

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
Fall 2025 Monday, September 8th	10:30 am 1:00 pm
Spring 2026 Monday, January 12th	
Summer 2026 June / June - July Program Monday, June 1st	
Summer 2026 July Program Wednesday, July 1st	

- 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 exit gate number 1 with a banner that reads:

- 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 Monday to Thursday, 9:00 am to 5:00 pm) 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's 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 5:00 pm, 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 that 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, Head of Academics Management at: 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: Rosi García +34 696 647 499 // Laura Rey +34 686 722 065 (only available during the pick-up hours).

Antonio Fernandez, Head of Academics Management: antonio.fernandezm@uah.es

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

Note: Instituto Franklin-UAH does not provide transportation from Alcalá de Henares to the airport at the end of the program.