

PLEASE READ ME CAREFULLY

Congratulations on being chosen as a participant in the Lions Youth Exchange Program. We know how much you are looking forward to your overseas trip, so let us help you with the preparation of the necessary travel documents you will need before your departure.

We ask you to please READ VERY CAREFULLY the following information which will assist you in the preparation for your trip, then complete the Booking Form and mail it to STA Travel Carlton no later than **31st August**.

If you are not clear on any point, have any questions or need assistance with completing any form (passport or visa (if required), contact STA Travel Carlton on (03) 9349 2411.

Please remember to quote your ID number on all correspondence and when calling STA Travel Carlton.

1) PASSPORT

Every person traveling abroad needs a VALID PASSPORT. Without a passport you cannot leave the country. First thing you should do is:

IF YOU ALREADY HAVE A PASSPORT: Check that your passport is still valid, and it will be valid for at least **SIX MONTHS LONGER** than the intended period of your stay in your host country. How can you check it? Look at the date of expiry.

IF YOU DO NOT HAVE A PASSPORT: We suggest you apply for one **TODAY**, as it could take up to six weeks for a passport to be issued. Australian Passport application forms are available from any official Post Office, Australian Passport Office or, if you are applying for a Foreign passport, from your Consulate.

*** NOTE ***

Before you lodge your passport application make sure that you have answered EVERY QUESTION and have attached all the supporting documents required (e.g. photographs, birth certificate etc). **When you receive your passport please make a copy of the photo page with writing on it and mail it to STA Travel, Carlton.**

If you already have a passport please make a copy of the photo page of your passport with writing on it and mail it to STA Travel Carlton no later than **31st August**.

2) RE-ENTRY VISA TO AUSTRALIA

If you are traveling on a "Non Australian" passport, you may require a Re-Entry Visa. Check with STA Travel for advice

3) VISA REQUIREMENTS

You may need to apply for a visa to enter the country you will be visiting. This visa must be obtained before you depart Australia. STA Travel will advise you.

IMPORTANT NOTE: If you are NOT an Australian citizen, contact STA Travel Carlton and we will let you know if you will need to apply for a visa to enter your host country.

4) DUTY FREE SHOPPING

In order to purchase Duty Free you will need a copy of your passport and international ticket. STA Travel will send you a copy of your itinerary e-ticket at least 10 days prior to travel. Duty Free shopping must be at least \$200 on a single receipt before a rebate of the GST component is available.

5) VACCINATIONS

Youth traveling to some Asian Countries e.g. Malaysia are advised to take anti-Malaria tablets and to have Cholera/Typhoid vaccinations.

We strongly recommend you seek your medical practitioner's advice in this matter or the following Travelers Medical centres or visit <http://www.travelclinic.com.au/> . On this site, you will be able to locate a clinic which is closest to you or call 1300 369 359 which will connect you to the closest clinic.

6) MEDICAL CONDITION

You must advise your Program Chairman if there is a significant change to your medical condition after your Doctor has signed off the Medical Certificate on your Application Form. This does not include such as conditions as colds/ordinary Flu and similar.

7) TRAVEL INSURANCE

Travel insurance is arranged by the Lions Youth Exchange Committee to cover your baggage and medical needs. A copy of your insurance policy will be mailed to you. **IT IS IMPORTANT THAT YOU CARRY A COPY OF YOUR INSURANCE POLICY SEPARATE TO CHECK IN LUGGAGE, AS PROOF THAT YOU ARE INSURED. THIS IS PARTICULARLY IMPORTANT IN CASE OF LOST LUGGAGE OR HOSPITALISATION. ALSO LEAVE A COPY AT HOME.**

8) TRAVEL FINANCE

Please keep a record of Travelers Cheque numbers separately as this will expedite replacement should they be lost or stolen. Your Passport is generally required when cashing Travelers Cheques. If you are planning to use your credit card while overseas, make sure it is valid for the duration of your journey. Passport will be required when using credit cards to access funds at an overseas bank. Check with your Program Chairman on suitability and access for credit cards at ATM's overseas. A new facility is available called 'Cash Passport'. Information will be provided by STA Travel or your bank.

9) BAGGAGE ALLOWANCE

Youth on all Programs are allowed **ONE PIECE** of checked luggage **not exceeding 20kg** plus Lions Youth Exchange Back Pack (limit 7Kg) CAMERA and DUTY FREE. The Excess baggage rate is very expensive and could cost you up to \$90 per kilogram. **As some of the programs may travel on airlines such as Jetstar International, the baggage allowance must be strictly adhered to.**

10) TRAVEL ON DOMESTIC FLIGHTS

For those travelling on Australian domestic flights, STA Travel Carlton will arrange your booking. These heavily discounted airfares attract some travel restrictions and cancellation charges.

