

CIEE USA High School Program Rule #9

"Travel only with adult members of the host family, the Local Coordinator, official school trips, or group organized trips. Student must obtain written permission from the CIEE Portland Office if traveling by air, traveling internationally, and/or if travel results in school absences. Travel with or visits from the natural family members are not permitted before January of the ten-month program and not at all during the five-month program."

If a CIEE USA High School student wishes to travel domestically, internationally, or independently (of their Local Coordinator, host family, or school); they must work with their LC to fill out and submit this form to CIEE Portland Office Support Staff. Please give this process plenty of time (in most cases at least 28 days prior to departure).

This form must be sent via mail to:

CIEE
USA High School - Support Department
300 Fore Street
Portland, ME 04101

Or email to support@ciee.org or fax 207.553.5299.

**In order to expedite a Travel Request, please submit this form to the Support Coordinator designated for the student traveling. Please consult the Support Contact list for this information.*

Types of Travel

Domestic Travel with Host Family

If the student is traveling by air, traveling internationally, or if travel results in school absences, CIEE must be alerted with this form. CIEE will then contact the agency in the student's home country and they will notify the natural family of the travel plans. We also encourage all students to inform their natural family directly of travel plans.

Independent Travel

In the event a student, with the support of both Local Coordinator and host family, wishes to appeal for an exception to USA High School Program Rule #9, please have them complete, sign, and submit the necessary sections of the Student Travel Form and submit it to the CIEE Support Department within 28 days of requested travel. The Support Department will review the document and work with the RD to make a final decision. Students should not book flights before the Independent Travel Request has been approved by CIEE. After Independent Travel has been approved, students may purchase flight tickets and send a copy of the final trip itinerary to the Local Coordinator or Support Coordinator.

Students may travel independently with a chaperone who is over the age of 25. CIEE will conduct a background check on the chaperone(s) traveling with the student.

**Note: Independent travel is an exception to the program rules and may not be approved by CIEE and please allow proper processing time as noted above. Independent travel without the completed supporting documentation is a violation of program Rule #9.*

International Travel

Students need to send this form in to CIEE at least 28 days prior to their date of international travel. CIEE will submit travel information to the student's home country agent so they can notify the natural family of the travel plans. This is especially important when the travel extends outside the U.S., and we encourage all students to inform their natural family about travel plans directly.

A student's ORIGINAL DS-2019 Form needs a travel validation signature, obtained by mailing it to CIEE at the above address; CIEE will then issue a Letter of Good Standing for travel, and return the DS-2019 Form validated. If a student chooses to have these forms returned to them by a priority mail service they must include a prepaid envelope when sending their travel request to CIEE.

**Note: International cruise lines may require additional documentation from a student's natural parents. Cruise lines should be contacted directly on their specific travel policies. It is the exchange student's responsibility to obtain all necessary documents.*

Students traveling internationally will need to travel with their:

- Passport
- J-1 Visa
- Validated DS-2019 Form
- Letter of Good Standing from CIEE (received after submitted completed Student Travel Form)
- I-94 card
- Tourist Visa to the country traveling to (if applicable)

Visa Information for Students

If a student is traveling outside of the U.S., it is his/her responsibility to find out if he/she needs a tourist visa for that country.

The following information should be reviewed by students with your help wanting to travel internationally:

- A student's U.S. visa should have an "M" for multiple entries or a number ">2" marked on his/her J-1 visa. If they have only a single entry visa then they will not be allowed to re-enter the U.S. if they leave.
- Students should consult the nearest Embassy or Consulate of the country they are traveling to, as to whether they will need a tourist visa. It is their responsibility to obtain a visa in a country they intend to travel. Keep in mind that it can take up to one month to obtain a visa in some countries. Many country websites have this information:
 - Canada www.cic.gc.ca/English/visit/visas.asp
 - Mexico www.consulmexny.org/eng/visas_fmt.htm
 - Bahamas www.un.int/bahamas/tourist%20visa%20info.htm
 - Embassy Row www.visahq.com/embassy_row.php
- Students must also travel with the I-94 Card that was given to them upon entering the U.S. This is generally stapled in the passport by U.S. Immigration. This card is given to non-immigrant visitors to the U.S. indicating they entered the country legally and will be collected at the point of departure and a new I-94 Card will be reissued upon reentry to the United States.
- Students MUST submit their original DS-2019 Form to CIEE in order to get the Travel Validation Signature. They will be issued a Letter of Good standing to carry with their travel documents. Their passport should stay in their possession, so do not mail their passport to CIEE. Failure to have the DS-2019 travel validation signature may create problems at the U.S. border upon reentry.
 - Grants students need to submit their DS-2019 Form to the Department of State. Grants students should contact their Support Coordinator for specific instructions on international travel. Students will need to travel with a Letter of Good Standing provided by CIEE.
- CIEE is the student's legal sponsor and SEVIS requires that they keep CIEE apprised of their addresses and telephone number.

Check List

In order to travel, you and your student should have completed and submitted the following to your CIEE Support Coordinator:

- The Student Travel Form (located on next page)
- Have the school sign the School Release section of this form, if the student plans to miss more than three days of school
- If the student will be traveling outside of the U.S., the original DS-2019 form for Travel Validation Signature (to be mailed to CIEE Support and returned to student by CIEE)
- A copy of trip itinerary—please attach more information to this form if you have it

Section 1: General Student Travel Information

To be filled out by all students planning to travel (with the assistance of their Local Coordinator).

Name of student:

Student ID:

Purpose of trip:

Dates of travel:

During this time I will be staying and can be reached at:

Family name / hotel name:

Street address:

City:

State:

Zip code:

Telephone number:

Will you be traveling by air? Yes No (Please do not book your flight before your travel request is approved.)

Will you be missing school? Yes No If yes, how many days will be missed?

**If you are missing three or more days of school please fill out the preplanned school absence section below.*

Will you be traveling independently (e.g. without adult members of the host family, Local Coordinator, or school group)? Yes No

Approximately how much will you have to pay for this trip? \$_____

Please list the names of anyone who may be traveling with you or who you will stay with; include their relationship, and contact numbers:

Name	Relationship	Contact Number (include area code)

Signature of student:

Section 2: In the Case of Independent Travel

To be filled out by host family.

Name of host parent:

I have verified the above information, and Agree / Disagree with _____ proposal to travel independently.
Print name of host student

Please state in the space below your reasons for or against the participant to travel independently on this trip:

Signature of host parent:

To be filled out by Local Coordinator.

Name of Local Coordinator:

I have verified the above information, and Agree / Disagree with _____ proposal to travel independently.
Print name of host student

Please state in the space below your reasons for or against the participant to travel independently on this trip:

Signature of Local Coordinator:

Section 3: Teacher Request for Pre-Planned Absence

To be filled out by student's teachers at their host school if a student will be missing school.

Student name:

Reason for absence:

First date of absence:

Last date of absence:

Signature of guidance counselor:

Subject/Class Name	Current Letter Grade	Teacher Signature	Homework Assignments

Signature of student:

Date:

Signature of Local Coordinator:

Date:

Support Coordinator Name:

Date:

Approved: Declined: