

REQUEST FOR HOSTEL ARRANGEMENT

Please complete the form & submit it to our Student Services Office

This Requested: by Student on behalf by Staff on behalf by Agent/Relative/Friend

SECTION A

Student's Name (as in NRIC / Student Pass):		Student ID No.:
Course/s:	Contact No.:	Email Address:

Detail of Contact Person, if by Agent/Relative/Friend

Contact Person's Name:		Relationship to Student:
Agency (if Agent):	Contact No.:	Email Address:

SECTION B

Date of Student's Arrival in Singapore:	Date of Required Hostel Check-in:	
Time of Arrival (if Airport Pickup Needed):	Flight No.:	Airport & Terminal:

SECTION C

Please Make Arrangement For:

- Airport Pickup
- Hostel Accommodation
- Transport for Medical Checkup
- Others (please state): _____

Any Other Concerns:

Request made through SMA Institute to assist in accommodation arrangement with its hostel providers do not guarantee an arrangement is confirmed. Such arrangement is subject to availability at the time of request and SMA Institute will not be held liable for it.

I know that any arrangement for accommodation that is reached between SMA Institute and its the hostel provider will only be valid for a period of up to 14 days, from the date of arrangement.

It is my responsibility to follow up with SMA Institute on the status of the request. Please process this(my) request.

Student's Signature: _____

Date: _____

FOR OFFICIAL USE ONLY

SECTION D

Request Received By: (Name & Signature)	Request Processed By: (Name & Signature)	<input type="checkbox"/> Reservation Confirmed <input type="checkbox"/> Reservation On-Queue <input type="checkbox"/> No Hostel Accommodation Available
Details of Reservation Details:		

Please return this Form to the Student Services for filing when process is completed