

TRAVEL DOCUMENTATION CHECKLIST

*All travel, ticketing and documentation enquiries should be directed to Simona Stan, Assistant to the AD
(0040) 2 120442204, Email: sstan@aisb.ro*

Confirmation of Participation

- Return Confirmation of Participation slip to Athletics Office upon joining an activity or team or after team selection.
- Final payment to the AISB Business office before date of departure.
- Copying and handing in to Athletics Office, copies of passports and other essential travel documents.

Ticketing and De-committing to a trip

- Tickets are purchased up to 4 weeks in advance of the tournament dates. Rosters are submitted by coaches/advisors with those names of traveling students.
- If students are removed from the trip roster through injury or parents, the student is responsible for informing their respective coaches/advisors and the Athletic Office of them not traveling before this 4 week deadline or risk being charged the price of the ticket.
- If students are removed from a trip by the school, the school will pay the cost of the ticket

Passport and Travel Documents

- Current passport with date of expiry - 6 months valid after the day of departure
- Romanian citizens under the age of 18 need “notarized letter of parental approval” to leave the country.
- Entry visas to respective country if applicable (see below)

Visa Requirements and Applications (all destinations except Moscow)

- All passport holders parents are responsible to meet all visa requirements
- Check entry requirements with appropriate embassies
- “Letter of invitation” from the host school, stating tournament or event, dates, name, passport number and date of birth.

Visa requirements and Applications (Moscow)

School will provided help in obtaining the Russian Visa. The procedure is outlined below however may change.

- Visa application form (appropriate form for country of passport holder) as provided by AISB.
- Telex numbers and letter of invitation from the Anglo American School – Moscow
- Copy of Passport
- Copy of Residence permit in Romania
- 2 passport size photos
- Required fee as set by the embassy (paid in dollars) Fees are different for each passport

