



STUDENT TRAVEL PACKET

ACADEMIC YEAR PROGRAM

FLYING TO THE U.S.

The policy for Nacel Open Door student arrival is:

- Students arrive into the airport closest to the Host Family
- Students arrive BEFORE 23:00
- **IMPORTANT:** Keep your passport, tickets, Form DS-2019 and itinerary with your carry-on luggage!
- For U.S. domestic flights, most airlines require each bag to weigh less than 50lbs (23 kilos).
- For U.S. domestic flights, you are allowed two carry-on bags: one to fit under your seat, and one to fit in the compartment above your seat.

PREPARING FOR YOUR ARRIVAL: DELAYS AND CANCELLATIONS

Communicate flight information to the office in your home country. Be sure to take with you the phone numbers of your Host Family, Local Representative, and Nacel Open Door National Office.

It is common for flights to be delayed or cancelled. If you miss a flight due to a delay or cancellation:

1. Ask an airline employee for rescheduled flight information.
2. Call Nacel Open Door at **800-622-3553**.
 - Daytime call: Press "2" to speak to the Travel Coordinator
 - Nighttime call: Press "9" to speak to the on-call staff person

We will inform your Host Family and your Natural Parents of delays or cancellations.

3. If the delay lasts overnight, call Nacel Open Door and provide the following information:
 - Your rescheduled flight information
 - Where you will stay overnight
 - Ask if you can stay in the Young Traveler's Office. This is a safe place for younger travelers to remain overnight.

If you must stay in a hotel, please give the hotel's phone number to the on-call staff person.

PROBLEMS AT THE AIRPORT

HELP! I arrived as scheduled, but I cannot find my Host Family at the airport:

1. Wait another 30 minutes in the baggage claim area. Sometimes, Host Families may be delayed due to traffic or weather.
2. Call your Host Family.
3. Ask an airline representative for help to page the Host Family.
4. If you still cannot locate your Host Family, call the Nacel Open Door National Office at 800-622-3553. The person on call will assist you in locating your Host Family.

HELP! My luggage did not arrive:

1. Go to the baggage claim counter to file a lost baggage form. The airline representative may wish to see your baggage ticket, which was given to you when you checked your baggage. The baggage claim counter is usually near the baggage pickup area.
2. Lost luggage usually arrives on the next flight.

STUDENT TRAVEL ON PROGRAM

The Academic Year Program is a cultural exchange program, *not* a travel program. Even so, we understand that many students have opportunities to travel while staying in the U.S.

To ensure student safety and success while on program, Nacel Open Door requires overnight student travel to be approved by the NOD National Office. **Approval from the NOD Travel Coordinator is required for ALL overnight travel outside of your host community OR travel within your host community without your Host Family for more than one (1) night UNLESS the following condition applies:**

- Students traveling with their Host Family within the U.S. for up to two (2) nights do not need approval from the National Office prior to travel. Travel for three (3) nights or longer with the Host Family requires approval from the National Office.

Your host community is defined as within 30 miles of your host home. If your Host Family feels there is a special circumstance and would like to extend the 30-mile radius, please contact the Travel Coordinator at the National Office.

IMPORTANT:

- Student travel should NOT conflict with your school schedule. Attendance on school days is NECESSARY to ensure your academic success while on program.
 - Students should submit all required forms for travel and receive permission from the Nacel Open Door National Office **BEFORE** they purchase tickets or make deposits.
 - Forms should be submitted at least TWO WEEKS (14 days) before international travel or ONE WEEK (7 days) prior to domestic travel.
1. Students are allowed to travel in the U.S. and internationally while on program with approval from the NOD National Office.
 2. All student travel requires supervision of an adult 25 years or older.
 3. Students **MAY** travel alone by plane IF they are met by an approved adult.
 4. Students are **NOT** permitted to travel by bus or train without an approved adult.
 5. Students are **NOT** permitted to travel apart from their Host Families over Thanksgiving, Christmas, or New Year's.

HIGH RISK ACTIVITIES

Travel that involves "high-risk activities" is not allowed. High-risk activities include: operating any motor vehicle; use of any type of weapon or firearm; and other more dangerous activities such as skydiving, scuba diving, bungee jumping, etc. If you are unsure whether an activity is considered high-risk, please contact the NOD National Office.

INTERNATIONAL TRAVEL

Form DS-2019

If you are traveling internationally, you will need to send your original Form DS-2019 ("Certificate of Eligibility for J-1 Visa Status") to the NOD National Office for a travel validation signature. You can either come to the National Office to obtain the signature or send it via mail. If you send it via mail, we recommend that you send it certified or have a way to track it. The NOD National Office will mail your Form DS-2019 back to your Host Family's address.

Students must have the returned form in hand before they travel outside of the country. **You cannot re-enter the United States if your Form DS-2019 has not been signed!**

Some students may require additional documentation to travel internationally. Please contact your Local Representative if you have questions about additional visa requirements for international travel.

REQUIRED FORMS FOR TRAVEL

Travel forms are required for all overnight travel outside of the host community (further than 30 miles from your host family's home). If you feel there is a special circumstance and would like to extend the 30-mile radius, please contact the Travel Coordinator at the National Office.

NOD travel forms:

- TRAVEL PROPOSAL with HOST FAMILY PERMISSION
No forms are necessary if the student will travel with his or her Host Family within the U.S. for two (2) nights or less.
- INDEPENDENT PARTY RECEIVING FORM
This form must be completed by an adult 25 years or older
- NATURAL PARENT PERMISSION FORM
The Nacel Open Door Travel Coordinator will request this form through the office in your home country.

These forms can be found at <http://nacelopendoor.org>

SUBMIT COMPLETED TRAVEL FORMS

Completed travel forms must be submitted to the National Office.

It is the responsibility of the student to submit these forms ONE WEEK (7 days) prior to domestic departures, and TWO to FOUR WEEKS prior to international departures. Edited or incomplete forms will be considered invalid.

Email: travel@nacelopendoor.org

Fax to: 651-846-4608

Questions? Call: 800-622-3553 ext 619

Please note: If at any time you are not sure what forms and approvals are required to prepare for a travel opportunity, please contact the NOD National Office to speak with the Travel Coordinator as far in advance of your travel date as possible!

TRAVEL FORM GUIDE

Travel Form Required	Travel Proposal with Host Family Permission	Natural Parent Release	Independent Party Receiving Form	FORM DS-2019 must be signed
Type of travel				
Travel with Host Parent[s] within the U.S. longer than two (2) nights	X			
Travel with Host Parent[s] outside the U.S.	X	X		X
Travel with school, church, or clubs within the U.S.	X	X	X	
Travel with school, church, or clubs outside the U.S.	X	X	X	X
Travel with an adult other than Host Parent[s] within the U.S.	X	X	X	
Travel with an adult other than Host Parent[s] outside the U.S.	X	X	X	X
Travel with an adult other than Host Parent[s] within host community for more than one [1] night	X			
Independent travel to meet a third party (including relatives) within the U.S.	X	X	X	
Holiday travel to home country	Students are not permitted to travel apart from their Host Families over Thanksgiving, Christmas or New Year's.			
Travel with Natural Parents within the U.S.	X	X		
Travel with Natural Parents outside the U.S.	X	X		X

For travel with the Host Family within the U.S. for two (2) nights or less, no paperwork is required.