



TRAVEL PACKET INSTRUCTIONS

As a student in the Diocese of Davenport International Program there are certain rules and regulations to follow when a student wants to travel domestic or internationally.

It is the responsibility of the student, with the help of the school advisor, to complete and submit the proper forms 2 weeks prior to travel. This has to be approved by the Diocese of Davenport PDSO prior to the student/family booking flights or making travel arrangements. If school will be missed the principal has to approve this.

To ensure the safety of our students we require the following documents to be completed and it is our responsibility to know where the student is while on the I-20 with our program.

Rules:

1. Travel proposal form has to be filled out completely and approved prior to travel arrangements being made.
2. The travel proposal form will be submitted to the principal if schools is going to be missed.
3. The travel proposal form will also be submitted to the PDSO at the Diocesan School Office for approval.
2. A student cannot travel alone within the United States without the proper permissions and approval. The "Natural Parent Travel Release", "Overnight Trip without Host Parents" and "Travel Proposal Form" would need to be completed and sent to our office 2 weeks prior to the travel proposed.
3. If a student is going on an overnight trip without the host parents or natural parents, we require the accompanied adult to be a minimum of 25 years old, contact information is provided, and the host parent/program coordinator has spoken to this person to verify the information. This person's information needs to be clearly specified on the travel proposal form.
4. If a student is going on a school/parish trip outside of the state or internationally, we need the travel proposal form with the itinerary of travel.
5. The student should not stay in a hotel/motel room alone without the proper vetted chaperone.
6. All host families the student lives with for the duration of the school year(s) are required to complete the Safe Environment Program and complete a background check. This applies to other adults the student may travel or room with on a trip.
7. If any school time is missed, assignments need to be completed per the school regulations. Principal has to grant permission. If it is denied, the student cannot travel or participate in that trip.

Failure to complete the proper forms or travel without the proper permissions will result in termination of your I-20/F1 status.



TRAVEL PROPOSAL FORM

It is the responsibility of the student to submit these forms 2 weeks prior to departure.

Incomplete forms will be considered invalid and will not be processed.

Unauthorized travel will result in disciplinary action or possible program termination.

Flights or travel should not be booked until you have the proper authorization.

Student Name:		Host Family Name:	
Student's Home Country	Host Family City		Host Family State
Student telephone or email address		Local School Representative	
Trip Start Date	Trip End Date	Form of Travel	
Destination of Trip	If flying, how will you get to the airport?	Airline/Flight Number	
Purpose of Trip	If traveling by car, who will be driving?	Age of driver	

If traveling outside of the USA: The PDSO at the Diocese of Davenport signature has to be obtained on the 2nd page of the I-20 form. The date of signature cannot be any older than 1 year.

Do you need the PDSO signature: Yes No

Will you be traveling with your host family? Check one Yes No

Name of the adult(s) you are staying with		Age of the adult(s)	Relationship to student
Destination Address			Phone number
City	State	Zip	Email Address

Will you be missing school? Yes No **How many days?** _____

If you will miss school, complete the information below:

Signature of school principal	Date
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Has this form been sent to the PDSO? Yes No

PDSO Received Request Date:	PDSO Approved Date:
PDSO Signature:	PDSO Did Not Approve and Why?

I authorize my child to travel to the above destination while he/she is a participant in the Diocesan International Student Program.

- The Diocese of Davenport PDSO cannot guarantee the student will be able to reenter the USA, after travel outside the USA.
- In the event the student is detained or deported upon an attempt to re-enter the USA, the Diocese of Davenport International Student Program are not responsible for any additional costs or hardships incurred.
- As the parent, you are liable for any expenses the Diocese of Davenport International Student Program may incur to assist my child if necessary.

Host Parent Signature: _____ Date: _____

Natural Parents Signature: _____ Date: _____

By typing our name(s) in the signature lines above, we attest that all information has been given to the best of our knowledge and we agree to all terms and conditions of the Diocese of Davenport International Student Program.



OVERNIGHT TRIP WITHOUT HOST PARENTS

This form must be submitted for all overnight student travel with a third party.

It is the responsibility of the student to submit these forms 2 weeks prior to departure for approval.

Edited or incomplete forms will be considered invalid.

