



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 there is a need for medical care please contact the student’s Custodian, Rob Hutchins at 250 210-1471.**

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 _____

Overnight Travel Application

Day Trip – Outside of Nanaimo Ladysmith

With the Homestay Parents	<ul style="list-style-type: none"> • No permission required
Without the Homestay Parents	<ul style="list-style-type: none"> • Permission from the Homestay Parents required

Overnight Trip – Outside of Nanaimo Ladysmith

With the Homestay Parents	<input type="checkbox"/> Inform the Homestay Coordinator
Without the Homestay Parents	<input type="checkbox"/> Discuss travel plan with your host family <input type="checkbox"/> Inform the Homestay Coordinator <input type="checkbox"/> Complete the Travel Request Form to be signed by natural parents <input type="checkbox"/> Submit forms to the Homestay Coordinator at least 7 days prior to departure

Overnight Trip – Outside of Canada

With the Homestay Parents	<input type="checkbox"/> Inform the Homestay Coordinator <input type="checkbox"/> Complete the Travel Request Form and submit <input type="checkbox"/> Obtain a Letter of Enrollment from the ISE Office devon.slater@sd68.bc.ca <input type="checkbox"/> Obtain a Parental Consent Letter: travel.gc.ca/letter <input type="checkbox"/> Apply for a Travel Visa - if required <input type="checkbox"/> Check vaccine and COVID testing requirements for destination and return to Canada <input type="checkbox"/> Bring Passport, study permit or visa if applicable <input type="checkbox"/> Bring proof of vaccine status <input type="checkbox"/> Submit forms and letters to the Homestay Coordinator at least 30 days prior to departure
Without the Homestay Parents	<input type="checkbox"/> Discuss travel plan with your host family <input type="checkbox"/> Inform the Homestay Coordinator <input type="checkbox"/> Complete the Travel Request Form and submit <input type="checkbox"/> Obtain a Letter of Enrollment from the ISE Office ie-secretaries@sd68.bc.ca <input type="checkbox"/> Obtain a Parental Consent Letter: travel.gc.ca/letter <input type="checkbox"/> Apply for a Travel Visa - if required (unless travelling to home country) <input type="checkbox"/> Check vaccine and COVID testing requirements for destination and return to Canada <input type="checkbox"/> Bring Passport, study permit or visa if applicable <input type="checkbox"/> Bring proof of vaccine status <input type="checkbox"/> Bring Passport <input type="checkbox"/> 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 COVID-19 vaccine.