



456 West Main Street
Norwich, CT 06360
800-888-5275

hilary@tzellyouthexchange.com



ABOUT OUR AGENCY AND THE ROTARY DEPARTMENT

- Over 65 years in the travel industry
- Full-service agency offering leisure, corporate, group and meeting travel services
- Over 30 years arranging Rotary Youth Exchange travel and documentation
- Three full-time agents dedicated to Rotary Students and their parents



SERVICES PROVIDED TO ROTARY STUDENTS

- Step-by-step, easy to follow instructions for completing visa or residency permit documents
- Air tickets that meet Rotary requirements
- Toll free number for students and parents to receive advice and ask questions
- Extended hours of operation during the summer months



HOW TO REGISTER



Go to our website:
www.tzellyouthexchange.com

- Click on the link for
“Registration”





1- 800-888-5275

Register >

Login >

Home About Us Services FAQs Resources Register Login Contact Us



What We Provide:

- Full-time staff to instruct, assist, and advise you.
- Online documents for visa and/or residency permit applications.
- Sample documents.
- Information about currency and your host country.
- Information about airport security and baggage allowances.

Learn More >

Why Choose Us?

- Recognized by Vacation Magazine as a 2012 Rising Star and a Top Travel Industry Professional.
- Low airfares that you can't find anywhere else.
- We monitor the changing rules and regulations so you can obtain your visa and other documents in a smooth manner.

Learn More >

Student Login

Username*

theresa

Password*

••••••••

☐ Remember me

Login >

[Forgot Password?](#)



WHAT IS A VISA?



A visa is official permission from a foreign government to enter that country and stay for a specified period of time

- Requirements vary country by country and consulate by consulate
- Consulates have the ability to change visa requirements and fees at any time



PERSONAL APPEARANCE VS.

APPLICATIONS ACCEPTED BY MAIL

PERSONAL APPEARANCE

- Student sends photocopies of ALL documents by fax or email
- Once agent reviews, student is sent info for setting appointment/going to Consulate
- Under 18 must be accompanied by adult
- May be requested any time

APPLICATIONS BY MAIL

- Student sends ORIGINALS of ALL documents, including passport by courier
- Once agent reviews, documents are sent to the appropriate Consulate
- Agent will notify student of any problems or when visa is approved and received back

RECEIVING DOCUMENTS ONLINE

- Email with individual username and password will be sent after student registers online
- CHECK YOUR ACCOUNT OFTEN FOR UPDATES



COMPLETING DOCUMENTS

- Read through everything before beginning to fill out any papers
- Use your full name as it appears on your passport



DOCUMENTS

- Some documents will require notarization; if you do not know a notary public look for one in the yellow pages (www.yellowpages.com)
- If biological parents do not reside together, two separate forms may be completed and notarized separately
- Many (but not all) Consulates require submission of the applicants birth certificate.
- (www.vitalchek.com)

- Sign all documents in blue ink
- Print out a copy of all documents you complete to keep at home
- Use your document checklist



ADHERE TO DEADLINES!



PASSPORT

- ALL students will need a valid passport in order to travel
- Must be valid for at least 6 months from your expected date of return
- Sign full name in blue or black ink only

