



## STEP 8: TRAVEL LOGISTICS - VISAS

Procuring Visas for your Team Members

### Start the Visa Process Early

The amount of time needed, requirements, and costs vary greatly by country, so begin looking into visas requirements for your specific country/countries as soon as possible! Some visas will require you to have airline tickets purchased before you can submit a visa application. However, you will want to gather all the information early so that you are ready to submit the application as soon as you can.

### When to Apply

Work out a timeline and aim to have your visas **back by May 1st**. This leaves room for any issues. Also, if you have to send off visa applications for students all together, you will need to get their passports back to them before they have to leave for overseas (i.e. before the semester ends and they leave campus and/or go to Orientation Week).

## Know Your Specific Country/Countries

### Research

1. Go to <https://travel.state.gov/content/travel.html>
2. Then click on [Find International Travel Information](#)
3. Then click on [Country Information](#)
4. Enter the name of the country in the search box
5. Scroll down and click on 'Entry, Exit and Visa Requirements'
  - This will give you all the information you need for what the visa requirements are, what the passport requirements are (i.e. a passport valid for six months beyond your entry date), and links to the embassy or consulate for more specific information.

### Ask OneLink

OneLink International has been sending teams for over 25 years and it is likely that we have some experience with getting visas to your team's specific destination country. Please let us know if you have any questions.

## **Ask Your Overseas Partner**

The overseas partner who is hosting your team will often have the most current and best way to go about getting a visa. If there are different kinds of visas, they will help clarify which type to apply for.

## **Visa Services**

We prefer to use a visa service to assist in the process, especially with certain countries. With a visa service you still have to complete the visa applications, but they can often get visas processed faster, act as a go-between with the consulate, and will help if there are any hiccups. A visa service will cost extra, generally \$30-\$100.

Contact OneLink International to get recommendations for visa services.

## **Complete & Submit the Visa Application**

- Review the visa application form. If there are questions whose answers may not be known by the students (ie. where they will be staying in-country, etc) or questions that may elicit security concerns if answered unsafely (ie. "What is your purpose for visiting our country?") you can contact your overseas partner and ask how the students should answer those questions.
- We have the students complete their own visa application, often providing very detailed instructions and a completed example visa application for them. This is not necessary, but has been an effort to reduce mistakes.
- Some countries are requiring or recommending that visa applications be completed online and some will need to be mailed with passports. You can gather all of the students' passports and mail them to the visa service or embassy if needed.
- Note: We always use traceable mailing services with passports. Be aware that some traceable services do not provide any protection or help if the package is lost.