

## International Dormitory Check-in Procedure

September 2010

1. **Department:** The International College (IC)
2. **Purpose:** To assist international students to complete the dormitory check-in procedure.
3. **Ordinance basis:** Asia University Dormitory Regulations ◦
4. **Work outset :** On receiving the admission letter, the international students are eligible to apply for the dormitory.
5. **Procedure explanation :**
  - ▶ Complete the dormitory application form and send it back to the IC.
  - ▶ The IC reviews the application documents and forwards the list of the approved applicants to the Department of Student Affairs, Asia University.
  - ▶ Once the room assignment is completed, the IC will notify the applicants.
  - ▶ The Dormitory Service Section will be informed of the international students' arrival date. After completing the check-in procedure, the international students will be given the keys by the dorm guards. Resident assistant (RA) will then assist them with housing needs.

**6. Work Flow :**