Payment of the airfare must be made immediately to STA Travel Carlton upon confirmation of your flight reservation.

11) BOOKING FORM

We ask you now to complete the Booking form, and mail it to STA Travel Carlton by no later than **31st August** together with the photocopies of your passport as indicated previously, and – if applicable – the visa form, photographs etc.

On completion of the form, take two photocopies: send one to your Program Chairman and keep one copy for your own records.

REMEMBER: If you need to mail your passport (and a visa form) to STA Travel Carlton it should be mailed by **Security or Registered Mail**. Your passport will be returned to you by STA Travel, Carlton as soon as possible.

12) WHO TO CONTACT IN STA TRAVEL CARLTON FOR ASSISTANCE: **Your Program Chairman will advise**

Any queries you have or assistance you may require please contact STA Travel Carlton on (03) 9349-2411. You may also contact them by facsimile on (03) 9349-2537 or write to them, address: **STA TRAVEL CARLTON, 235 Faraday Street, Carlton. VIC 3053**

TICK

CHECKLIST

- () I have completed my BOOKING FORM, and taken two photocopies of it;
- () I have sent the original of my BOOKING FORM to STA Travel Carlton;
- () I have sent a copy of my BOOKING FORM to my Program Chairman;
- () I have kept a copy of my BOOKING FORM for my records;
- () I have a passport or have made an application for a passport;
- () I have checked whether I need a visa to enter my host country (if in doubt contact STA Travel Carlton);
- () I require a visa, and have forwarded my passport and relevant documents to STA Travel by Security or Registered mail;
- () I have sent or will be sending a photocopy of the photo page of my passport to my Program Chairman, and a Photocopy (if applicable) of my visa application;
- () I have sent or will send a photocopy of my passport photo page to STA Travel in Carlton;
- () I have kept a photocopy of the photo page of my passport for my own records;
- () I have advised my Program Chairman that I will be making my own private land transport arrangements to get from my home to the international point of departure and I have advised him/her of all the details;
- () I have sent a photocopy of my Student Card showing my card number (if applicable) to STA Travel;
- () I have advised STA Travel Carlton or my Program Chairman of any problems I have with completing the Booking Form or my visa form;
- () I have applied for my traveler's cheques, cash passport and/or foreign money;
- () Yes, I have memorised my I.D. number and will quote it on all documents, letters, telephone calls etc.



LIONS YOUTH EXCHANGE



BOOKING FORM

Please complete this form by on computer, and **mail it no later than 31st August to this address:**

STA TRAVEL
235 Faraday Street
Carlton. Vic. 3053
Email: faraday@branch.statravel.com.au

PERSONAL DETAILS

Lions I.D. No. _____ Program/Host Country

MR/MS: Last Name.....Given Names
as appears in passport

RESIDENTIAL ADDRESS

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.....POSTCODE.....

TEL: Home() Mobile FAX: ()

EMAIL: DATE OF BIRTH:/...../19.....

PASSPORT DETAILS

Please tick:

() I currently hold a valid Passport, A copy of the photo page is enclosed with this form. The details of my Passport are as follows:

NATIONALITY on PASSPORT: PASSPORT No:

DATE OF ISSUE: EXPIRY DATE:

() I am making an application for a new passport and will provide details as soon as it is received.

SPECIAL ASSISTANCE:

Will you require any special assistance during travel e.g. wheelchair: () YES () NO

If YES, please list

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If yes, a Letter of Fitness to travel may be required from your Medical Practitioner

SPECIAL DIETARY REQUEST:

I would like to request the following special meal on the International flights:

- Vegetarian
- Vegan
- Kosher
- Muslim
- Diabetic
- Hindu
- Other

Please list any allergies:

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AUSTRALIAN DOMESTIC TRAVEL BOOKING REQUEST:

Your Program Chairman will:

- Advise you of your International Airport of departure;
- Arrange any Australian domestic **air** travel to reach this International Departure point and return at your cost, in conjunction with your International bookings.

From which Australian domestic airport?

After speaking to my Program Chairman I will be making my own private travel arrangements to get to my International Point of departure by:

- Train** **Bus** **Private car.**

Please advise these details to your Program Chairman as soon as possible

Applicants Signature:

Parents/Guardians Signature: (if Applicant under 18)

NOTE: On completion of this form make **TWO** copies.

- Send the **ORIGINAL** to STA Travel Carlton.
- Send **ONE** copy to your Program Chairman.
- Keep **ONE** copy in your own folder for your records.