TRAVEL ARRANGEMENT INSTRUCTIONS/CHECKLIST

To make it as easy as possible for you to attend Prefrosh Weekend or Prefrosh Friday; we’ve made special arrangements with Protravel and Prime Time Shuttle. Hold on to this list – it’s loaded with useful numbers and information.

Airline Reservations
If you use our travel agency to make your Prefrosh Weekend travel arrangements, please follow these instructions:

• Contact Gina Robles at Protravel via e-mail at gina.robles@protravelinc.com.
• Identify yourself as a Prefrosh Weekend of PF² participant.
• For Prefrosh Weekend, make flight arrangements to arrive prior to 1:00 p.m. PST at either Los Angeles (LAX) or Burbank (BUR) airports on Thursday, April 15 and to depart from Caltech prior to 12:00 p.m. PST on Saturday, April 17.
• For PF², make flight arrangements to arrive prior to 9:00 a.m. PST at either Los Angeles (LAX) or Burbank (BUR) airports on Friday, April 23 and to depart from Caltech after 5:00 p.m. PST on Friday, April 23 (on-campus overnight stays are NOT available during PF²).

No Internet service?
Out-of-state residents call (800) 481-7774 (9:00 a.m. – 5:00 p.m. PST);
local residents call (626) 737-0208

Ground Transportation Reservations
When you receive your flight itinerary, follow the steps below to make transportation arrangements to/from Caltech and your destination airport with Prime Time Shuttle. Please remember to have your flight information with you.

Shuttle reservations can be made online at www.primetimeshuttle.com/SoCal.htm

• Click the “Online Reservations” button to book your shuttles to and from campus.
• Enter “PFW” in the “Frequent Rider, Group or Corporate ID” box.
• Click the “One Way” or “Round Trip” button under the “Arrivals” header.
• Enter arrival/departure information, number of passengers and total bags, then click “Continue.”
• Select type of service (Shared Van is recommended), then click “Continue.”
• Select your “Pickup Time” from the provided selection, then click “Continue.”
• Enter contact and credit card information. Select “Continue” to book your shuttle.
• Print out your shuttle confirmation numbers – don’t forget to bring these with you!

No Internet service?
Out-of-state residents call at (800) RED-VANS; local residents call (310) 536-7922 (have your flight information with you)
  • Give the representative Caltech’s profile number: **272792**. Identify yourself as a Prefrosh Weekend or PF+ participant.
  • Make round trip reservations (from the airport to Caltech, and from Caltech to the airport).
  • Obtain your confirmation numbers – don’t forget to bring these with you!

Airport Arrival
(Be sure to have your shuttle confirmation numbers!)
When you receive your flight itinerary, follow the steps below to make transportation arrangements to/from Caltech and your destination airport with Prime Time Shuttle. Please remember to have your flight information with you.

From Los Angeles (LAX)
When you arrive, walk to the “Baggage Claim” area. After collecting your luggage, exit baggage claim and walk to the second island. Look for the sign that reads: “Shuttle and Hotel Pick-Up Area,” where you will find the Prime Time agent in a red hat and shirt – the agent will call your van. Give your confirmation number to the agent and the driver. Your destination is Caltech (Steele House, 355 South Holliston Avenue, Pasadena, CA 91125).

From Burbank (BUR)
When you arrive, walk to the “Baggage Claim” area. After collecting your luggage, exit baggage claim and walk to the second island. Look for the sign that reads: “Shuttle and Hotel Pick-Up Area,” where you will find the Prime Time agent in a red hat and shirt – the agent will call your van. Give your confirmation number to the agent and the driver. Your destination is Caltech (Steele House, 355 South Holliston Avenue, Pasadena, CA 91125).

Arriving at Caltech
The driver will ask for your destination: it is the Holliston parking structure, located across the street from Steele House (355 South Holliston Avenue, Pasadena, CA 91125). Arrive at the Holliston parking structure and walk across the street to Steele House, the undergraduate admissions office.

Leaving Caltech
Meet your shuttle at the Holliston parking structure at least 10 minutes prior to your pick-up time. Don’t forget to bring your confirmation number and flight information! Give your confirmation number, flight information and airport to the driver.

Cancellation Information
If for any reason you need to cancel your reservations, you must give Prime Time Shuttle 6 hours advanced notice. Out-of-state residents call at (800) RED-VANS; local residents call (310) 536-7922.

**Questions? Don’t hesitate to call the admissions office at (626) 395-6341**

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