

**To: Global Engagement Office
The Hong Kong Polytechnic University**

**Subject: Declaration of Accommodation Arrangement
(for Application for Offshore WIE Sponsorship)**

Part I Student information (to be filled by the student)	
Full name of the Student: _____	PolyU Student ID: _____
Part II Details of the Host Family (to be filled by the Host Family)	
Last name of Host Family: _____	Full name of the contact person: _____
Address of Host Family: _____ _____	
Contact telephone: _____	
Email address: _____	
Part III Details of accommodation provided (to be filled by the Host Family)	
Arrival date: _____	Departure date: _____
Duration of stay (No. of days): _____	
Number of rooms: _____	
Room rate/rental fee (for Lodging only): (per day / night _____ / week / month*)	
Currency: _____	
Total amount charged: _____	
<i>*Please delete where appropriate</i>	

I confirm that I bear no relationship to the student and the above information is correct. I understand that the provided information will be used for review for the student's application of Offshore WIE Sponsorship and the Global Engagement Office of The Hong Kong Polytechnic University may contact me for verification of information.

Signature and Chop: _____

Name: _____

Date: _____