**New Student Checklist**

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|  | Confirm the student’s safe arrival on your AHN online profile. Click [here](http://www.homestaynetwork.org/confirming-your-guests-arrival/) for instructions. |
|  | Swap contact details (phone and email addresses). |
|  | Provide front door key, and show how to enter and lock up safely. Show how to use alarm if you have one, get the student to take a photo of outside the home and the nearest corner on their phone |
|  | Assist the student to set up a SIM card, public transport cards, and bank account. |
|  | Talk about any food allergies, likes/dislikes. |
|  | Sit down together and go through your House Rules to gain mutual understanding (our generic AHN House Rules Template can be found here: [www.homestaynetwork.org/houserulestemplate](http://www.homestaynetwork.org/houserulestemplate%29.)). |
|  | Familiarise the student with your home and local area, including dos and don’ts, safety concerns, etc. |
|  | Show them where the local shops are. |
|  | Show the student the bus/train route, including how to get to their education provider. Please travel with your student to the bus/train and run through this process with them. |
|  | School/University timetable – ask your student about their timetable/class times and take a copy for your reference (not all students will have this on arrival) |
|  | (Optional) Take a photo with your student – (this would look great on our social media pages – socialmedia@homestaynetwork.org and can assist if they become lost).  |
| **For under 18 students – please ensure you also refer to the** [Homestay Policy](https://au.homestaynetwork.org/policies/homestay-policy) **and** [Under 18 Code of Conduct](https://au.homestaynetwork.org/policies/s18pol0004).  |

Thanks for accepting a placement with AHN. In anticipation of your student’s arrival we have provided a quick checklist to ensure all key topics are covered during the students first few days with you.