

## UNIVERSITY EXPRESS

### STUDENT APPLICATION FOR ASSISTANCE WITH HOUSING ARRANGEMENTS

TIEP offers University Express students limited assistance with local housing arrangements in Austin, Texas. This assistance covers either reserving a room at a hotel or dormitory prior to a student's arrival or arranging for meetings with apartment finder services or apartment managers to view available properties. In providing these services, TIEP assumes no responsibility for any misrepresentations or misstatements of fact, written or oral, by either the housing providers or students. TIEP has no continuing responsibility for housing arrangements beyond these two services.

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
(family name) (first name) (month) (day) (year)

#### A. HOW TO APPLY FOR ASSISTANCE WITH HOUSING ARRANGEMENTS

**MAIL** this completed application form to University Express, 1103 West 24<sup>th</sup> Street, Austin, TX 78705-4603  
OR

**FAX** this completed application form to (512) 322-0592

#### B. HOTEL RESERVATION

Do you need temporary housing in a hotel? Yes  No

If yes, indicate which dates. Arrival on \_\_\_\_\_ Departure on \_\_\_\_\_

#### C. HOUSING PREFERENCE: Dormitory or Apartment (choose one below)

1.  **DORMITORY** (Availability in a specific dormitory cannot be guaranteed.)

What day would you like to move in? Month \_\_\_\_\_ Day \_\_\_\_\_ Year 20 \_\_\_\_

Approximately when will you move out? Month \_\_\_\_\_ Day \_\_\_\_\_ Year 20 \_\_\_\_

Do you want a single room?  or a double room?

Do you smoke? Yes  No

Dormitory Preference (see list at [www.tiec.org/tiep/housinglist.html](http://www.tiec.org/tiep/housinglist.html)):

1st choice: \_\_\_\_\_

2nd choice: \_\_\_\_\_

3rd choice: \_\_\_\_\_

2.  **APARTMENT**

We can arrange for you to look at available apartments. You should plan to stay in temporary housing for the first one or two nights. Indicate the dates above in section B. Hotel Reservation.

**Important:** Bring \$1200 (U.S.) with you in traveler's checks for payment of the security deposit and first month's rent.

#### D. We must have a credit card (MasterCard or Visa) to make a reservation at a hotel or dormitory. Please complete the following section and sign.

MasterCard  Visa  Account number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Please print the name of the card holder as shown on the front of the card: \_\_\_\_\_

"I authorize use of the above listed credit card for my hotel reservation and/or dormitory deposit."

Authorized signature of bank card holder: \_\_\_\_\_

DATE: \_\_\_\_\_