

## PICK-UP AT THE AIRPORT

Instituto Franklin-UAH offers a pick-up service from Adolfo Suárez Madrid-Barajas Airport to Alcalá. Pick-up dates and times for the next semesters are:

(Airport-Alcalá de Henares)	Pick-up Times
Spring 2024 <b>Monday January 15<sup>th</sup></b>	10:30am 1:00pm
Summer 2024 June / June-July Program <b>Monday June 3<sup>rd</sup></b>	10:30am 1:00pm
Summer 2024 July Program <b>Monday July 1<sup>st</sup></b>	10:30am 1:00pm
Fall 2024 <b>Monday, Septiembre 9<sup>th</sup></b>	10:30am 1:00pm

- Students living with host families will be taken from the airport to Alcalá de Henares, where host families will be waiting for them. Students staying in residences will be taken to the dorms.
- Adolfo Suárez Madrid-Barajas International Airport has 4 terminals. The meeting point is at the arrival hall of Terminal 1, next to exit gate number 1. (Please, look at the picture).



- If your flight takes you to another terminal, you can use the green shuttle bus (as shown in the image), which connects the 4 terminals. These buses are free and stop at the exit gate of each Terminal. For further assistance, please, ask at the information desk or check:  
<http://www.aeropuertomadrid-barajas.com/transportation/connections-between-terminals.htm>



- A staff member of the Instituto Franklin-UAH will be waiting for you at the meeting point in the arrival hall of Terminal 1, next to the exit gate number 1 with a banner saying:



- 1) If your flight is delayed and you cannot use our pick up service, please, take this information into account:
  - Instituto Franklin-UAH will not be responsible for the pick-up of those students who arrive late due to delays or other reasons. When students are delayed or arrive after the pick-up times, they can come (during office hours from Mondays to Thursdays 9:00am to 5:00pm) to Instituto Franklin-UAH. Located in Calle Trinidad, número 1 in Alcalá de Henares.
  - Please let us know your arrival time so your host family can come to our building to pick you up. Students can also go to their host family place if they prefer to. Please, inform your host family in advance so a member of the family is at home waiting for you.
  - If you arrive in Alcalá after 5:00pm, please, contact your host family to let them know that you will go to their place so there is someone waiting for you at home.
- 2) If we do not get your flight information 15 days before the program begins, we cannot guarantee to pick you up from the airport.
  - A) Host families need to be informed about your arrival time in advance. If you don't inform them in advance, there is a chance that your host family might not be waiting for you at home.
  - B) Students arriving before the beginning of the program and wish to be picked up from the airport on the day and times scheduled by Instituto Franklin-UAH, will have to inform Antonio Fernández, Tutor of Study Abroad at: [antonio.fernandezm@uah.es](mailto:antonio.fernandezm@uah.es) at least 3 days before the pick-up day.
  - C) Host families are not allowed to host students before the beginning or after the end of the program. If you arrive before the program starts, and wish to stay after the program ends, you will have to arrange your stay of those days on your own. If you stay at the dorms, you will have to pay for those extra days.
  - D) Students who go to their host family on their own, will be responsible for their travel arrangements to Alcalá.

For further help, please contact:

**Pick-up phone number:** +34 696 647 499 (only available during the pick-up hours).

**Antonio Fernandez, Tutor of Study Abroad:** (8:00a.m - 4:00p.m) +34 618 790 036 // 91 885 52 50 [antonio.fernandezm@uah.es](mailto:antonio.fernandezm@uah.es)

**Instituto Franklin-UAH** (9:00a.m to 5: 00p.m) 91 885 52 52

NOTE: Instituto Franklin-UAH does not offer drop-off service from Alcalá de Henares to the airport at the end of the program.