Overnight Travel Application

SUBMIT PAGES 1 & 2 TO THE HOMESTAY COORDINATOR AT LEAST 7 DAYS IN ADVANCE OF DEPARTURE *Online, fillable form is available on ISE website https://studyvancouverisland.ca/resources-and-forms/

☐ Overnight Trip – Outside Nanaimo – Without Homestay Parents
☐ Overnight Trip – Outside Canada – With Homestay Parents (submit application 30 days in advance of travel)
☐ Overnight Trip – Outside Canada – Without Homestay Parents (submit application 30 days in advance of travel)

*** Please see following pages for a checklist and details of requirements**

1. COMPLETE THE FOLLOWING INFORMATION

STUDENT NAME _____ DATE OF APPLICATION _____

STUDENT CELL # _____DESTINATION _____

NAME OF RESPONSIBLE ADULT YOU ARE STAYING WITH_____

(**RESPONSIBLE ADULT MUST BE 25 YEARS OF AGE OR OLDER**)

RESPONSIBLE ADULT'S CELL # _____ How do you know this adult? _____

Leaving Nanaimo on _____ Returning on _____

PURPOSE for this trip. Be specific. _____

_____

TRANSPORTATION

☐ Bus ☐ Car (Owner) _____☐ Ferry _____

☐ Airplane (flight number) Departure _____ Return_____

ACCOMMODATION

☐ Private Residence

NAME OF OWNER_____

PHONE # _____

ADDRESS _____

☐ Hotel (Students staying in a hotel must be accompanied by a responsible adult)

NAME OF HOTEL _____

***In the event of an urgent matter, call the Urgent Matters Phone 250-714-2252.**

2. OBTAIN PERMISSION FROM YOUR NATURAL PARENT(S)

Information for Natural Parent: Please ensure that you are fully informed of your child's intended whereabouts.

☐ I support this request

☐ I do not support this request because _____

Natural Parent Signature _____Date _____

3. SUBMIT TO HOMESTAY COORDINATOR

☐ Request approved

☐ Request not approved because _____

☐ Homestay parent notified by _____ on _____

Coordinator Signature_____ Date _____

Day Trip – Outside of Nanaimo Ladysmith

With the Homestay Parents	• No permission required
Without the Homestay Parents	• Permission from the Homestay Parents required

Overnight Trip – Outside of Nanaimo Ladysmith

With the Homestay Parents	☐ Inform the Homestay Coordinator
Without the Homestay Parents	☐ Discuss travel plan with your host family ☐ Inform the Homestay Coordinator ☐ Complete the Travel Request Form to be signed by natural parents ☐ Submit forms to the Homestay Coordinator at least **7** days prior to departure

Overnight Trip – Outside of Canada

With the Homestay Parents	☐ Inform the Homestay Coordinator ☐ Complete the Travel Request Form and submit ☐ Obtain a Letter of Enrollment from the ISE Office devon.slater@sd68.bc.ca ☐ Obtain a Parental Consent Letter: travel.gc.ca/letter ☐ Apply for a Travel Visa - if required ☐ Check vaccine and COVID testing requirements for destination and return to Canada ☐Bring Passport, study permit or visa if applicable ☐ Bring proof of vaccine status ☐ Submit forms and letters to the Homestay Coordinator at least **30** days prior to departure
Without the Homestay Parents	☐ Discuss travel plan with your host family ☐ Inform the Homestay Coordinator ☐ Complete the Travel Request Form and submit ☐ Obtain a Letter of Enrollment from the ISE Office ie-secretaries@sd68.bc.ca ☐ Obtain a Parental Consent Letter: travel.gc.ca/letter ☐ Apply for a Travel Visa - if required (unless travelling to home country) ☐ Check vaccine and COVID testing requirements for destination and return to Canada ☐ Bring Passport, study permit or visa if applicable ☐ Bring proof of vaccine status ☐ Bring Passport ☐ Submit forms and letters to the Homestay Coordinator at least **30** days prior to departure

Documentation

Travel Request Form – This form provides the itinerary for the travel request. It ensures that parents are informed of their child's travel plans and documents their permission for the travel. The form is also signed by the Homestay Coordinator. The form releases the Nanaimo Ladysmith School District of responsibility for the student while the student is on the trip. The form is available from the Homestay Coordinator.

Letter of Enrollment – This letter confirms that a student is studying in Nanaimo Ladysmith and may be requested at border crossings. The letter is available from the International Student Education Office.

Parental Consent Letter for Children Abroad – This letter provides consent from the natural parents for your International Student to travel with the Homestay Family. The letter may be requested by immigration authorities at border crossings. Search travel.gc.ca/letter for more information.

Visa – Visa requirements to enter countries differ depending on your citizenship. Be sure to check Visa requirements for your student prior to finalizing your plans.

Passport – Be sure to travel with it.

Vaccine status – Be sure to travel with proof of COVD-19 vaccine.