



God First

The Office of International Enrollment Services

Temporary Housing Request Form

Please complete this form IF you need International Enrollment Services (IES) to arrange temporary housing at a nearby motel upon your arrival in the United States. You do not need to fill out this form if you will arrange your own housing (you can email your enrollment counselor of your arrangement.) A completed request form should be returned to the Office of International Enrollment Services at least TWO WEEKS before your arrival date. Please choose one of the three methods to submit your request:

FAX to: International Enrollment Services
Fax #: (626) 815-3801

MAIL to: International Enrollment Services
Azusa Pacific University
901 East Alost Avenue
P.O. Box 7000
Azusa, California 1702U.S.A.

Email to International Enrollment Services
international@apu.edu
Indicate in the subject line: Temporary Housing Request Form

*Please note that we will not accept any Temporary Housing Requests by phone.

SECTION 1: Student Information *all fields must be completed.

Name: Last Name (Family) First & Middle Name APU Student ID:

Address in Home Country

Gender: Male Female Contact Information: Phone # Email

SECTION 2: Arrival Information

Arrival date arrival time in the US
Starting Date for temporary housing

Azusa Pacific University provides first-time newly admitted students with temporary housing for up to six nights and seven days. This service covers ONLY room charges. Students are responsible for all other expenses during their temporary stay.

List the names of people who will be traveling with you. (See policy below)

Name: Relationship:
Name: Relationship:
Name: Relationship:

The student's spouse and/or dependents are allowed to stay together with the student in temporary housing. However, prior arrangement must be made and confirmed by International Enrollment Services. Only the student's room fee will be free of charge.

SECTION: Important Information

- 1.1 The temporary housing provided by Azusa Pacific University is a privilege given to first time newly admitted students* and is not an entitlement. *They are first time APU international students arriving in the USA with our immigration document (I-20 or DS2019).
- 1.2 The student's spouse/dependents may be allowed to stay together with the student in the room only when prior arrangement and confirmation are made with International Enrollment Services.
- 1.3 APU covers only the room charges up to six nights and seven days for the room that the student occupies. Each student is responsible for any other expenses occurred during their stay.
- 1.4 If the student needs to extend their stay beyond six nights, he/she is responsible to make those arrangements and is responsible for the costs incurred.
- 1.5 If the need arises, APU may arrange for two or more students of the same gender to share one room based on its permitted capacity.
- 1.6 The student must follow and understand the **On-campus Housing Policies and Procedures and the Student Standard of Conduct** while staying in the temporary housing.
- 1.7 The University is NOT responsible for any loss or damage to a student's belongings and/or any damage done to the motel room during his/her stay.
- 1.8 In case you must cancel your temporary housing reservation, you must contact International Enrollment Services at least 48 hours in advance.
- 1.9 Cancellations made less than 48 hours before your scheduled arrival at the temporary housing will result in a cancellation fee of \$75 which will be charged against the student account.
- 1.10 The student will be charged a fee of \$100 if he/she does not arrive on the confirmed date without cancelling.
- 1.11 If the student withdraws from the university or transfers to another school during the first session/semester of enrollment, he/she will be required to reimburse the university for the cost of services provided at the time of his/her arrival.
- 1.12 Azusa Pacific University reserves the right to change any of its policies without prior notice as well as to refuse any services as deemed necessary.

SECTION 4: Student Agreement

I have completed the Temporary Housing Request Form with understanding and agreement to the policies listed under **Section 3: Important Information**

Student Signature

Date

Parent Signature (Required if student is under 18 years) Date



The Office of International Enrollment Services

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