

Travel Form Instructions:

Students traveling with a school group, host family, coordinator or 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 a student will miss school for travel purposes, use School Excused Absence Approval Form to obtain the written permission of the school administration to miss school.

Note: It is not allowed for World Link students to visit exchange students being hosted by other programs outside of their cluster area. Students are not allowed to visit other students, or travel with them and their host families. Traveling solo as part of a tour group is also not allowed as companies fail to cooperate with World Link safety procedures.

Travel Request Deadlines:

Solo Travel – Travel forms must be submitted **at least 30 days prior** to proposed travel.

Any international Travel – Travel forms must be submitted **at least 60 days prior** to proposed travel.

A. Domestic Travel - Solo:

If a student plans to travel by themselves to visit relatives, they must obtain the permission of the national office prior to arranging the travel. This permission requires background checks to be obtained for the people they are visiting and for **the HUB office to obtain the written permission of a member of their natural family.**

Follow these steps to submit a travel request:

1. Fill in all blanks on the top half of the Student Travel Request Form. **Do not get your natural parent's signature.**
 - a. If missing school – complete the school excused absence approval form. Send to your coordinator.
2. Email the filled in Travel Request form to your coordinator. Ask them to send you a Background Check Form.
3. Send the Background Check form to the adults you will be visiting during your travels. Have them complete the form and return it to you. Email the filled in Background Check form to your local coordinator.
4. Your coordinator will sign your travel request form and send all documents to the National Office. You will be notified once approved and then you may book your travel.
 - a. If flying- it must be a direct flight and you must have an adult to meet you at the airport. Send all your confirmed travel arrangements to your local coordinator who will send them to the National Office. See other travel requirements in your student handbook.

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 the student's natural family member must be obtained through the Program HUB Office in their country prior to the approval of the State Department representative. This approval must be granted prior to approval being provided by World Link. **Students are responsible for checking visa requirements for the destination country** due to their citizenship and pay for any extra fees incurred by these requirements. Students must also ensure their visa allows multiple U.S. entries. Students are not allowed to travel to locations under a State Department Travel Alert. ****If travelling by car to Mexico**, please be sure to include the exact route the student will take.

For an International Travel Request- Follow the above steps plus:

1. Make a copy of the student's "Certificate of Eligibility for Exchange Visitor Status (J-Non Immigrants) DS-2019" which can be found in your passport.
2. Send the original DS-2019 to American Councils via trackable mail (such as Fed EX).
 - a. Attention: Michelle Olson at American Councils for International Education
1828 L Street N.W., Suite 1200; Washington, D.C. 20036
3. Provide the tracking number to your coordinator who will send it to the National Office.
4. Obtain supplemental Insurance for the duration of the international travel.

