# International Student Contact Confirmation Form

Schools must maintain up-to-date contact information for students, parents, emergency contacts, and homestay hosts (if applicable), including name, address, email and mobile phone number.

In addition to ongoing updates, schools must ensure each international student completes and signs this template in the presence of the ISC every six months (ideally at the start of Term 1 and Term 3). Schools may use the previously completed form if there are no changes to the contact details. A new form should be completed if there are any changes.

Schools must update any changes in contact information in CASES21 within 3 working days of becoming aware of any change. Instructions on how to update contact information in CASES21 are [available here](https://study.vic.gov.au/Shared%20Documents/en/School_Toolkit/CASE21_Contact_information.docx).

Completed forms must be retained by schools and placed on the student’s file for record keeping purposes. These may be required for audit purposes.

## International student contact details

### Semester 1

|  |  |
| --- | --- |
| Student Details | |
| **Student Name**: | **Student ID**: |
| **Address**: | |
| **Email**: | **Mobile**: |
| Parent Details | |
| **Parent Name/s**: | |
| **Address** (if different from above): | |
| **Email**: | **Mobile**: |
| Homestay Details – if applicable | |
| **Homestay Host Name**: | |
| **Address** (as per student): | |
| **Email**: | **Mobile**: |
| Emergency Contact Details – if not the parent or legal guardian | |
| **Name**: | |
| **Email**: | **Mobile**: |
|  | |

**Signature of student**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Semester 2

No changes to contact details, or  Changes to contact details

|  |  |
| --- | --- |
| Student Details | |
| **Student Name**: | **Student ID**: |
| **Address**: | |
| **Email**: | **Mobile**: |
| Parent Details | |
| **Parent Name/s**: | |
| **Address** (if different from above): | |
| **Email**: | **Mobile**: |
| Homestay Details – if applicable | |
| **Homestay Host Name**: | |
| **Address** (as per student): | |
| **Email**: | **Mobile**: |
| Emergency Contact Details – if not the parent or legal guardian | |
| **Name**: | |
| **Email**: | **Mobile**: |
|  | |

**Signature of student**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_