



# Arrival Orientation Logistics

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## Room Registration

Every site handles registration a bit differently depending on the size of the arriving groups. If you are receiving a small number of students each day, much of the following may be unnecessary. If you are welcoming larger groups, however, you may need to do all of the following:

- check student names off a room registration list and assign the student a room
- give student a name tag
- have student meet with their Orientation Leader or other staff member
- deliver a welcome speech (for larger arriving groups)

When showing the students to their rooms, review:

- how to flush the toilets and dispose of toilet paper (especially for the Latin Americans)
- how to dispose of sanitary napkins (with the girls)
- how to turn showers and faucets on and off
- how to open the window (if it is possible)
- how to control air conditioner (if needed)
- where to find sheets and make bed (if it is not made)
- where light switches are and how to turn lights on and off
- where to get drinking water and that it is safe to drink from the faucet
- any other on-site specific information

## Filling out Passport/Visa Cards

The Orientation Coordinator will perform this task.

1. Orientation Coordinator collects all student passports upon their arrival
2. Students also hand in two copies of their Health Form Addendum (see description of Health Form Addendum next page).
  - a. Maintain one copy in Area Team records
  - b. Send the other copy to the Regional Service center with the passport/visa card
  - c. Instruct students to give the third copy to their host family

The AFS Passport/Visa Cards provide vital information to AFS which is not readily available elsewhere, so it is extremely important that the cards are filled out completely and accurately. When done, they must be mailed to the Regional Service Center along with one copy of the Health Form Addendum.

**The Passport/Visa Card requires that information be transferred from three different documents onto the card:**

- the passport
- the United States J-1 Visa (a multi-colored holographic stamp on one page of the passport)
- the I-94 Form (also known Arrival/Departure Record), a white card stapled to one of the passport pages.

### *Passport*

The information from the passport must be entered on the front of the Passport/Visa Card. The first three items are self-explanatory. Be sure that the information is legible.

### **Country of Nationality**

Usually the country of birth unless the student has become a citizen of another country by naturalization.

### **Country of Residence**

The country where the student lives as a permanent resident; for example, Joe Smith was born in Australia but now lives in South Africa. He is arriving with the South African group. His country of nationality is Australia; his country of residence is South Africa.

### **Country of Passport**

The country that issued the passport and should be the same as the country of nationality.

### **Passport Number, City of Issue, Issue Date and Expiration Date**

Found in the first couple of pages of the student's passport. Check the date of issue and the expiration date of the passport. If the passport expires before July 20 of the following year, circle the expiration date and indicate this fact on the back of the Passport/Visa Card under "Notes." Mark a large "X" in the upper right corner on the front of the card.

## *Visa*

This information must be retrieved from the J-1 visa which all students should have stamped inside their passport. Information from this visa must be entered on the back side of the Passport/Visa card.

### **Classification**

Once you have found the **J-1** visa stamp, mark a small “x” on the line next to J-1 on the visa/passport card. Next to this line fill in the place that the visa was **issued**, the **issue date**, and the **expiration date**. All of this information can be found on the visa stamp itself.

**Occasionally students will have other types of visas in their passports such as B-2, F-1, etc. If you find a B visa or other type of visa in the passport, put an “x” next to the B-2 or Other lines on the card.**

### **Valid for**

This is to note the number of entries specified on the visa stamp. It is usually marked “M” for multiple entry, or less common – S for single, and 2 for double entry only.

**If you do not find a J visa stamp inside the student’s passport, mark a large X in the Upper right corner on the front of the passport/visa card to alert the staff.**

## *Visitor’s Permit or I-94 Card*

This small white card is generally stapled inside the passport by the immigration official at the port of entry. If this card is not stapled, it is a good idea to staple it for the student so that it can’t be lost.

