



## HOMESTAY & CULTURAL EXCHANGE APPLICATION CHECKLIST

### STEP ONE

- Fill up Homestay Application Form (ORIGINAL or PHOTOCOPY) and send or Fax to us.
  - o Attending Interview (Titan Planet will call you for interview after receiving your application form. We will notified you the application approval or rejection in 7 working days after interview)
  - o Deposit of RM100 upon Reservation of your Application is required.
  - o Deposit of RM500 upon confirmation. (\*Term & Conditions apply)
- Submit Two (2) Passport size colour photos (must be taken within 6 months)
- Submit Two (2) 3R size colour personal/family photos (To be sent to host family) (Full body and half body either with friends or family member, no hat/cap or black spectacles)
- Fill up VISA Application Form (print on internet / please select the immigration of the country you are visit/homestay. If the selected country VISA is not listed on our web, it mean VISA is not required)
- Fill up Travel Insurance Form (print on internet)

### STEP TWO *(Apply only when your application was approved)*

- Company Letter / School Letter (ORIGINAL COPY with letter head)
- Guardian Letter (ORIGINAL COPY. Apply to applicant who is below 18 years old)
- International Passport with 7 months validity (together with old passport if available)
- Current Employment Letter (PHOTOCOPY)
- Current Form J (PHOTOCOPY)
- Current Salary Slip (PHOTOCOPY)
- Current Fixed Deposit Statement **OR** Saving Account **OR** Current Account Statement [minimum balance or total saving must be equivalent to RM10,000 and above] (PHOTOCOPY)

### Family Application Only

- Marriage Certification (only apply if husband and wife going together) (PHOTOCOPY)
- Birth Certification (only apply if children going with parent) (PHOTOCOPY)

### STEP THREE *(Apply only after closing date)*

#### PAYMENTS

- Balance of payment need to be paid upon closing date of application (Titan Planet will notify you about the payment date)

#### TERM & CONDITIONS OF PAYMENT

##### Deposit:

Full refund only apply when foreign homestay organization reject your application. If you due to some vital reason cancel the application before the closing date, RM100 of administration fee will be deducted from your deposit. After the closing date and you wish to cancel the application due to some vital reason. There will be 50% penalty for the deposit will forfeited and no refund on your reservation fee.

##### Balance of Payment:

Only full payment been paid. Air ticket and other documentation will be released to you. Due to some vital reason, you cancel the application after made full payment. The refund only based on air ticket from travel agent and foreign homestay organization term and regulations. The deposit of total RM500 and all administration fees from Titan Planet will be forfeited.