Dear XXX,

We are happy you can join us next week!

Your interview will be held on **Monday, August 25, 2014 from 1-4pm**.

**Travel Reimbursement**

Please let me know if you would like to be reimbursed for bus fare, train fare, or mileage if you are driving. We are happy to do this. Please provide the following information; you may either respond with the information in this email or give it to me on a piece of paper when you arrive for the interview.

Last Name:

First Name and Middle Initial:

Social Security Number:

Address:

Email:

Phone:

We will need original receipts for bus or train fare. If you buy round-trip fare, you can give us the receipt at the interview. Otherwise, you will have to mail it to us. If you are driving, then please give me the originating address and round trip mileage. You can calculate this with the destination of our address: 2407 Marie Mount Hall, College Park, Maryland 20742. I will verify the round trip mileage with Google Maps or Mapquest.

**Parking & Location**

If you will be driving, you may park for free in a designated area with the following parking code:

Parking Code: **180-74475**

Maps/directions can be found on our website: <http://federalsemester.umd.edu/about.html> Click on the “Office” button on the left hand column and scroll down. This [linked map](https://mapsengine.google.com/map/embed?mid=zSOWUyrouZbI.ki8t49w016mQ) marks some key points including our location (yellow house), major Parking Garages (yellow “P”) where your code will work, and public transportation areas. If you are not familiar with the campus, I highly encourage you to budget enough time in your travel.

Parking code instructions: You will have to use the code at a [digital pay station](http://www.dots.umd.edu/paystation.html).

1. Look for green visitor parking signs. The nearest parking space would be along the Regents Drive street beside the Chapel, there are about 10 parking spots (the green colored pay station), but can’t guarantee spot availability. The marked parking garages (Regents Garage or Mowatt Garage) may be the easiest). Park in any space in any pay-station controlled area; green signs will indicate such areas on campus.

2. Look for your space number. This number will either be marked on the ground or on a metal plate on the wall in front of you. Make a note of the number; you will need to enter it at the station.

3. Locate closest pay station

4. Press [OK] button to start

5. Enter your space number

6. Choose to use validation code

7. Enter the amount of time (codes are good for 5+ hours)

8. Enter parking code #

9. Take Receipt

We are located on the second floor of Marie Mount Hall in Suite 2407 and are very much looking forward to meeting you! Feel free to give me a call at (301) 314 1130 if you have any issues the day of your interview.