU employees or qualified students will drive University-authorized vehicles and must abide by all policies and procedures governing the authorized use of ground transportation vehicles for University business.
- d.** New international students must provide their detailed flight itinerary to the Director of the Office of International Admissions and Student Services at least two (2) weeks in advance of their arrival.

- e. New international students who book flights terminating at other airports (Rochester, NY or Williamsport, PA, for example) will need to arrange their own transportation to the Mansfield campus.
- f. Mansfield University will not provide transportation to and from any airport for personal trips.

## **II. Continuing/Returning International Students**

- a. Continuing/returning international students who wish to request airport pick-up and/or drop-off must book flights leaving from/returning to the Elmira/Corning Regional Airport (ELM), as described above.
- b. Pick-up and drop-off services are available only for flights departing from or arriving at the Elmira/Corning Regional Airport between the hours of 6:00 a.m. and 10:00 p.m. Sunday through Saturday. There is no additional cost to the students for this service.
- c. MU employees or qualified students will drive University-authorized vehicles and must abide by all policies and procedures governing the authorized use of ground transportation vehicles for University business.
- d. Continuing/returning international students must provide their detailed flight itinerary to the Director of the Office of International Admissions and Student Services at least two (2) weeks in advance of their departure or arrival.
- e. Continuing/returning international students who book flights terminating at other airports (Rochester, NY, or Williamsport, PA, for example), or who book flights departing from or arriving at the Elmira/Corning Regional airport outside of the hours described above will need to arrange their own transportation to the Mansfield campus.
- f. Mansfield University will not provide transportation to and from any airport for personal trips.