Student Information

Name of Student	Home Country	
Destination	Date of Departure	Date of Return

Independent Party Receiving Agreement

Please initial that you agree with the following statements:

_____ I confirm that I am 25 years old.

_____ I confirm that I have completed the Safe Environment Requirements which includes a background check.

_____ I confirm that I have the host family contact number.

_____ I confirm that I have the agency local coordinator's number (if this applies).

_____ I confirm that I have read the student Travel Proposal and will uphold all aspects of the proposal.

_____ I am aware that the student is traveling in the United States with a F-1 visa. There are restrictions in place on student's holding a F-1 visa, and before I take any action that may jeopardize the student's Visa Status I will consult with the U.S. Homeland Security.

_____ I will contact the PDSO, agency local coordinator or host parent(s) should the student become ill or injured.

_____ I will immediately contact the PDSO, agency local coordinator and/or host parent(s) if there are any changes in the student's travel plans.

I promise to ensure the safety and well-being of the above named student while she/he travel or stays with me. I will follow all state and federal laws, as well as the rules that govern the Diocese of Davenport program while the student remains in my care.

If the Diocese of Davenport requires me to conduct a background check prior to student travel or staying in my care, I will comply with this request and pay the \$15 fee for processing.

Printed Name	Age	Telephone	
Address	City	State	Zip
Signature	Date		

By typing my name in the signature lines above, we attest that all information has been given to the best of our knowledge and we agree to all terms and conditions of the Diocese of Davenport.

Important Travel Information

- The U.S. government raised the security alert level and implemented extra restrictions to assure the security of air travel. Certain changes in airport procedures and restrictions on items allowed on board aircraft are detailed on the [Travel Alert: Elevated Security](#) page.
- Any changes to your flight reservations may incur additional charges.
- Airlines require government issued photo identification upon check-in, such as a driver's license or passport.
- [Passport, visa and health requirements](#) may apply for this itinerary. Each passenger must ensure he or she has all required travel documents as stated in Rule 19 of the [Contract of Carriage](#). Information on this site is provided as a courtesy and should be verified by the passenger before travel. Other resources include the consulate of the destination country and the [U.S. Department of State](#).
- Please read important information governing [airline baggage liability limitations](#).
- You will be contacted with any changes or additional information such as schedule changes, itinerary changes, etc.
- Special services are on a request basis and cannot be guaranteed.

International travel document requirements

Each customer traveling across any international boundary is solely responsible for obtaining all necessary travel documents, including any required visas, and for complying with the laws of each country flown from (the departure country), through (any transit country) and into (the destination country) as stated in Rule 19 of the Contract of Carriage. Please also note that security regulations may require us to provide government agencies access to certain personal data disclosed to us, and we may do so as outlined in Rule 30 of the Contract of Carriage.

Departure requirements

Certain countries, including the United States, have travel document requirements for departure. Please note these requirements may be different from travel document requirements for entry into the destination country and for transit through a country.

U.S. law requires all customers, regardless of citizenship, age or destination, to hold a secure document to depart the United States by air (one-way or roundtrip itinerary). A secure document is a passport, U.S. permanent resident card, or Stateless travel document, Re-Entry Permit, NEXUS card, U.S. Merchant Mariner Card, military ID or emergency travel document issued by an embassy or consulate. U.S. passport cards are not valid for air travel outside the United States. For more details, review the [Document Requirements for Air Travel](#) information published by the U.S. Department of Homeland Security, Bureau of Customs and Border Protection.

Customers are reminded that the [passport, visa and health requirements page](#) does not include any travel document requirements for departure, which may be different.

All non-U.S. citizens planning to travel to the U.S. should visit travel.state.gov for additional information.

Entry requirements

All destination countries, including the United States, have travel document requirements for entry. In addition to any travel document requirements for departure, customers must satisfy travel document requirements for entry into the destination country and, depending on the itinerary, for transit through a country. Note that some countries require passports to be valid for at least six months.

[Passport, visa and health requirements](#) for entry into destination countries and for transit through a country are provided by the International Air Transport Association (IATA) on united.com as a courtesy and must be verified before travel.

For entry into the United States, additional information may be found on the [U.S. Customs and Border Protection website](#).

Customers seeking entry into the United States under the **Visa Waiver Program (VWP)** can review additional information on the [U.S. Department of State website](#).

In addition, all VWP travelers are required to obtain an authorization via [ESTA \(Electronic System for Travel Authorization\)](#) before traveling to the U.S. Travelers who do not obtain ESTA authorization prior to travel may be denied aircraft boarding. Travelers applying for ESTA will be subject to an ESTA application fee. Apply and learn more on the [Department of Homeland Security \(DHS\) Customs and Border Protection \(CBP\) website](#).

