

Section 1 NAME AND CONTACT DETAILS

All students must complete this section.

Family name: Given names:

Date of birth: Male Female File number:

Contact details:

Representative:

RMIT campus: City Bundoora Brunswick Point Cook

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 only available for new students.)

HOW TO COMPLETE THIS FORM

1. Complete all sections.
2. Sign declaration (section 5).
3. Send form to RMIT University International Services. (Immediately notify RMIT University International Services if your arrival details change.)

RETURN FORM TO:

RMIT University
International Services
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/programs/international
RMIT University
CRICOS Provider Code: 00122A
RMIT English Worldwide (REW)
CRICOS Provider Code: 01912G

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 meet me at Melbourne Airport Yes No

I require Homestay accommodation (placement fee applies) Yes No

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

I have arranged my own accommodation Yes No

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

Please tick: Parent/s Relation Friend

Name 1: Name 2:

Section 3 ARRIVAL INFORMATION

Complete your confirmed departure and arrival details.

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

Departure: (Home country) Date Time

Arrival: (Melbourne) Date Time Flight No.

Please attach a copy of your flight itinerary/ticket.

Section 4 DESTINATION FROM AIRPORT

Please tick option A, B or C:

A. Temporary accommodation

This accommodation is for short-term stay only.

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

Students under 18 years of age may only apply for options B or C and their choice must be approved by RMIT International Services.

Accommodation preferences 1. 2.

Type of room: Single Twin/double Triple Dormitory

Private bathroom: Yes No

Approximate length of stay:

Students usually require at least one week

Please refer to list of available temporary accommodation available at: www.rmit.edu.au/programs/international/temporaryaccommodation

Credit card details: Visa Mastercard Card number: Expiry date:

Name on credit card: Signature:

B. Homestay

An AU\$220 placement fee applies. When selecting your homestay, RMIT will take into consideration all special requests; however, this may not always be possible.

Start date: Length of stay:

Special requirements:

Medical conditions:

C. Prearranged address

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

Address:

Section 5 CONDITIONS OF SERVICE AND DECLARATION

Please allow three 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 University International Services SEVEN 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 University International Services 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.
6. If temporary accommodation has been confirmed and you do not notify us of any cancellation, you will be charged 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)

Signature:

Date: