

TRAVEL INFORMATION FOR ROTARY YOUTH EXCHANGE OUTBOUND STUDENTS 2011 – 2012

The travel arrangements for your Youth Exchange Year will be made by Linda Hindal at:

**Travel One Inc.
Riverview Office Tower
34th Ave. South, Suite 1500
Minneapolis, MN 55425**

Phone: 952-854-2551 or 952-278-1300 or 1-800-730-8087

Fax: 952-854-5038

E-mail: lhindal@traveloneinc.com

PASSPORT:

All students need a valid passport that will be valid for at least six months after their return in 2012. IF YOU ARE NOT A CITIZEN OF THE UNITED STATES, OR YOUR PASSPORT OF ISSUE IS FROM ANOTHER COUNTRY, PLEASE CONTACT LINDA HINDAL AT TRAVEL ONE IMMEDIATELY. If you do not have a passport, please start the process to obtain one immediately. Please try to have your passport by April 1. When you get your passport, please photo copy the inside cover and send it to Travel One at the attention of Linda Hindal.

You can apply for a passport at a Government Center or a Court House. Items needed to obtain a passport:

Form DS – 11 (you can fill out this form before you go to the agency, but do NOT sign the application until instructed to do so by the acceptance agent.

You must provide your Social Security Number

You must provide evidence of U.S. Citizenship (previously issued, undamaged U.S. Passport, certified birth certificate issued by the city, county or state, Consular report of birth abroad, Naturalization certificate, certificate of Citizenship)

(A certified birth certificate has a registrar's raised, embossed, impressed or multicolored seal, registrar's signature, and the date the certificate was filed with the registrar's office, which must be within 1 year of your birth**)**

You must provide a Government Issued form of Identification.

Application fee: 16 and older \$110.00 and \$25.00 execution fee, under 16 the fee is \$80.00, and the execution fee of \$25.00

Provide 2 identical passport pictures in color, 2 x 2 inches in size, taken within the past 6 months, showing current appearance. The photo must be full face, front view with a plain white or off-white background.

Have your passport picture taken in “normal” street attire. Uniforms should not be worn in photographs except religious attire that is worn daily. Do not wear a hat or headgear that obscures the hair or hairline. If you normally wear prescription glasses, a hearing device, wig or similar articles, they should be worn for your picture. Dark glasses or non prescription glasses with tinted lenses are not acceptable unless you need them for medical reasons (a medical certificate may be required) Vending machine photos are not acceptable.

After you get your passport, sign it with ink the way the name appears on the passport. Send a copy to Linda Hindal at Travel One.

VISAS:

Most countries require visas or residence cards for a stay of over 30 days. Travel One will provide details for each student. You will be getting a guarantee form from your Country Exchange Officer. You can not apply for a visa until you have the guarantee form. A visa is stamped into your passport. When you have all the information, the passport and all forms and funds are sent to the consulate of the country you will be going to. It is best to send registered mail or Federal Express. Detailed instructions will be given to you with the Visa Application. (REMEMBER TO MAKE COPIES OF EVERYTHING BEFORE YOU SEND DOCUMENTS OFF) The validity of the Visa will start from the day the Visa is issued. Different countries issue Visa’s for different amounts of time. Your visa may have to be renewed while you are in your host country.

BAGGAGE:

Baggage allowance does vary from airline to airline and can differ from International to Domestic flights. The best thing to do is to confirm with the airline you are booked on when confirming your flights. As a general rule of thumb, you can take 2 checked pieces and one carry on. The length/weight/height of the checked bags can be 62 inches and can weigh 50 lbs. The carry on must be able to be stored under your seat or in the overhead bin on the aircraft. The length/weight/height of the carry on usually can be 45 inches. PLEASE CHECK WITH THE INDIVIDUAL AIRLINE YOU ARE ON AFTER YOUR RESERVATIONS HAVE BEEN MADE. The cost of checking bags seems to change on a daily basis. Be prepared to pay an additional fee

to check your bags. This fee varies, but you should be prepared to pay \$50.00 per bag.

