

International Student Permission to Travel



Association for Teen-Age Diplomats

If your International Student will be out of town for more than one consecutive night, it is necessary to first submit the required documentation (listed below) and obtain approval from the ATAD Program Chair. This is not intended to make it difficult for the International Student and Host Family to travel, but rather is to ensure the safety of International Students and compliance with ATAD's rules and policies. Further, it is vital that ATAD be able to reach the International Student within 24 hours in case of an emergency, as communicated to exchange students and their natural families.

Travel lasting longer than 24 hours requires at least 1 week notification. Completing this form does not automatically give permission for the International Student to travel. **Permission to travel is granted ONLY AFTER the Program Chair signs the form and returns a copy to you.** When making travel plans, please keep in mind that the ATAD Program Chair must approve the trip before it can be finalized, particularly when plans may not be easily modified.

TYPE OF TRAVEL

DOCUMENTATION REQUIRED (Please attach as appropriate)

With host parents

Completion of this form, including all signatures on page 2.

Sponsored trip

Completion of this form, including all signatures on page 2.
Written permission from natural family.
Letter of acceptance from sponsoring group for student to participate.

Independent travel without host parents

Completion of this form, including all signatures on page 2.
Written permission from natural family.

Independent travel to visit others

Completion of this form, including all signatures on page 2.
Written permission from natural family.
Letter of invitation from receiving family, including acceptance of ATAD's rules and policies.

Student Name: _____ Host Family Name: _____

Host Family's telephone number: _____

Telephone number to reach student during travel: _____

Departure date: _____ Return date: _____

Will the student be missing school? yes no If yes, how many days? _____

Destination/Itinerary (including dates if student will be traveling to more than one location):

Dates Location (city, state) Name of family, hotel, camp, etc.

IF TRAVELING BY CAR OR VAN:

Name of adult driver(s) 21+ years of age: _____
Make and year of car: _____ License plate number: _____

IF TRAVELING BY AIRPLANE, TRAIN, BUS, OR OTHER COMMERCIAL CARRIER:

Name of carrier: _____ Flight or route number(s): _____
Is it a fully insured carrier with a professional operator? yes no

IF THE STUDENT WILL BE TRAVELING OUTSIDE THE UNITED STATES:

Country: _____ Does student have a visa, if required? yes no
Does student's U.S. visa allow multiple entries? yes no U.S. visa valid until: _____
Passport expiration date: _____ Does student have the following forms: DS-2019 I-94
Student may not be able to re-enter the U.S. without their DS-2019 form signed by the ATAD State Dept. Responsible Officer!

IF NOT TRAVELING WITH HOST PARENT(S):

If this is a sponsored trip, name of sponsoring group: _____
Name of responsible adult* with whom student will *travel*: _____
Name of responsible adult* with whom student will *stay*: _____
Relationship of responsible adult* to host family or student: _____

* Responsible adult is someone who is 21 years old or older and will abide by and respect all ATAD rules and policies.

APPROVALS:

School authority's signature (if missing school): _____ Date: _____
Host parent's signature: _____ Date: _____
Program Chair's signature: _____ Date: _____

**** Be sure to take your ATAD ID card and insurance card with you on your trip! ****