For all AFS high school exchange students, this card must be marked **J-1** for the type of visa used for entry, and **D/S** for the expiration date. **D/S** stands for duration of stay and means that as a J-1 high school student, the person is allowed to remain in the United States until the end of his/her program. If a student’s I-94 card is not marked J-1 and D/S, put a large X on the upper right corner on the front of the passport/visa card to alert the staff to this issue. Students cannot attend school if they are not in J-1 status when they enter the United States.

## *DS-2019 or Certificate of Eligibility for Exchange Visitor (J-1) visa Status*

Check to be sure that all students have a copy of their DS-2019 form which should have been stamped by the Immigration Official who admitted them to the United States. If a student does not have his/her **DS-2019** form, make a note of this at the bottom of the passport/visa card.

## **Health Form Addendum**

This form contains immunization and health information for the participant which occurred after their original AFS application was submitted. It also contains their parent’s authorization for AFS to act on behalf of the participant in the case of a medical, life threatening emergency. One copy of this form is to be collected from each student and sent to the Regional Service Center. One copy is to be used by the student and his/her host family when registering for school. The third copy should be retained by volunteers.



YPUS PASSPORT/VISA CARD

NAME \_\_\_\_\_  
LAST FIRST MIDDLE

COUNTRY OF BIRTH \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_  
DAY MONTH YEAR

COUNTRY OF NATIONALITY \_\_\_\_\_

COUNTRY OF RESIDENCE \_\_\_\_\_

COUNTRY OF PASSPORT \_\_\_\_\_

PASSPORT NUMBER \_\_\_\_\_

Student AFS ID# \_\_\_\_\_  
GROUP LEADER \_\_\_\_\_

VISA (multi-colored stamp in passport)

CLASSIFICATION J-1 \_\_\_\_\_ ISSUED AT \_\_\_\_\_  
CITY

B-2 \_\_\_\_\_ ISSUE DATE \_\_\_\_\_  
DAY MONTH YEAR

OTHER \_\_\_\_\_ EXPIRATION \_\_\_\_\_  
DAY MONTH YEAR

VALID FOR: ONE ENTRY \_\_\_\_\_

TWO ENTRIES \_\_\_\_\_

MULTIPLE ENTRIES \_\_\_\_\_

VISITOR'S PERMIT (I-94 Card) (stapled inside passport)

ISSUE DATE/  
DATE of ENTRY \_\_\_\_\_  
DAY MONTH YEAR

PLACE OF ISSUE/  
PORT of ENTRY \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_  
DAY MONTH YEAR


NOTES:

## Compliance ID Card

The Exchange Visitor High School program regulations 22 CFR 62.25 (g) (5) state that program sponsors must provide each participant with: An identification card, which lists the exchange student's name, United States host family placement address and telephone number, and a telephone number which affords immediate contact with both the program sponsor and the program sponsor's organizational representative, and Department of State in case of emergency. Such cards must be provided in advance of home country departure. This card must be kept updated at all times; each time information changes, a new card must be issued to the student.

In compliance, AFS-USA distributes the following card (sample below) to all participants upon their arrival to ensure that students receive the most up-to-date information. The cards are generated at the Regional Offices and mailed out to the Orientation Coordinators together with the Student Handbooks and Leader's Guides. These are then to be distributed to the groups at the Arrival orientation.

### Compliance ID Card – Front

<b>Exchange Participant ID :</b> XXX12-3456 <b>Group#</b> 123AFS <b>Name :</b> Doe, Mr. John	
<b>Host Family:</b> Smith, Michael 12345 Pleasant Ln., Springfield, IN – 12345 (123) 456-7890; (123) 456-8790	
<b>Local Contact:</b> Lee, Janice (123) 456-7890; (123) 456-8790	
<b>Area Rep:</b> Rowley, Susan (123) 456-7890; (123) 456-8790	
<b>AFS-USA Central Regional Office (800) 876-2377</b> 2356 University Avenue West, Suite 424, St. Paul, MN 55114	

