

# **INSTRUCTIONS FOR ALLOCATING**

## **ACCOMMODATION TO NEW STUDENTS**

### **1. TEMPORARY HOUSING.**

- All new students arriving will be temporarily housed in standard dormitories.
- Any students arriving before the [Saturday 29<sup>th</sup> of July 2019](#) will be charge for the room at a minimal rate of Baht 200/day.

### **2. DORM ALLOCATION.**

- The allocation of dormitories to new students will be DONE ON [Thursday 1<sup>st</sup> August 2019](#), starting at 8:30 a.m. at the AIT Conference Center, Auditorium.

### **3. NO OVERNIGHT QUEUING.**

- Any queue or line formed before 8:30 a.m., [1<sup>st</sup> of August 2019](#) WILL NOT BE HONORED.

### **4. NO REPRESENTATIVES.**

- Queuing numbers and dorm keys will be provided in person to the AIT student named in the Offer Letter/Certificate of Admission.

**8:30 a.m. to 9:30 a.m., [1<sup>st</sup> August 2019](#)**

### **DRAWING OF QUEUE NUMBERS**

**1. PREPARE DOCUMENTS:** You must prepare photocopies of your AIT Offer Letter and Certificate of Admission. Photocopies will be handed over to the Accommodation Officer.

**2. TAKE ANY SEAT.** You may take any seat (service will not be based on seating arrangement).

**3. TAKE A NUMBER BY LOTTERY.** New students will be served in a queue based on a 'take-a-number' system drawn by lottery. (Queuing numbers will be taken randomly from a box). This will take place from 8:30 a.m. to 9:30 a.m.

**4. RECORD YOUR NUMBER.** After taking a number, hand over a photocopy of your Offer Letter/Certificate of Admission to the Accommodation Officer. Then write down your name across your number in the sheet provided.

**5. END .** Drawing of queue numbers will end at exactly 9:30 a.m. A short break will take place for 15 minutes.

## **09:45 a.m. to 10:45 a.m. DORM ALLOCATION**

1. There will be 3 QUEUING LINES THAT WILL SIMULTANEOUSLY BE SERVED.
  - A. Line 1 (Single Occupancy/AIR-CONDITIONED ROOMS): will allocate rooms under Categories 4 & 5 (Dorms L, Q, P3, T, U, V, W, X & Y)
  - B. Line 2 (Single Occupancy/NON-AIRCONDITIONED ROOMS): will allocate rooms under Categories 1 (Dorms A, B, C, D, F, G, H) & CAT 3 (M, N, R & S)
  - C. Line 3 (will provide Queue numbers arriving after 09:30 a.m.): Numbers will be given in sequence and NO LONGER BE BY LOTTERY.
2. While waiting for your number to be called, please read the information on accommodation type/categories/prices from the notice boards.
3. When your number is called, you will be asked what type of room you want (air conditioned, non-air conditioned, etc). You will then be led to the correct Queuing Line. Once in the Queuing Line, you may choose the room from the list of rooms available. As soon as you receive your dorm allocation, please:
  - count the keys you received
  - write the number of keys, your name, signature and the date when you received the key on the key card
  - read and sign the 'lease contract'
4. If you are allocated a room that you DO NOT LIKE, you may queue for another room in the waiting list on [19 August 2019](#). No room changes will be entertained during the arrival period (3 – 19 August 2018).
5. Students opting to LIVE OFF-CAMPUS need approval of the ADVISOR AND THE DIRECTOR OF STUDENT AFFAIRS.

## **INSTRUCTIONS FOR ALLOCATING STUDENT ACCOMMODATION**

From [2<sup>nd</sup> August 2019 onwards](#), the Accommodation Office will assign the accommodation on first come first served basis. Rooms will be allocated based on AVAILABILITY.