# Homestay Transfer Support Form

## Important information for schools

* Please complete and return the Homestay Transfer Support Form to is.arrivals@education.vic.gov.au **within 2 working days** of receiving the homestay transfer details.
* When transferring a student from one homestay to another, it is essential that the school representative provide some form of identification (e.g. school badge, school ID) to the student.
* The school representative should also verify the identity of the student using the student’s passport.

## Important information for Education Agents

* Please ensure that the student receives this form **no later than 10 business days prior to their homestay transfer date.**

## Student Details

|  |  |
| --- | --- |
| **Student name:** |  |
| **International student ID:** |  |

## Homestay Transfer Details

|  |  |
| --- | --- |
| **Host school:** |  |
| **Name of school representative transferring the student:** |  |
| **Mobile number of school representative transferring the student:** |  |
| *Please attach a photo of the school representative meeting and transferring the student.* |  |

## Address Details

|  |  |
| --- | --- |
| **From (current address):** | *Enter current address here* |
| **To (new homestay address):** | *Enter Victorian government school arranged homestay address here* |
| **Transfer date (dd/mm/yyyy):** |  |
| **Transfer time (am/pm):** |  |

## Emergency Contact Details In the case of an emergency, please contact the following persons:

|  |  |  |
| --- | --- | --- |
| 1. **International Student Coordinator:**
 | Name: | Mobile: |
| 1. **School Principal:**
 | Name: | Mobile: |
| 1. **Department Representative:**
 | Manager, Admissions and Agent Unit | +61 497 971 295 |