



IMPORTANT ARRIVAL INFORMATION  
TAKE THIS WITH YOU TO THE AIRPORT

<b>IMPORTANT TELEPHONE NUMBERS YOU MAY NEED ON ARRIVAL DAY:</b>	
1. ELS/Melbourne Center Help Line.....	1-866-626-5530
2. Orlando Transportation (APU).....	1-407-383-9930
3. ELS/Melbourne Center (open Monday-Friday 8:00 a.m. – 5:00 p.m.) .....	1-321-727-9330
4. Student Residence Address – Shaw Hall.....	150 W. University Blvd. – Melbourne, FL 32901

Thank you for choosing ELS Language Centers / Melbourne! We look forward to welcoming you!  
For your safety and convenience, the following instructions will assist you prior to your housing destination:

**If you reserved APU:**



For APU, please proceed to the baggage claim area, where the driver will be waiting and holding a sign reading “ELS Language Centers” with the student’s name on it.

**What if my arrival time or flight changes?**

Please call **Orlando Transportation** at **1-407-383-9930**. Give them your new airline, flight number and arrival time into Melbourne. Orlando Transportation’s number is answered 24 hours a day.



**What if my luggage is lost?**

If your luggage is lost, please go to your airline’s counter at the airport. If you are staying in a homestay, we suggest that you telephone your homestay to inform them that you will be arriving later than expected. Luggage is usually found and returned to students within 24 hours.

Your luggage can be delivered to the ELS Language Center between 8:00 AM and 5:00 p.m., Monday through Friday. **The center’s address is:**  
**Florida Institute of Technology - 150 W. University Blvd - Melbourne, FL 32901**

**Arrival to Homestay:**

If your flight plans change, we recommend that you contact your host family to tell them when to expect you. If you have a problem and your homestay host cannot help you, please call the ELS Melbourne Center Help Line at the above number.



**Arrival to Residence:**

Students with confirmed housing at **Shaw Hall** should report to the Security Office at the student residence address above. Here, you will receive your room key and instructions with checking in. If you encounter issues, call the ELS Melbourne Help Line above.

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**IN CASE OF EMERGENCY, please contact the ELS Melbourne center help line: +1.866.626.5530**  
This is a free call from any telephone and will reach an ELS Language Centers staff person on duty.