Rotary International has rules governing travel for students in their program. It is my job to follow Rotary rules and airline rules. When possible we have students traveling together. Students will have a ticket good for one year. Most tickets will have a date in the return that can be changed once for no fee to you. When you leave you will have the ticket you need for your return. Almost all tickets are electronic. Some of you may still have some paper tickets. If you have a paper ticket, make sure it is in a safe place. If it is lost or stolen it is a very involved and expensive process to have the ticket reissued. It is a good idea for the student or exchange officer to send or fax me a copy of the guarantee form. That form will tell us what airport and in some cases, what date your travel needs to be for. Tickets are good for one year. In some cases that year starts from date of issue...in other cases that year starts from date of travel. The date on the return will probably not be the date you are returning. Make your return reservation with Linda at Travel One in January or February of the year you will be returning. The date needs to be changed before the return date on your ticket or all value will be lost. Make your reservations by phone or by email. lhindal@traveloneinc.com Some of the tickets will be contract fares and need to be booked by the original agency.

*******TRAVEL TIPS AND HELPFUL INFORMATION TO KNOW BEFORE YOU GO*****

DO...Leave all checked bags unlocked in case a TSA search of the bag is required

DO...Use zip ties or cables instead of locking checked bags

DO...Some airports provide free tamper seals for your bags...at a cost

DO...Place personal items in clear plastic bags for easy identification

DO...Pack all sharp objects such as scissors and pocket knives in checked baggage only

DO...Have all medications in their original containers and in your carry on

DO NOT...Stack books in a pile in checked baggage – spread them out

DO NOT...Wrap packages.

DO NOT...Pack items such as jewelry, tickets, medications, passports in checked bags

BEFORE THE AIRPORT

Do not pack or bring prohibited items to the airport. You can visit www.tsa.gov for a complete list. Leave gifts unwrapped. They may be opened for inspection. Avoid wearing clothing, jewelry, and accessories that contain metal. Metal Items may set off the alarm on the metal detector. If you still use film for a camera, have it in your carry on. Carry on baggage is usually limited to one carry on bag plus one personal item. Personal items include laptops, purses, backpacks (small), briefcases, or camera cases. Place identification tags IN and ON all your baggage.

AT THE AIRPORT

Do not bring drinks in your carry on to the airport. You would have to purchase water, etc..., after you go through security. In some airports it has to be bought after security and not opened until after you get on the plane. Any lotion, lipstick, toothpaste, etc. you wish to bring on the airplane in your carry on has to be in a quart size zip-lock bag and each container cannot be over 3 oz. REMEMBERF TO BRING YOUR PASSPORT.

ONCE YOU GET IN LINE FOR SECURITY AT THE AIRPORT

Put metal objects in airport containers to go through security. This includes jewelry, loose change, keys, mobile phones, pagers, and personal data assistants. Coats and jackets need to be removed and put in a container. Usually you will remove your shoes to go through security. Have your boarding pass and your passport ready to show the TSA official at the beginning of the line. NO non ticketed people can go through the check points.

REMINDERS

Everyone must have a passport. The passport needs to be valid for 6 months after your return from your Rotary Year. Make sure your passport is signed in ink and the way the name appears on the passport.

Most countries require visas or resident cards. You will be getting a “Guarantee Form” from your Country Exchange Officer. You cannot apply for a visa until you have the guarantee form. The Visa is stamped into your passport. Please send a copy of the Guarantee Form and the inside cover of your passport to Linda Hindal at Travel One. A Guarantee Form is from the host Rotary Club in your hosting country. It will “guarantee” you have a place to stay, a school to go to, etc.

WHEN SENDING YOUR INFORMATION TO A CONSULATE, PLEASE MAKE COPIES OF EVERYTHING BEFORE YOU SEND IT OFF. Send so that the mailing can be tracked. I recommend a

service such as Federal Express. Make sure you send a prepaid envelope for the return of your passport/visa.

