

Student Pre-departure Orientation 2026

Dear Partner,

The United States Department of State and AYA require that every student participate in a pre-departure orientation led by their overseas partner. This orientation is designed to fully prepare students for their upcoming exchange experience. All students must sign in at the orientation to confirm they have received this information.

If a student is unable to attend, the partner is responsible for ensuring the student still receives all required information. The partner must also notify the AYA office and provide written confirmation explaining how and when the student received the information (e.g., through an individual meeting).

It is a requirement that you send AYA the following documentation about your pre-departure orientation(s):

- Dates & location for each Pre-departure Orientation
- List of students who attended the Pre-departure Orientation
- Names of persons leading these meetings and responsible for their content
- Agenda for these meetings – List of topics discussed
- An English translation of detailed travel procedures

*Please note that AYA must have all of this information in our office no later than September 11, 2026. Please email ayacompliance@aifs.org a cover letter listing the topics you have covered or will cover during your pre-departure orientations as well as the attendance sheet upon completion of your orientation. This is a U.S. Department of State requirement, and we appreciate your prompt cooperation.

To assist with your pre-departure orientation please find the following documents enclosed:

- ✓ AYA Pre-Departure Orientation Guide
- ✓ Department of State Welcome Letter
- ✓ Exchange Visitor Program Brochure
- ✓ Wilberforce Pamphlet
- ✓ Travel Emergency Procedures Guide
- ✓ PDO Sign-in Sheet

Insurance Brochure will be sent separately, if applicable

Please make sure each student receives these documents. If you have already completed your orientation, we ask that you distribute these documents to your students prior to departure.

AYA also requests that you verify the health information that was submitted with each student's application remains accurate. Students are required to disclose any new physical or mental health conditions that may have developed in the interim; this includes any new or existing prescription medication(s) that the student may be bringing with them to the U.S.

Please contact me if you need any additional information about the above topics.

Best regards,

Virginia George

Virginia George
Director of Student Services
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Overseas Partner Pre-Departure Orientation Confirmation

By signing below, the Overseas Partner confirms that the students have been provided with the following information in the pre-departure orientation. The U.S. Department of State has listed the following topics in the Department of State Exchange Visitor Regulations, which must be covered in your pre-departure orientation meeting(s):

- The purpose and description of the Exchange Visitor Program
- Cultural goals and components of the program
- Program activities
- Home-country physical presence requirement
- Travel and entry into the United States – written description to be provided to U.S. sponsor and students before departure from home country (including departure and return flight procedures)
- Housing
- Fees payable to the sponsor
- Other costs that the exchange visitor will likely incur (i.e. living expenses) while in the United States
- Health care and insurance
- Student Safety Information
- Other information that will assist exchange visitors to prepare for their stay in the United States

Signature: _____

Date: _____

Title/Organization: _____