

OFFICE OF THE CHANCELLOR  
LOUISIANA STATE UNIVERSITY AT ALEXANDRIA

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SUBJECT: LSUA INTERNATIONAL STUDENT AIRPORT TRANSPORTATION

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PURPOSE: To establish a policy that provides guidelines for transportation of international students from the Alexandria International Airport to the LSUA campus.

#### GENERAL POLICY

LSUA offers **free** airport transportation to all LSUA international students during the three weeks prior to the beginning of each full-term regular semester and for one week following the end of final exams for each full-term regular semester. This shuttle service is provided only from the Alexandria International Airport (AEX) to the LSUA campus (8100 Highway 71 South, Alexandria LA 71302). (Special permission has to be given for students wanting to come or leave at any other time. For special permission, e-mail [arollings@lsua.edu](mailto:arollings@lsua.edu).)

For pick up prior to the beginning of the full-term regular semester, the airport shuttle will leave the LSUA campus twice each day according to the last flight for the morning and the last flight for the afternoon to pick up students from the airport. Upon arrival at the Alexandria airport prior to the beginning of the regular semester, please wait for a LSUA representative at the Baggage Claim on the first floor of the airport.

The representative will carry a “Welcome to LSUA” sign for you to identify him/her. Please be advised that those taking the shuttle will have to wait for later arrivals who will be utilizing the same shuttle services.

If changes in the flight information occur, you must notify [arollins@lsua.edu](mailto:arollins@lsua.edu) immediately to avoid any difficulties. The cell phone number for the LSUA representative is 318-664-0334 and the office number at The Oaks is 318-767-2614. If no answer, contact [ehalpin@lsua.edu](mailto:ehalpin@lsua.edu) or call 318-542-9698 or 318-427-4468.

For shuttle service to the airport during the week following final exams, the airport shuttle will transport students from The Oaks to Alexandria International Airport (AEX) twice each day, two hours prior to the first flight out for the morning and two hours prior to the first flight out for the afternoon.

The airport shuttle is a courtesy service of the University. All costs (taxi, bus, etc.) accrued by a student coordinating his/her own ground transportation are the individual responsibility of the student.

All students arriving in Alexandria prior to the three weeks before the beginning of each full-term regular semester or staying longer than one week following the end of final exams for each full-term regular semester who have not made prior arrangements to stay at The Oaks need to be prepared to stay in a hotel or motel upon their arrival or prior to their departure at their own expense.

Students who wish to take advantage of this service must complete the International Student Airport Transportation Form at least two weeks prior to arrival at or departure from AEX.

For more information please contact:

University Housing Manager  
[arollins@lsua.edu](mailto:arollins@lsua.edu)  
Cell Phone #: 318-664-0334  
Office Phone #: 318-767-2614

APPROVED: \_\_\_\_\_  
G. Daniel Howard  
*G. Daniel Howard*  
*Chancellor*

\_\_\_\_\_ 07/31/14  
*Date*

Louisiana State University at Alexandria  
International Student Transportation Form

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

LSUA ID Number \_\_\_\_\_

Home Country \_\_\_\_\_

Agency (If applicable) \_\_\_\_\_

Flight Arrival Date \_\_\_\_\_

Flight Arrival Time \_\_\_\_\_

Flight Airline \_\_\_\_\_

Flight Number \_\_\_\_\_

E-mail \_\_\_\_\_