



Travel Documentation Policy

September 2015

It is the policy of ISE Ontario to inform parents that it is their responsibility to obtain necessary travel documents in order to participate in a European exchange.

Document requirements:

1. For entry into countries in the Schengen Area (26 European countries) which includes the countries with which ISE Ontario has exchange programs (France, Germany, Italy, Spain, and Switzerland), exchange students, who are Canadian citizens, require a valid Canadian passport with an expiry date of at least 3 months after the return date to Canada.
2. For travel to countries outside of the Schengen Area, families are advised to check the visa or other document requirements by contacting the appropriate consulate, at least 3 months before departure for Europe.
3. Students who hold a passport from another country, and do not have a Canadian passport, are required to tell ISE Ontario and to provide complete information about the passport by scanning a copy of the passport when applying for an exchange.
4. Students who are not Canadian citizens must take their Canadian Permanent Resident card in order to re-enter Canada. Families are required to determine if the student requires a visa or other documents to travel to the European countries involved. Non-Canadian families must be aware of travel documents needed for any of the exchange countries involved, including transit countries with flight connections to the final destination.
5. Clear, colour photo-copies of all travel documents including passports and visas must be taken by the student and stored in a place other than where the passport is kept.
6. Lost documents will result in the student being denied boarding by the airline. Any delays requiring the purchase of a new ticket or a change fee, hotel and meals, and the cost of replacing documents will be the financial responsibility of the family.
7. It is the responsibility of the family to ensure that all documents are correct and the date of expiry meets the necessary timeline. This is particularly important for non-Canadian passport holders.
8. Students travelling to Quebec on exchange must carry their birth certificate or photo identification such as a student card.
9. Canadian families who are planning to take a visiting student to the United States of America or another International destination must assure that the student has the necessary documentation and a letter of permission to travel from his or her parents.
10. ISE Ontario and our travel agent, Planet France, will not be held liable for incorrect or insufficient travel documentation.