



## INSTITUTO FRANKLIN

Colegio de Trinitarios  
C/ Trinidad, 1  
28801 Alcalá de Henares (Madrid)  
Telf. 91 885 52 52  
Fax. 91 885 52 48  
Web . <http://www.institutofranklin.net>

### FLIGHT INFORMATION FORM

Instituto Franklin offers a pick-up / drop-off service from Barajas Airport to Alcalá (at the beginning of the semester) and from Alcalá to Barajas Airport (at the end of the semester). If you are interested in using this service, please fill out this flight information form and send it to us before:

April 15<sup>th</sup> for Summer Semester (June / July)  
May 15<sup>th</sup> for Summer Semester (July)  
June 15<sup>th</sup> for Fall Semester  
November 15<sup>th</sup> for Spring Semester

If we do not get your information before those dates we will understand that you will not need this service. Once we get the information we will contact you to confirm the meeting point and schedule.

Information needed:

Name \_\_\_\_\_  
Home Institution \_\_\_\_\_  
Arrival date \_\_\_\_\_  
Airline \_\_\_\_\_  
Flight number \_\_\_\_\_  
Departure city \_\_\_\_\_  
Stopovers \_\_\_\_\_  
Arrival time in Madrid \_\_\_\_\_  
Arrival to Airport Terminal \_\_\_\_\_ T(1) T(2) T(3) T(4)

Remember that our pick-up / drop-off dates and schedules for the Spring and Summer programs are:

Pick-up (Airport-Alcalá)	Pick-up schedules	Drop-off (Alcalá-Airport)	Schedules from Alcalá to Airport
May 31 <sup>st</sup> (June/July Program)	10:30a.m	June 30 <sup>th</sup> (June Program)	8:00a.m
July 1 <sup>st</sup> (July Program)	1:00p.m	July 30 <sup>th</sup> (June/July Program)	10:00a.m
September 1 <sup>st</sup> (Fall 2010 Program)	5:00p.m	December 17 <sup>th</sup> (Fall 2010 Program)	12:30p.m

For Drop-off, please write down departure day and flight schedule: \_\_\_\_\_

**NOTE. Instituto Franklin will not be responsible for the pick-up / drop-off of those students who arrive or leave at different times or dates.**

For further information see our web page at: <http://www.institutofranklin.net>



## PICK-UP INFORMATION

Here you have the information about our pick-up service from Barajas Airport to Alcalá. Those students living in families will be taken to Plaza Cervantes where host families will be waiting for them. Those students who will stay in residences will be taken to the dorms.

**A staff member from the Instituto Franklin will be at your Terminal waiting for you with a banner saying:  
“Instituto Franklin, UNIVERSIDAD DE ALCALA”**

For any help please contact:

**Instituto Franklin office** (9:00a.m to 18:30p.m) 91 885 52 52

**Ana Rodríguez, Housing Coordinator** 669 066 164

[ana.rodriguez@institutofranklin.net](mailto:ana.rodriguez@institutofranklin.net)

**Antonio Fernández, Program Coordinator** 618 79 00 37

[antonio.fernandezm@uah.es](mailto:antonio.fernandezm@uah.es)

For further information please refer to our web page at: <http://www.institutofranklin.net>

Those students, who for personal reasons, arrive to Madrid before the pick-up dates and wish to be picked up at the airport on the dates and times scheduled by Instituto Franklin, can use our service to Alcalá. They need to inform the Housing Coordinator at: [ana.rodriguez@institutofranklin.net](mailto:ana.rodriguez@institutofranklin.net). The meeting point will be at Barajas Airport Terminal 1 at the American Express Office which is next to gate number 1.

Students who do not want to use our pick-up service will be responsible for their trip arrangements to Alcalá. If you want to take a taxi from the airport to Alcalá the approximate price is around 35 / 40 €. We recommend that you ask for a receipt.

Orientation Sessions are scheduled from January 8<sup>th</sup> to 10<sup>th</sup> for the Spring Semester. Students who are not in Alcalá during those days will miss some important information.

Host families will accompany their students to the Instituto Franklin on the first day of the Orientation Sessions. Students living in residences will be accompanied by a staff member from the Instituto Franklin.

**Instituto Franklin will not be responsible of picking up those students who arrive at different dates or times.**