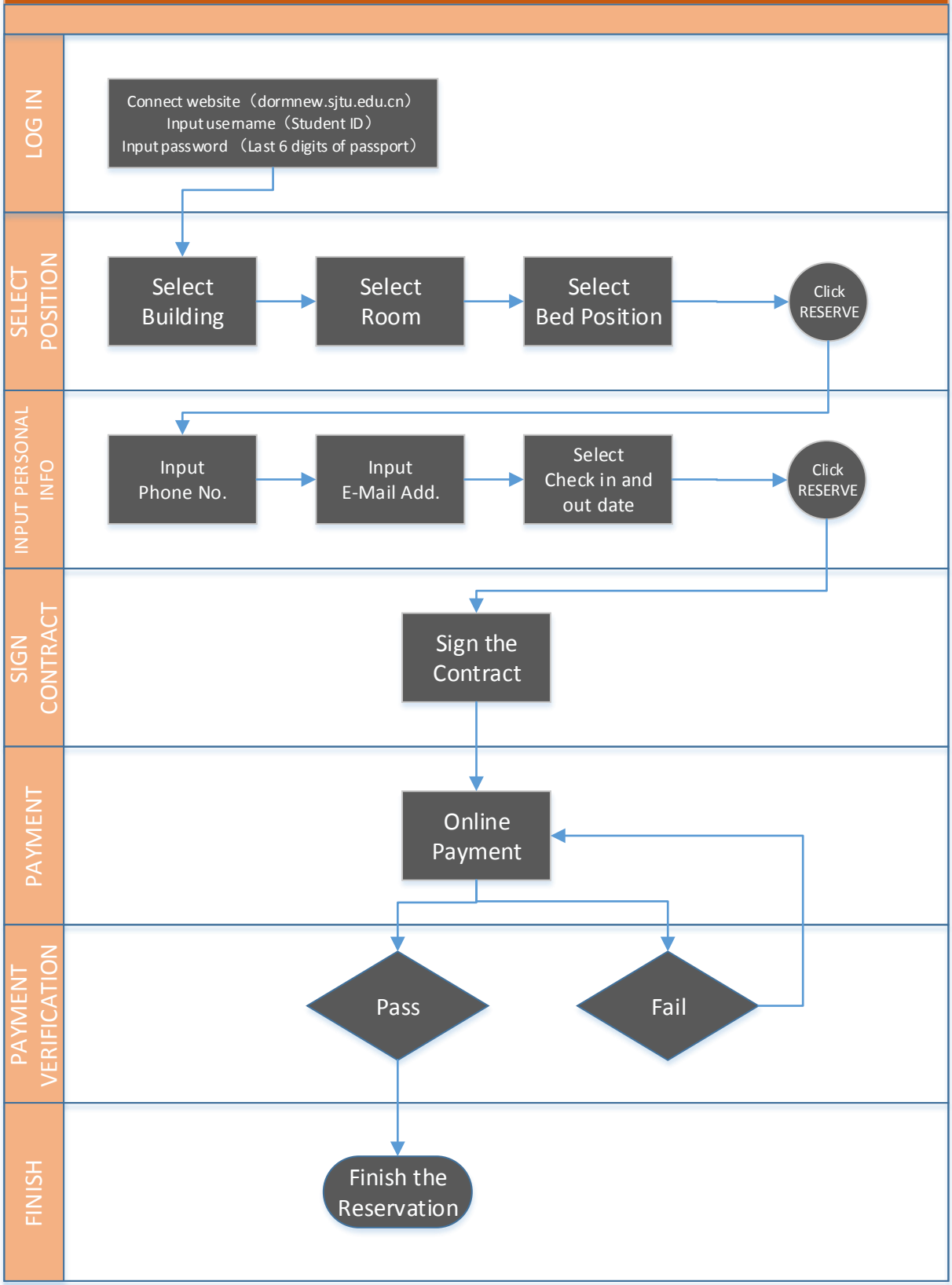ACCOMMODATION RESERVATION PROCEDURES FOR INTERNATIONAL STUDENT