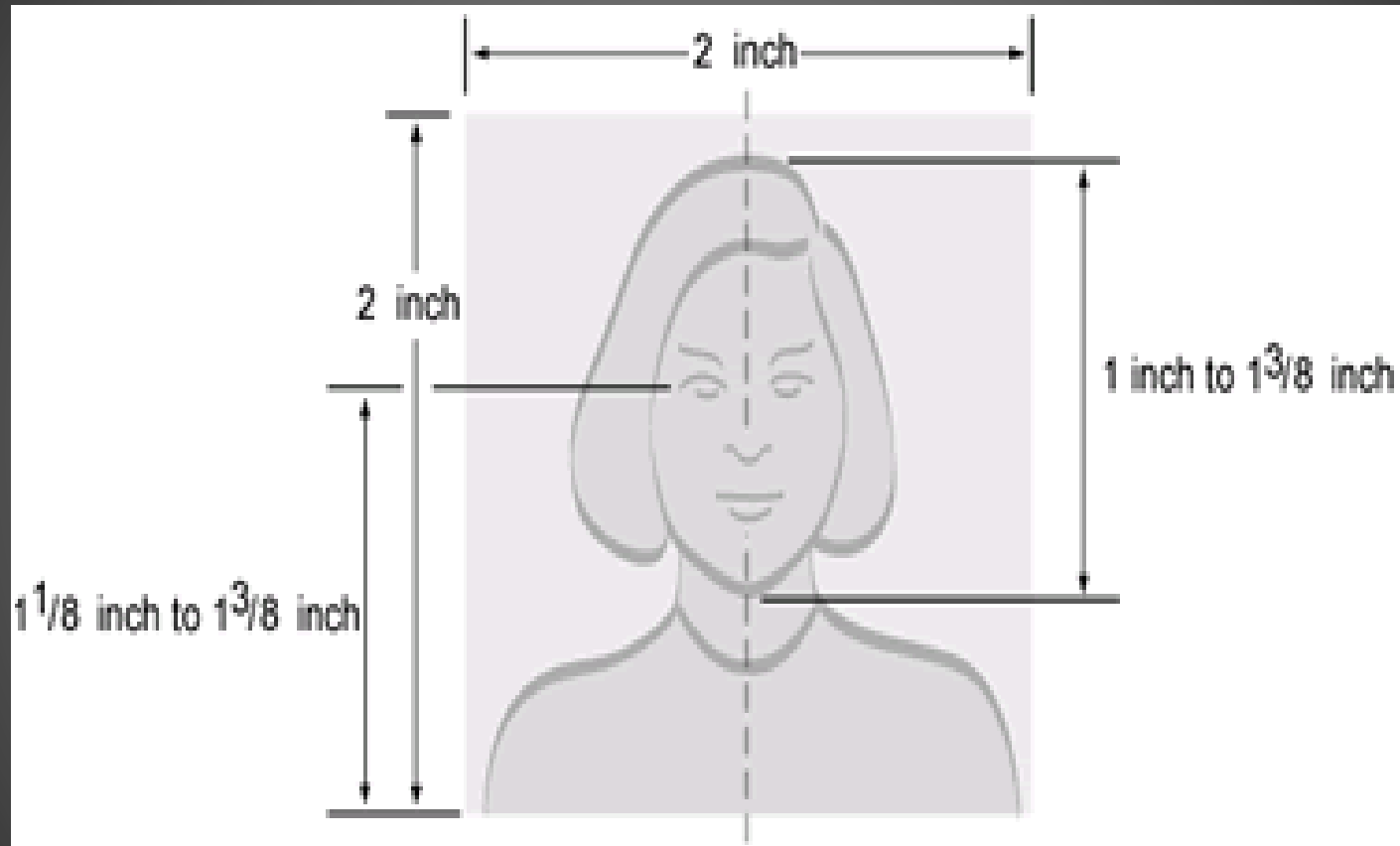


PASSPORTS



- Parents should have a valid passport in case an emergency arises
- Always send passports through traceable mail

VISA APPLICATION PHOTOS



APPLICATION PHOTOS (PASSPORT SIZE & QUALITY)

- Do NOT submit your own digital photos
- Do NOT submit class photos, family photos, snapshots or other “personal” photographs
- Save yourself (and us) time and go to a local drugstore, WalMart, or other retail location that takes PROFESSIONAL PASSPORT PHOTOS



ACCEPTABLE PHOTOS

NON-ACCEPTABLE PHOTOS



ROTARY GUARANTEE FORM

- Your official acceptance from your host country
- This is NOT your visa application form
- Sent from the host country to Rotary in the US
- Do NOT wait for this form to arrive before sending us your other documents

Applicant Name			
(D) HOST CLUB AND DISTRICT GUARANTEE			
The Rotary Club of _____ will provide room and board in approved homes, provide up to one year of study at the secondary school level, invite the applicant to participate in Rotary club and district events and activities typical of our country, and provide guidance and supervision to assure the applicant's welfare. The host Rotary club will also give the applicant a monthly allowance in the amount of US\$ _____ District _____ agrees to ensure adequate training for host parents and Youth Exchange volunteers and orientation for the student upon his/her arrival.			
Name of Club		Club ID #	District #
Club President Name		Signature	
Date (e.g., 01/Jan/2006)		Home Phone	
E-mail		E-mail	
Club Secretary <input type="checkbox"/> / YEO <input type="checkbox"/> Name		Signature	
Date (e.g., 01/Jan/2006)		Home Phone	
E-mail		E-mail	
District Chair Name		Signature	
Date (e.g., 01/Jan/2006)		Home Phone	
E-mail		E-mail	
(E) HOST CLUB COUNSELOR (required)			
Name		Address — Street	
City		State/Province	Postal Code
Home Phone		Mobile Phone	Fax
Country		E-mail	
(F) SCHOOLING GUARANTEE			
(To be completed by the school the applicant will attend in host country) The applicant will attend school from date of school start for one school year. Costs of tuition and activities not a part of the normal curriculum must be paid by the applicant or his/her parents/guardians.			
Name of School		Date School Starts	
Address — Street		City	
Affix School's Stamp or Official Seal		State/Province	Postal Code
		Country	Phone
		Fax	E-mail
Name of School Official		Title/Position	Signature
			Date (e.g., 01/Jan/2006)
(G) FIRST HOST FAMILY (required)			
Name of Host Father		Name of Host Mother	
		Name(s) and Ages of Other Adult(s) in Home	
Address — Street			
City		State/Province	Postal Code
Home Phone		Mobile Phone	Fax
Country		E-mail	