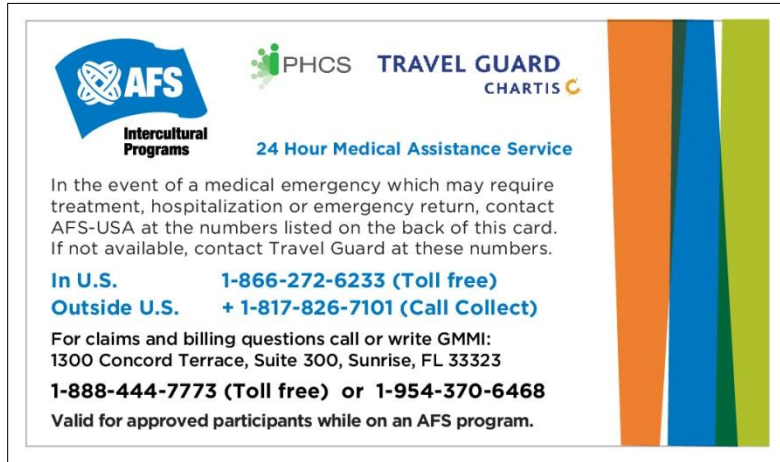
### Compliance ID Card – Back

<p>The bearer of this card is an exchange visitor spending a year/semester in the United States under the auspices of AFS Intercultural Programs, and living with a volunteer host family, whose name, address, and phone number appear on the front of this card. AFS has written authorization from the participant's natural family to act in all cases of emergency or illness during the participant's stay in the U.S. Medical coverage is up to \$1,000,000 per occurrence.</p> <p><b>In case of an accident, serious illness or hospitalization, contact AFS immediately by phone, during business hours at (800) 876-2377, after hours, call (800) 876-2376.</b></p> <p>Questions about claims and medical coverage for participants hosted in the United States may be directed to AFS' Third Party Administrator at - <b>Global Medical Mgt. Inc. 1300 Concord Terrace, Suite 300, Sunrise, FL 33323</b> <b>Phone No. (888) 444-7773, Fax No. (954) 370-8130</b> <b>E-mail: customerservice@gmmusa.com</b></p> <p>The insurance is underwritten by the Insurance Company of the State of Pennsylvania (policy number GLB 9017245-A / GLB 9123963 / GLB 9123964). Secondary School Student Program 24 hr. Toll Free Number (866) 283-9090</p> <p>Department of State Office of Designation (202) 632-2805 • E-mail: jvisas@state.gov</p>
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## Medical ID Card

All AFS exchange participants are have Secondary Medical Coverage. The AFS Medical ID cards (sample below) are also to be distributed to the participants at the Arrival orientation site:

### *Medical ID Card – Front*



### *Medical ID Card – Back*

**NAME: Doe, Jane**  
**Member ID: XXX12-34567**      **Program: YPNH11-YES**  
**Group ID: #123AFS**

The bearer of this card is an exchange visitor program participant spending a year/semester in the United States under the auspices of AFS-USA, Inc. AFS has written authorization from the participant's natural family to act in all cases of emergency or illness during the participant's stay in the U.S. Medical coverage is up to \$1,000,000 per occurrence. Medical claims in the U.S. are process by **Global Medical Management Inc.**

email: customerservice@gmmusa.com • website: www.gmmusa.com

**In case of an accident, serious illness, or hospitalization, contact AFS immediately. During business hours at (800) 876-2377 and after business hours at (800) 876-2376**

To get a replacement for lost Compliance ID card or Medical ID card, please contact your Regional Support Coordinator at (800) 876-2377.

## Site Rules and Agenda

Review any site rules with the students. Rules may include areas in which the students may or may not go, rules regarding guarding valuables, and requirement to wear their name tags.

Review the agenda for the next 24 hours, including meal times and their orientation meeting schedule and locations. Be sure students write down their schedule and the name and room number of their Orientation Leader on the inside front cover of their Arrival Orientation Handbook.