



International Graduate Student Temporary Housing Request Form

Temporary housing is provided by Azusa Pacific University to first time, newly admitted international students arriving in the USA with our immigration document (I-20 or DS2019). This is for students that are coming from the airport (see our Airport Pickup Request Form) and whose on-campus housing is not available yet. Azusa Pacific University will cover up to 6 nights, 7 days for graduate students, if possible, but this is not guaranteed.

NOTE: You MUST read and sign the Policies in Section 3 before we will reserve a room for you. By signing this form, you are agreeing to the policies. Until you receive a confirmation number you do not have a reservation.

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

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

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 _____ Ending Date _____

Azusa Pacific University provides first-time newly admitted students with temporary housing for up to four nights and five 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. Any additional charges incurred will be the responsibility of the student to pay. See Section 1.3*



SECTION 3: Important Policies

- 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 If parents or relatives wish to stay in the motel, they may only do so during the student's stay. If they wish to stay longer, they will need to pay for the additional days. Only the student's room fee will be free of charge. Any additional fees will be charged to the family. Prior arrangements must be made and confirmed by the IES.
- 1.4 APU covers only the room charges up to six nights and seven days for the room that the student occupies. Students are responsible for any additional expenses.
- 1.5 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.
- 1.6 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.
- 1.7 The student must follow and understand the **Student Standard of Conduct** while staying in the temporary housing.
- 1.8 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.
- 1.9 In case you must cancel your temporary housing reservation, you must contact International Enrollment Services at least 48 hours in advance.
- 1.10 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.
- 1.11 **The student will be charged a fee of \$100** if he/she does not arrive on the confirmed date without cancelling.
- 1.12 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.
- 1.13 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.

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 91702 U.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**.*



The Office of International Enrollment Services
901 East Alost Avenue · P.O. Box 7000 · Azusa · CA 91702-7000 · USA
Tel: +1(626) 812-3055 · Fax: +1(626) 815-3801
Email: international@apu.edu · Website: www.apu.edu

SECTION 4: Student Agreement

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

Student Signature

Date

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

Date



The Office of International Enrollment Services
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