



# HIGH SCHOOL USA

## TRAVEL REQUEST FORM

### STUDENT TRAVEL INFORMATION

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Dates of Trip: \_\_\_\_\_

Hotel/Family Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Will you be traveling by air? Yes No

Please do not book your flight before your travel request is approved.

Total Travel Costs: \_\_\_\_\_

Name of person(s) responsible for travel costs: \_\_\_\_\_

### CHAPERONE INFORMATION & SCHOOL AUTHORIZATION

Who will you be traveling with? Host Family LC School Independent\*

\*Independent means all travel without adult members of your host family, LC, or a school group.

If traveling independently, please complete this section for all adult chaperones who will accompany you:

Name	Age	Email & Phone #

Will you be missing school for this trip? Yes No

How many days of school will you be missing? \_\_\_\_\_

If missing three or more days, please list number of days and provide signature of a Guidance Counselor or school official.

School Official Signature: \_\_\_\_\_

### ACKNOWLEDGMENT & SIGNATURES (Please continue to the following page to read the J-1 Travel Rules and Regulations before signing this document.)

*I acknowledge that I have read and agree to CIEE's travel rules and regulations on the following page.*

Student Signature: \_\_\_\_\_

*I am in agreement with this travel request and acknowledge that I have read and agree to CIEE's travel rules and regulations.*

Host Family Signature \_\_\_\_\_

*I am in agreement with this travel request and acknowledge that I have read and agree to CIEE's travel rules and regulations.*

Local Coordinator Signature \_\_\_\_\_

*I am in agreement with this travel request and acknowledge that I have read and agree to CIEE's travel rules and regulations.*

*By signing this form, we grant permission for our child to travel as detailed in this form. We accept that if he/she is travelling internationally or independently, our child will be released from the CIEE High School USA Exchange Program during the above dates. We understand that CIEE will maintain no responsibility for our son/daughter until he/she returns to the United States and resumes participation in the program.*

Natural Parent Signature: \_\_\_\_\_



### CIEE USA HIGH SCHOOL PROGRAM RULE

Travel only with adult members of the Host Family, the Local Coordinator, official school, or group organized trips. Students must obtain written permission from CIEE’s national office if traveling by air, travelling internationally and/or if travel results in school absences. Travel with or visits from natural family members are not permitted before January of the ten month program and not at all during a five-month program. Any visit from the natural family must be approved by CIEE before the family members travel to the U.S. Visits from friends from your home country are not permitted at any time during the program. Travel to your home country is not permitted during the program, unless approved by CIEE.

### TYPES OF TRAVEL

Domestic Travel with Host Family and LC	If the student is traveling by air, traveling internationally, or if travel results in school absences, CIEE must be alerted with Travel Request Form.
Independent Travel	CIEE has the right to deny independent travel requests. If approved, students may travel independently with a chaperone who is over the age of 25. CIEE must conduct a background check on the chaperone(s) traveling with the student.  Travel with natural family is considered independent. If you plan to travel with any member of your natural family, CIEE must be notified with this form.
International Travel	The student’s ORIGINAL DS-2019 must be mailed to CIEE at the below address. 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. Students traveling internationally will need to travel with their passport, J-1 Visa, validated DS-2019 form, Letter of Good Standing from CIEE, and Tourist Visa to the country traveling to (if applicable). If a student is traveling outside of the U.S., it is their responsibility to find out if they need a tourist visa for that country.  Students should not mail their passports to CIEE. Grants students should contact their Support Team for specific instructions on international travel. CIEE is the student’s legal sponsor and SEVIS requires that they keep CIEE apprised of their addresses and telephone number.  <i>*Note: International cruise lines may require additional steps. Please contact cruise lines directly to inquire about their travel policies. It is the Student’s responsibility to obtain all necessary documents.</i>

### HOW TO SUBMIT YOUR TRAVEL REQUEST

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, host family and natural parents to fill out and submit the Travel Request Form to the CIEE Support Team. Please submit the Travel Request Form at least 28 days prior to departure so that Support has sufficient time to approve the trip. It is a student’s responsibility to gather the signatures from the LC, host family, and natural parent before submitting the form to Support. CIEE will then contact the student’s international representative to confirm approval. The Travel Request form should be emailed to support@ciee.org or faxed 207:553:5299. You can also send a paper copy to CIEE at the following address:

CIEE  
Support Team  
300 Fore Street  
Portland, ME 04101

*\* Please note that CIEE is not responsible for any costs incurred by travel. Responsibility for travel costs must be organized between students and their host family, LC, or other chaperone(s).*