

# International Students Travelling Arrangements

## 1 Weeks' Notice

If you want to stay at a friend's house on the Gold Coast this form must be returned to the International Office by **Monday** of the week you wish to travel.

1. Fill out form correctly with **ALL** information on it
2. Get your homestay to sign it
3. Return to International office
4. We ring the family of where you are staying to confirm it is ok
5. You will get a text message confirming if travel is approved

## 2 Weeks' Notice

If you are staying away from the Gold Coast **NO MATTER WHO IT IS WITH** you must fill out a form and return it to the International Office **2 weeks prior** to travel. (Every time you want to travel)

1. Fill out form correctly with **ALL** information on it
2. Get your homestay to sign it
3. Return to International office
4. We scan the document and send to your agent
5. Your agent will send it to your natural parents to sign
6. Your parents will return this to your agent
7. Your agent then returns it to me
8. Sent to Mr Tobin for approval
9. Once approved you will receive a letter of approval

**DO NOT BOOK FLIGHT'S WITH OUT  
HAVING YOUR DATES OF TRAVEL  
APPROVED.**

**TRAVEL WILL NOT BE APPROVED IF  
YOU BOOK FLIGHTS ON A SCHOOL  
DAY**

If you do not have this letter prior to travel you cannot go.

## Travel with your parents or family

If your family are coming out at any time to travel around Australia, and you want to travel with them, you must follow this process;

1. A letter from your parents stating;
  - a. the date they will pick you up
  - b. The date you will leave your homestay
  - c. That they will take full responsibility of your welfare as of (date).
2. You will need a travel form filled out;
  - a) Fill out form correctly with **ALL** information on it
  - b) Get your homestay to sign it
  - c) Return to International office
  - d) We scan the document and send to your agent
  - e) Your agent will send it to your natural parents to sign
  - f) Your parents will return this to your agent
  - g) Your agent than returns it to me
3. Copies of both parents passports (to prove they are his parents);
  - a. Sent to Mr Tobin for approval
  - b. Once approved you will receive a letter off approval

**Please note if your form is not in on time and all the information is not on it  
you may be REFUSED travel.**