The American International School in Egypt
Athletic Department
Home *of the Lynx*

TRAVEL DOCUMENTATION CHECKLIST

All travel, ticketing and documentation enquiries should be directed to the Athletic Office.

Confirmation of Participation

- Return Confirmation of Participation slip to Athletics Office upon joining a team or after team selection.
- Final payment to the AISE Business office according to preset deadline
- 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 decision, 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.

Passport and Travel Documents

- Current passport with date of expiry - 6 months valid after the day of departure
- Egyptian 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 Jordan)

- School will provide help in obtaining Visas whenever possible
- All passport holders parents are responsible to meet all visa requirements
- Check entry requirements with appropriate embassies
- “Letter of invitation” from the hosting school
- Copy of Passport
- 2 passport size photos
- Required fee as set by the embassy (paid in dollars). Fees are different for each passport

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