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
Passport/Visa Review

The Orientation Coordinator will perform these tasks:

1. Collect the passport, DS-2019 Form, and a copy of the Health Form Addendum (HFA) from each student. See description of the HFA form on the next page.
2. Send the HFA to the Support Department in the New York office c/o RTLC.
3. Students must also be instructed to keep their copy of the HFA in a secure place.

The AFS Passport/Visa review is an important function with the goal of identifying errors or misprints in the participants’ travel documents (such as an expired visa or the wrong visa) soon after arrival. The Orientation Coordinator must scan the passports and report any travel document issue by filling out the passport/visa card.

A passport/visa card must be completed and submitted to the office of the RTLC in New York City in case of the situations below:

1. Photo page 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.

2. J-1 visa stamp –
   - Type/Class should be J-1.
   - Expiration should at least be 4 months from date of entry for YP and 2 months for SM programs.
   - Entries – students with visa stamp S (single-entry) will have to be informed that they cannot travel outside of the United States while on their AFS program.

![Passport/Visa Card Image]
3. I-94 Stamp - The CBP Officer will stamp the passport indicating Visa Class as J-1 and Admitted Until Date of D/S. If the stamp 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 Support Department in the New York office c/o the RTLC. One copy should be kept by the student to be used by the host family when registering him/her for school or as proof of parental permission for AFS to act on behalf of the student in case of emergency.
HOSTING PASSPORT/VISA CARD

NAME: ___________________________ Last First Middle

Country of Legal Residence: ___________________________ Sending Partner: ___________________________

Country of Birth: ___________________________ Date of Birth: Day/Month/Year

Country of Nationality: ___________________________

Country of Passport: ___________________________

Passport #: ___________________________

City of Issue: ___________________________ Date of Issue: Day/Month/Year

Expiration Date: ___________________________ Day/Month/Year

Group Leader Name: ___________________________

VISA (holographic stamp in passport)

Classification: J-1 ___________________________ Issued at: ___________________________ City/Country

Issue Date: ___________________________ Expiration Date: ___________________________ Day/Month/Year

Valid for: Single Entry (S) __________ Two Entries (D) __________ Multiple Entries (M) __________

Other types of U.S. visa/s previously issued and stamped on passport:

B2 __________ F1 __________ Other: __________ Effective Date: ___________________________ Day/Month/Year

I-94 ARRIVAL/DEPARTURE RECORD (card stapled inside passport)

Date Admitted: ___________________________ Place of Issue/Port of Entry: ___________________________ City/Airport

Admission Number: ___________________________ Expiration Date: ___________________________ Day/Month/Year

NOTES:

July 2015
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.

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 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.

Card Front

<table>
<thead>
<tr>
<th>ID</th>
<th>XXX12-34567</th>
<th>Group# 401AFS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Doe, Mr. John</td>
<td></td>
</tr>
<tr>
<td>Host Family</td>
<td>Smith, Michael</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12345 Pleasant L., Springfield, IN – 12345</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(123) 456-7890; (123) 456-8790</td>
<td></td>
</tr>
<tr>
<td>Local Contact</td>
<td>Lee, Janice</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(123) 456-7890; (123) 456-8790</td>
<td></td>
</tr>
<tr>
<td>Area Rep</td>
<td>Rowley, Susan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(123) 456-7890; (123) 456-8790</td>
<td></td>
</tr>
</tbody>
</table>

Card Back

The bearer of this card is an exchange visitor 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. In case of an accident, serious illness or hospitalization, please call AFS immediately at (800) 237-4636 ext. 9.

Questions about claims and medical coverage for participants hosted in the United States may be directed to AFS' Third Party Administrator at:

Global Medical Mgt. Inc. 1300 Concord Terrace, Suite 300, Sunrise, FL 33323
Phone No. (888) 444-7773, Fax No. (954) 370-8130
E-mail: customerservice@gmi.com
Underwriters: Starr Indemnity & Liability Company, policy number BTA 270491.

Department of State Emergency (866) 283-9090 • E-mail: j visas@state.gov
Department of State Office of Designation (202) 632-2805
AFS-USA, Inc. • 120 Wall St. 4th Flr. New York, NY 10005 • Emergency (800) 237-4636 ext. 9
Medical ID Card

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

Card Front

Card Back

Name:  
Member ID:  
Group No: 401AFS

The bearer of this card is an exchange program participant 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. For questions about claims and coverage, see GMMI contact information listed at the reverse of this card. The insurance is underwritten by the Starr Indemnity and Liability Company, a member of Starr Companies.

No co-payment is required.

In case of accident, serious illness or hospitalization, contact AFS immediately at (800) 237-4636.

To get a replacement for lost Compliance ID card or Medical ID card, please contact your Regional Support Specialist at (800) 237-4636.

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.