Two web sites with wonderful information to make your travel experience less stressful:

www.travel.state.gov www.tsa.gov

******TO REVIEW, QUESTIONS YOU MIGHT HAVE******

IF I HAVE TRAVEL QUESTIONS, HOW DO I REACH LINDA HINDAL AT TRAVEL ONE?

Travel One, Inc. Riverview Office Tower, Suite 1500, 8009 34th Ave. South, Minneapolis MN 55425, phone 952-278-1300 or 952-854-2551 or 1-800-730-8087 or lhindal@traveloneinc.com

DO I NEED A PASSPORT?

YES, all students will need a passport. This passport needs to be valid for 6 months after you return from your Rotary year. You can find forms and information at www.travel.state.gov

WHAT DO I DO IF THE PASSPORT, BUT I AM A CITIZEN OF A COUNTRY OTHER THAN THE UNITED STATES?

Advise Linda Hindal at Travel One so she can get the appropriate Visa information.

AFTER I GET MY PASSPORT WHAT SHOULD I DO?

Sign it in ink the same way it is on your passport. Send a copy of the inside cover where the signature is to Linda Hindal at Travel One.

DO I NEED A VISA?

Most countries require visas or resident permits for a stay over 30 days. Details will be provided by Travel One. A visa is stamped in your Passport.

WHEN I RECEIVE MY GUARANTEE FORM, DO I SEND A COPY OF IT TO LINDA HINDAL AT TRAVEL ONE?

Yes, please send a copy to Travel One. It tells us which airport you should arrive at.

WHO WILL ISSUE MY AIRLINE TICKET AND WHAT INFORMATION IS NEEDED?

Linda at Travel One will issue your ticket. To do that, we need to know when you will be going and what city your final destination will be. Some of this information will be on the Guarantee Form. Talk to your Country Exchange Officer about the departure date. Sometimes the Country Officer sets the date and sometimes it is set by the country and or host family where you will be going.

HOW MUCH BAGGAGE AM I ALLOWED ON MY FLIGHTS?

Baggage allowance does vary from airline to airline and can differ from International to Domestic flights. The best thing to do is to confirm with the airline you are booked on when confirming your flights. As a general rule of thumb, you can take 2 checked bags and one carry on. The checked bags cannot weigh over 50 lbs. There may be an extra charge if they are over weight, or they may not allow them to travel. Be prepared to pay \$50.00 per bag for your luggage.

WHAT SIZE SHOULD MY LUGGAGE BE?

Each individual airline may have their own rules, but the general rule is as follows: The length/weight/height of the checked bags can be 62 inches. Weight 50 lbs. Remember if soft side bags bulge, that is the measurement taken. One carry on is allowed and has to go under the seat or in the overhead. Some International flights may not allow under the seat storage.

WILL I HAVE A ROUND TRIP TICKET?

Yes. In following the Rotary International rules, flights must be booked in advance with a return ticket valid for up to one year. Some tickets will have an "open" return and some will have an actual return date that can be changed once for no fee. The reservation needs to be changed before the return date on the ticket or all value of the ticket is lost.

WHAT DO I NEED TO CONSIDER WHEN LUGGAGE SHOPPING?

Consider not only the weight and size of the bag, but also what you will put inside. You must assume that at some point you will be carrying your own bags. Wheels are wonderful. If you are buying new luggage, you might want to think about getting something that will be easy to spot when claiming your bags at your destination.

WHAT SHOULD I PACK IN MY CARRY ON?

Pack your most valuable items in your carry on bags: jewelry, clearly drug store labeled medications, tickets, passport, and phone numbers and names of the host family or Rotary contact. It is a good idea to pack a change of clothing in your carry on bag in case your suitcase does not arrive with you. Also pack a book, or something to keep you busy on the flight. BE SURE NOT TO HAVE ANY SHARP OBJECTS IN YOUR CARRY ON?

WHAT DO I NEED TO DO ON DEPARTURE DAY?

Plan to leave home early. Allow for traffic or car problems. You must check in at least three hours prior to flight time. You will need your passport and ticket confirmation. Have your baggage checked through to your final destination airport whenever possible so that you will not have to pick it up when changing planes. Some of you will need to pick up your luggage at the arrival point into your host country, go through customs, and then recheck for your final destination in that country. There will be a place in or by customs to recheck your bags.