The Office of Biometric Identity Management (OBIM) collects, stores and analyzes biometric data for the DHS. OBIM procedures currently apply to all international visitors entering the United States, including VWP participants. Find additional information on the [DHS website](#). (Note: Prior to March 2013, the CBP collected biometric data through the United States Visitor and Immigration Status Indicator Technology (US-VISIT) program.)

I-94 forms

The I-94 form, applies to all non-U.S. citizens arriving in the U.S., except for the following travelers:

- U.S. citizens
- Returning resident aliens
- Canadian citizens
- Non-U.S. citizens entering the United States under the VWP

CBP has automated the Form I-94 Arrival/Departure Record to streamline the U.S. arrival process for international visitors.

The CBP will scan a traveler's passport, which generates an electronic arrival record with data previously required on the paper I-94 form. Travelers will not need to do anything differently upon exiting the U.S. The departure will be recorded electronically with information provided by the carrier or CBP.

Learn more at www.cbp.gov/I94.

Important note on flights via the U.S.

U.S. regulations always require travelers to comply with customs and immigration procedures at their first point of entry into the U.S. Travelers will need to have all required documents with them upon arrival — even if the U.S. is not their final destination. If travelers have more than one U.S. stopover, they will not need to clear customs again.

Advance Passenger Information System (APIS)

U.S. law requires airlines operating international flights to or from the United States to provide travel document data for all customers via APIS. The United States also requires reporting the visiting address of all customers who are non-U.S. citizens and non-U.S. residents traveling to the United States.

Condition of passports

Passports must be in good condition. United may not accept passengers for international travel and may deny boarding if a passport is damaged beyond normal wear and tear and/or there is evidence of intentional or material alterations or mutilations. Examples of conditions of passports that may result in denied boarding include passports with significant tears, holes or stains, as well as any changes, obliterations or alterations, or any other damage that affects the integrity of the passport and/or the identification of the holder, such as the name, date of birth, citizenship and document number. For example, a passport with faded data, missing or severely torn, cut or chewed pages or cover, missing picture, picture which can be removed from under the laminate or one which requires tape or staples to hold it together, or which has been substantially damaged by liquids, chemicals or fire, may result in denied boarding. To ensure your travel plans are not interrupted, please make sure your passport is in good condition before you leave. For more information about U.S. passports, please visit the [U.S. Department of State website](#).

United States

For travel within the United States

Travelers 18 years of age and older are required to show a valid, current U.S. federal or state-issued photo ID that contains the following: name, date of birth, gender, expiration date and a tamper-resistant feature. These IDs include:

- U.S. passport
- U.S. passport card
- DHS "Trusted Traveler" cards (Global Entry®, NEXUS, SENTRI, FAST)
- U.S. Military ID
- Permanent Resident Card
- Border Crossing Card
- DHS-designated enhanced driver's license
- Driver's licenses or other state photo identity cards issued by a Department of Motor Vehicles (or equivalent) that meets [REAL ID benchmarks](#)
- Native American Tribal Photo ID
- Airline or airport-issued ID (if issued under a TSA-approved security plan)
- Registered Traveler Card (that contains name, date of birth, gender, expiration date, and a tamper-resistant feature)
- Foreign government-issued passport
- Canadian provincial driver's license or Indian and Northern Affairs Canada (INAC) card
- Transportation Worker Identification Credential (TWIC)

Travelers who do not present an acceptable ID may be subject to additional screening. For more detailed information on the types of identification that will be accepted at airport checkpoints in the U.S., visit the [TSA website](#).

Beginning May 2017, TSA is conducting a pilot using Credential Authentication Technology (CAT) at the security checkpoint in some U.S. airports. CAT verifies the authenticity of a passenger's photo ID and validates information from the ID against TSA's Secure Flight vetting system. TSA will permanently delete the data from the CAT systems within 24 hours of the flight departure time. You can refer to the [DHS Privacy Impact Assessment](#), or for additional information about this pilot, please [contact TSA](#).

Nationals of China traveling to the U.S.

Nationals of China holding a 10-year B1/B2, B1 or B2 (visitor) visa are required to complete an EVUS enrollment in order to enter the U.S. For more information and to enroll, visit <https://www.evus.gov/evus/#/>