



Personal Details

- All details on this form must be completed. We are unable to process this request if **all** information fields are not complete.
- Completed form must be submitted **at least 2 business days before** your arrival. An airport pickup cannot be guaranteed if it is submitted later than this.

Family name: Given name: Student ID:

Age: Sex: M F Tel: Fax:

Email:

Accommodation Details

Please provide your Australian address you would like to be taken:

Address:

Accommodation Contact person:

Accommodation Australian Contact number:

Arrival Details

Date of arrival: Time of arrival:

Airline: Flight No.:

Place of departure:

How many people require for this service?

Note: There is a \$50 fee per additional passenger, to be paid to the driver.

Payment

The cost of airport reception and transfer is AUD\$150.00 per person. Please pay by credit card or telegraphic transfer (instructions for using this method are included on page two of this form).

Visa MasterCard

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/yy"/>
Card number				Expiry date
<input type="text"/>				<input type="text"/>
Name on card				Cardholder's family name
<input type="text"/>				
Cardholder's signature				

Please email the completed form to UNSW Global Accommodation:
accommodation@unswglobal.unsw.edu.au

Once payment has been processed, we will email you an invoice and confirmation of the service.



Telegraphic/Bank Transfer Information

Airport reception fees can be sent by telegraphic transfer (TT) through any large bank in an overseas country. The amount will then be paid directly into our operating company's account (UNSW Global Pty Limited).

All transfers must be made in Australian currency.

There are a few simple instructions to follow when filling out the telegraphic transfer.

1. The name of the beneficiary is: **UNSW Global Pty Limited**
2. The name and address of the beneficiary banker is:
**ANZ Bank
12-14 Belmore Road
Randwick NSW Australia
(Swift Code: ANZBAU3MXXX)**
3. The bank account number is: **012-390 836116353**
4. In the space for name and sender or remitter, indicate clearly your student reference number and your name (with family first).
For example: G0000 LEE Anna
5. In the space for message or payment instruction, repeat your student reference number and name, as above, and add "Airport reception for Foundation Studies".
For example: G0000 LEE Anna (Airport reception fee for Foundation Studies orThe Institute of Languages)

Very Important!

Please email a copy of your TT advice to accommodation@unswglobal.unsw.edu.au your payment has been received.