



iSTEM Summer Program

Travel Information Form – Competitive Programming

The Summer Institute starts **Sunday, July 13, 2025, at 6:00pm**. Students must arrive on the UCF campus by **no later than 5:00pm** if they are being dropped off or driving themselves. If flying, they need to arrive at Orlando International Airport (MCO) **between 1:00pm and 4:00pm** for pickup by SI staff. If your student's particular travel options fall outside the times specified above, please email mkwilkerson@ucf.edu **prior to** making your student's final travel arrangements. Please complete the following form as directed, **and if flying, please attach your student's travel itinerary.**

Please check the box that applies to your student's travel arrangements, and complete the corresponding numbered section of additional details:

1. ☐ My student will be flying in and out of Orlando International Airport (MCO) at the beginning and end of the Summer Institute, and I have attached an itinerary for their travel arrangements to this packet.
2. ☐ My student will be driving to the UCF campus and requires a parking permit for the duration of the Summer Institute.
3. ☐ My student will be driving to the UCF campus with another SI Student.
4. ☐ My student will be dropped off and picked up at the beginning and conclusion of the Summer Institute, respectively.

If you checked **Box #1**, please provide the following information and attach itinerary.

NAME OF STUDENT: _____

ARRIVAL AIRLINE/FLIGHT #/TIME/Departure City: _____

DEPARTURE AIRLINE/FLIGHT #/TIME/Arrival City: _____

- **For your convenience, CPSI provides a chartered shuttle bus to transport students from the airport to UCF. Please pay attention to the instructions below before arranging flight times for your student.**
- Your student should arrive at Orlando International Airport (MCO) **between 1:00 and 4:00pm on Sunday, July 13th**. An exact location for pick up within the airport will be determined as we get closer to the event. Those students who arrive prior to this window will be instructed to wait at the airport until our first shuttle arrives to transport them to UCF. Those students who arrive after this window, whether through planned flight time or flight delay, will be responsible for arranging their own transportation to UCF at their own expense. In your planning, please take into account that while all airlines can experience delays, the majority of issues in the past have occurred with budget airlines. Additionally, if you are needing to schedule an arrival outside of the window stated above, we suggest scheduling an arrival prior to this window so that your student utilize our shuttle.
 - Parent/Guardian Initial _____
- At the end of the Summer Institute, the student's flight should be scheduled **between 1:00-4:00pm on Friday, July 25th**. Those students who have a flight scheduled before this window will be responsible for arranging their own transportation to the airport at their own expense. Those students who leave after this window will be instructed to go through security and wait at the airport until their flight's departure. Please note when scheduling a later flight that some airlines will not allow baggage to be checked prior to 4 hours before departure. In this case, UCF staff cannot stay with your student and they will be responsible for checking their own baggage and making their way through security on their own.
 - Parent/Guardian Initial _____
- **PLEASE NOTE THAT SI STAFF CANNOT PICK STUDENTS UP FROM THEIR GATE UPON ARRIVAL NOR ESCORT THEM TO THEIR GATE FOR DEPARTURE.** If the ticket that you are purchasing for your student requires you to provide the name of the person picking them up from the gate, we ask that you arrange alternate transportation for them or fly with them.
- SI staff will pick up and drop off your student from/at the Orlando airport. At drop off, SI staff will ensure the student makes it through security, but we cannot escort them to the gate. We will work with them to provide instructions/directions to get them to their gate without issue. Though OIA is a larger airport once we get students to and through security, it is easy to navigate to their gate.



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If you checked **Box #2**, please provide the following information.

NAME OF STUDENT: _____

DRIVERS LICENSE NUMBER: _____

VEHICLE MAKE: _____ VEHICLE MODEL: _____ YEAR: _____

COLOR: _____ LICENSE PLATE NUMBER: _____

Please note that if your student is driving their own vehicle, they must adhere to the following:

- No other student aside from your student is allowed in the vehicle during the duration of the Summer Institute (7/13 – 7/25) unless carpooling at the time of arrival to the UCF campus and/or at the time of departure. If another student is carpooling with your student, please indicate below:
 - ☐ My student will be driving with another student to/from UCF in my vehicle.
NAME OF CARPOOLING STUDENT: _____
 - ☐ My student will NOT be driving with another student to/from UCF in my vehicle
- While at UCF, your student is responsible for parking in one of the indicated UCF Student Parking Lots (denoted on UCF signage by the color GREEN or by letter "D" for student/visitor parking).
- Your student will not be permitted to leave the UCF campus in their own vehicle during the Summer Institute unless otherwise specified. Trips off-campus are limited to vehicles and locations designated by the Summer Institute and UCF, no exceptions.
- If your student is driving to/from the Summer Institute, we will send driving directions closer to the start of camp.

If you checked **Box #3**, please provide the following information.

NAME OF YOUR STUDENT: _____

NAME OF DRIVER: _____

AFFILIATION TO STUDENT: _____

CELL PHONE #: _____ - _____ - _____ ALT. PHONE #: _____ - _____ - _____



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If you checked **Box #4**, please provide the following information.

NAME OF STUDENT: _____

NAME OF DRIVER: _____

AFFILIATION TO STUDENT: _____

CELL PHONE #: _____ - _____ - _____ ALT. PHONE #: _____ - _____ - _____

APPROX. PLANNED TIME OF ARRIVAL (July 13): _____ (for drop-off)

APPROX. PLANNED TIME OF ARRIVAL (July 25): _____ (for pick-up)

- For drop-off, your student must arrive at the Main UCF Campus by **no later than 5:00pm** on **Sunday, July 13th**. An exact location therein will be announced as we get closer to the event.
- The Summer Institute ends at 12:00pm on Friday, July 25th. You (or your designated driver) must arrive to pick up your student by **no later than 2:00pm** on **Friday, July 25th**.
- If your student is being dropped off and picked up to/from the Summer Institute, our staff will be sending out local driving directions to make sure your student arrives at the correct location.

Parent/Guardian Signature: _____

Parent/Guardian Email: _____

Parent/Guardian Cell: _____