The Richmond International Airport is located eight (8) miles from the city. It is customary for someone from the host department to pick up a new scholar at the airport. Please check with your department to see if someone can meet you when you arrive. If this is not possible, the Community Connections staff will meet you at the Richmond airport, train or bus station upon your arrival.

If GEO staff provides transportation, a $25 transportation fee will be charged to your department. If your department is unable to pay this fee, you will be responsible for payment.

For additional information, please contact Ms. Pamela Haney at pohaney@vcu.edu or Abigail Trumbo at artrumbo@vcu.edu at:

Global Education Office  
Virginia Commonwealth University  
817 West Franklin Street, Suite 221  
Box 843043  
Richmond, Virginia 23284-3043  
Phone number: (804) 828-0808  
Fax number: (804) 828-2552

It is important that you fax, write or e-mail Pam Haney or Abigail Trumbo at least two weeks in advance of your arrival. If we do not receive your information within the required time, we cannot guarantee your pick-up. Please e-mail all of the following information or complete the form below and return as soon as possible.

**Please be sure your bags are no heavier than you can personally carry.**