DO I NEED TO GO THROUGH AIRPORT SECURITY?

Yes. You will be asked to submit your hand baggage to x-ray screening before reaching your departure gate. You will be asked questions when checking in and some people will be asked additional questions when going through the security check point and when getting on the plane. Only ticketed passengers are allowed beyond the security check point. Please leave your family and friends and go through the security check point early. Do not risk missing your flight. Leaving will not get any easier.

WHAT HAPPENS WHEN I ARRIVE AT MY DESTINATION AIRPORT?

On your arrival flight into your host country, you may be asked to fill out an immigration and/or customs form. Keep this with your passport as you arrive. Upon arrival, you will go through both immigration and customs procedures. An immigration officer will check your passport and/or visa and any other required entry documents. You may be asked a few simple questions about your length of stay or reason for coming. You will then go to the baggage claim area, pick up your bags, and proceed to the customs inspection area. You may be asked a few questions about the contents of your bags. You might be asked to open your bags. If your travel ends here, go through the customs area exit doors where a representative of your hosting Rotary district or club and/or host family will be waiting. If connecting to another flight,

inquire about “onward baggage” service, which is usually a desk where you recheck your bags before finding your next flight. This is a time when you might need to speak up, to ask questions, to look around and read signs.

WHAT DO I DO IF MY FLIGHT IS DELAYED?

Weather, air traffic, or mechanical problems can affect scheduling. Major delays are less common than you might think, but do happen. Should a delay occur, go to an employee of the airline on which you will depart, explain your situation politely and ask for help. As a general rule, you will be accommodated on the airlines next flight. Sometimes they will put you on another airline. When you know the new arrangements, call your host family and advise them of your new arrangements. If, after arriving in your host country, your continuing flight is delayed or canceled, call your host family to advise them of the new flight and time. In the unlikely event that a major delay does occur and you must stay overnight at an airport while traveling to your destination, you must have sufficient funds to pay the cost of meals and hotel yourself. In most instances, the airlines are not required to pay these costs, although they will often help you make arrangements.

WHAT SHOULD I DO IF MY LUGGAGE IS LOST?

If you arrive at your destination, and your luggage does not, you need to fill out a lost luggage application with the airline before you leave the airport. Without the lost luggage form filled out, your luggage cannot be returned to you. If anything is missing from your bags, you also must file a claim with the airline. The address on the bag should be the address where you will be going in your host country.

SHOULD I WEAR MY ROTARY BLAZER WHEN TRAVELING?

Yes. You should wear your Rotary Blazer when checking in at airports, going through customs, meeting your host families or Rotary contact person when arriving. We suggest that you do not put pins on the blazer before you leave as they might cause a security issue.

WILL I BE ABLE TO USE MY ELECTRICAL APPLIANCES?

Most electrical appliances will need converters or adapter plugs. Sometimes your host brothers or sisters will have hair dryers, curlers, etc. that you can use.

WHAT DO I DO IF MY PASSPORT IS LOST OR STOLEN?

Notify the nearest U.S. Consulate (for U.S. citizens) of the loss and ask for instructions. (Please make a copy of the inside cover of your

passport when you get it and have it with you.) It will be easier to get a replacement passport if you have all the information on it.

WHEN DO I MAKE MY RETURN RESERVATIONS?

You should make your return reservations as soon as possible to make sure you get the date you want. Because most of you will be coming home during peak travel season, making the reservation at least 4 months in advance would be advised. IF CHANGING THE RETURN DATE ON YOUR TICKET, HAVE THE DATE CHANGED BEFORE THE DATE STATED ON YOUR TICKET.

IF TAKING GIFTS WITH ME, CAN I WRAP THEM IN ADVANCE?

NO. Because of security at all airports, do not wrap gifts. Take wrapping paper and tape with you so you can wrap them later. In most cases, wrapped gifts will be unwrapped.