

## Section 1 Name and contact details

Family name  Given names

Gender  Male  Female RMIT campus:  City  Bundoora  Brunswick  Point Cook

Contact details

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Area code            | Telephone            | Email                |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

RMIT Representative

|                      |
|----------------------|
| Name                 |
| <input type="text"/> |

RMIT University would like to welcome you to Melbourne by meeting you at Melbourne International Airport and transferring you to your temporary accommodation or to your prearranged destination. This service is available to newly arriving international students only. Any additional fee (if applicable) will be communicated to you.

### How to complete this form

1. Complete all sections.
2. Sign declaration (section 7).
3. Send form to RMIT International.

### How to submit this form

Postal address:  
RMIT International  
GPO Box 2476  
Melbourne VIC 3001  
Australia  
Tel. +61 3 9925 5156  
Fax: +61 3 9663 6925  
Email: ISarrival@rmit.edu.au  
www.rmit.edu.au/international

## Section 2 Services required

Indicate which services you require.

If you request airport pick-up, an RMIT representative from Allied Chauffeured Cars will meet you at Melbourne Airport.

If you cannot see them, go to the meeting point in international arrivals.

Allied Chauffeured Cars contact details:

Tel: 1800 350 850  
24-hour number (free call)

Please organise arrival pick-up from Melbourne Airport  Yes  No

I have arranged my own accommodation (Section 5)  Yes  No

I require temporary accommodation (Section 4) (Note: not available to students under 18 years of age)  Yes  No

I require Homestay accommodation (placement fee applies) (Section 6)  Yes  No

I will be accompanied by another person who also requires these services  Yes  No

Please tick:  Parent(s) / Relative(s)  Friend(s)  New RMIT Student(s)

Name 1:  Name 2:

## Section 3 Arrival information

Date of Arrival in Melbourne  Day  Month  Year  Flight No.  Arrival Time  (24-hour clock e.g. 19:30)

Note: you must notify RMIT International immediately if your flight details change.

RMIT University  
CRICOS Provider Code 00122A  
RMIT English Worldwide  
CRICOS Provider Code 01912G

## Section 4 Temporary accommodation request (Not available for students under 18 years of age)

Please refer to list of available temporary accommodation providers available at: [www.rmit.edu.au/programs/international/temporaryaccommodation](http://www.rmit.edu.au/programs/international/temporaryaccommodation)

This accommodation is for short-term stay only.

Accommodation preferences 1.  2.

Type of room:  Single  Twin/double  Triple  Dormitory

Private bathroom:  Yes  No Approximate length to book for stay:   
*Students usually require at least one week*

Credit card details:  Visa  Mastercard Name on credit card:

Card number:  \*CCV:  Expiry date:

Signature:  \*Credit Card Verification (CCV) is the last 3 digits of the number printed on the signature strip of most credit cards.

Some temporary accommodations may require credit card details to secure a booking.

## Section 5 Pre-arranged address

Complete if you have arranged your own accommodation and are requesting airport pick-up.

Address

|                        |             |
|------------------------|-------------|
| Number and street name | City/suburb |
| Postcode               | Telephone   |

## Section 6 Homestay

A placement fee applies. When selecting your homestay, RMIT will take into consideration all special requests; however, this may not always be possible.

Start date  Day  Month  Year  Length of stay

Special requirements

Medical conditions

Students accepting offers for English (only) programs with RMIT English Worldwide (REW) are requested to refer to [www.rmitenglishworldwide.com/accommodation.html](http://www.rmitenglishworldwide.com/accommodation.html)

## Section 7 Conditions of service and declaration

Please allow five working days to receive your official arrival service confirmation.

- RMIT will not take any responsibility if any of the conditions listed below are not met:
1. You must accept your offer, pay your tuition fees, have confirmed flight details, and your visa must be issued prior to requesting this service.
  2. This form must be received by RMIT International TEN working days before you arrive in Melbourne. Service will not be guaranteed if the form is submitted late.
  3. Incomplete forms will not be processed.
  4. Notify RMIT International if any details stated on this form change.
  5. If airport pick-up is confirmed and you do not use the service, you will be charged an administrative fee of A\$70.
  6. If temporary accommodation has been confirmed and you do not notify us of any cancellation, you will be charged a minimum of one night's accommodation fee.

I understand and agree that my credit card information will only be used to make the accommodation booking and will not be given to any other party, subject to privacy legislation. (For more detailed information on RMIT's privacy policy, please visit: [www.rmit.edu.au/privacy](http://www.rmit.edu.au/privacy))

Signature  Date