Student: Please submit this form with the rest of the completed application to your local Rotary club or district. Your information will be shared with Rotary International. It will only be used for official RI business and not sold to or shared with third parties, unless required by law to be released.

Rotary district/clubs: Please mail completed Guarantee Form to the address below.

Youth Exchange
Rotary International
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698 USA

Rotary Youth Exchange Program: Guarantee -2-

AIRLINE TICKETS

- Round trip
- Valid for one year
- Returns will changeable; at either no fee or a nominal fee charged by the airline.



ITINERARIES

- Expect longer layovers
- Airlines determine the routing
- If a group departure is available to host country, agent will always fit student's schedule to meet others traveling on same day/to final destination



TRAVEL INFORMATION

- Itinerary and fare rules will arrive via e-mail shortly after visa or other travel documents have been received or their arrival has been guaranteed
- Read fare rules CAREFULLY and ask questions BEFORE signing and returning



DEPARTURE PACKETS



- Once e-tickets have been issued and electronic departure packet will be sent.
- Contents will include final travel itinerary, packing, travel and security information

CHECK-IN BAGS

- 1 Bag at 50 pounds, 62 inches; 2nd bag at cost
- Overweight bags and additional pieces of luggage will cost extra
- Smaller US domestic and foreign planes and carriers may have different requirements



CHECK-IN BAGS

AIRLINES RESERVE
THE RIGHT TO
CHANGE BAGGAGE
ALLOWANCES AND
FEES AT ANY TIME!



CARRY-ON BAGS



- One per passenger plus one “personal item”
- Typical carry-on baggage allowance ranges from 26-40 lbs and no larger than 45 linear inches.

HOW TO PACK

- Make a list and stick to it
- Leave valuable or sentimental items home
- Pack comfortable, loose fitting clothes that match the weather and climate of your host city/country
- DO NOT PACK TOO MUCH!!!!



IN YOUR CARRY-ON, YOU SHOULD HAVE....

- Host family and chairman's telephone number
- Prescription medications
- Toothbrush and a change of clothing
- Any documents required to apply for or finish the visa process as well as any documents required by Rotary

3-1-1 for Carry-Ons

Play Your Part →

3

3 ounce or smaller
containers of
liquid or gel

More than 3 ounces
permitted in checked
baggage

Container
size is a
security
measure



1

1 quart-size,
clear plastic, zip-
top bag holding 3
ounce or smaller
containers

Bag limits
total volume
per person



1

1 bag per traveler
placed in the
security bin

Isolating
liquids
speeds
screening



TZELL

PARK AVENUE

Formerly Bokoff Kaplan Travel

KEEP IMPORTANT ITEMS WITH YOU AT ALL TIMES!

- PASSPORT
- BOARDING PASSES
- CASH
- CREDIT / DEBIT
CARDS
- PHONE
CARD/PHONE



CHECK-IN AT AIRPORT

- Plan to check in 3 hours prior to flight
- Be sure baggage tags are completed with HOST families address
- Do NOT lock your suitcases for check in



WEAR YOUR ROTARY BLAZER WHILE IN ANY AND ALL AIRPORTS

- It will help other Rotary students and your host family recognize you
- Customs and Immigration officials will know what you are doing in their country



SECURITY INFORMATION

- All bags are subject to inspection
- Do not carry sharp objects such as scissors, pocketknives, or metal fingernail files in your carry on bags
- No inappropriate remarks regarding bombings, weapons or hijackings will be tolerated



WHAT TO DO IF YOU MISS YOUR PLANE



- Remain calm and polite
- Ask to be booked on the next available flight
- Contact parents

CUSTOMS & IMMIGRATION

- Be sure your immigration card is completed
- Answer questions to the best of your ability



RETURN INFORMATION

- Email sent to parents and students that contains:
 - Return instructions
 - How to determine your date
 - Copy of Fare Rules
 - Reminder to CONTACT TZELL WITH A RANGE OF ACCEPTABLE RETURN DATES BY FEBRUARY 15TH of NEXT YEAR.



1-800-888-5275

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