



## Travel Form Instructions:

Students traveling with a school group, host family, coordinator or traveling solo on official program travel do not need to have travel approval. Simply notify your local coordinator that you plan to be gone from your home, where you are going and how long you will be gone. Anytime that you plan to miss school for travel purposes, use School Excused Absence Approval Form to obtain the written permission of your school administration to miss school.

### **A. Domestic Travel - Solo:**

If you plan to travel by yourself to visit relatives, friends you must obtain the permission of the national office prior to arranging your travel. This permission requires background checks to be obtained for the people you are visiting and for the HUB office to obtain the written permission of a member of your natural family. **Submit your completed Form One at least 30 days prior to your proposed travel.**

**Step One:** Fill in Student Travel Request Form without your parent's signature and send this information to the World Link National Office or through your local coordinator:

World Link, Inc.  
Attn: Lana Stutzman  
905 M Avenue  
Kalona, IA 52247  
or electronically to: [лана@worldlinkinc.org](mailto:лана@worldlinkinc.org)

### **B. International Travel - Solo or With Host Family**

Students wishing to travel outside the USA, with or without their host family, must have the written approval of a representative of their natural family and the program sponsor at the U.S. Department of State. The signature of your natural family member must be obtained through the Program HUB Office in your country prior to the approval of the State Department representative. This approval must be granted prior to approval being provided by World Link. **International Travel requests must be made at least 60 days prior to departure.** Please confirm that your entry visa in your passport allows multiple entries. Students are not allowed to travel to locations under a State Department Travel Alert.

### **Step Two: World Link Submits for Approval by the US Department of State**

World Link will submit the completed Travel request Form to the U.S. Department of State and provide you with an electronic copy of the form. Print these out and attach your original DS-2019 form that can be found in your passport (normal size white sheet of paper). Make a copy of this form before sending the original. **Attach a signed School Absence Form.** Send this information by traceable overnight mail (ex: Fed-X, UPS Overnight) to:

U.S. Department of State - ECA/PE/C/PY/F  
Attn: Sheila Grant  
Office of Citizen Exchanges - Youth Programs  
2200 C Street, NW, SAS, 3H15  
Washington, DC 220522-0503