

# Global Master's in International Education Flight, Passport, & Visa Information 2024-2025

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## GENERAL FLIGHT INFORMATION

This document is designed to assist you in making your travel arrangements. An essential part of your preparation for your program includes obtaining the proper travel documentation for your international stay. Please read this document carefully to determine if you need to take immediate action to prepare for travel.

You are responsible for booking your own travel to and from the program locations. In addition, it is your responsibility to read and understand the terms and conditions for your airline ticket(s), to reconfirm your flight reservations in advance of the day of travel, and to be aware of airline and TSA regulations for baggage size and contents. SIT is not responsible for additional charges you may incur due to airline schedule changes or other travel-related reasons. As such, we strongly recommend that you purchase changeable or refundable fares and/or travel insurance.

Once you have finalized your travel arrangements, please upload your flight details into the confirmation portal no later than 30 days prior to departure; this will ensure that SIT staff knows when to expect you.

Please note that medical insurance provided to you through SIT Graduate Institute covers you only while you are outside the United States and while you are enrolled with SIT. This coverage is not in effect while you are in the United States during any component of the program. All students should carry their own travel accident and illness insurance while traveling independently before or after official SIT programming and U.S. students should maintain coverage in the United States throughout the course of their program.

## GENERAL PASSPORT INFORMATION

To participate in this program, you will need a signed passport that is valid for at least six months after the end of the practicum period.

- If necessary, apply for a new passport or renewal immediately.
- U.S. Citizens: consult the [U.S. State Department](#) for passport processing times and application procedures.
- Citizens of countries other than the United States: contact your local passport office.

Students are responsible for their own passports. Please make a copy of the first two pages of your passport (one of which has your photo), and your visa (if applicable), and store in a separate location than your passport. Throughout the term, students should always keep a copy of their passport and visa on their person.

## GENERAL VISA INFORMATION

A visa is an official endorsement from a foreign government permitting entry into and travel within a particular country or region for a specified period of time. A visa may be glued or stamped directly into an applicant's passport or be on a separate paper for insertion into the passport. It may be obtained before departure or upon arrival in country.

You are responsible for complying with all visa procedures and deadlines. Keep in mind that procedures and fees are subject to change at the discretion of the embassy or consulate with jurisdiction over your application. Students should double-check visa procedures.

Issuance of visas is at the sole discretion of the applicable consulate or embassy; SIT assumes no responsibility for the issuance or denial of any visa.



# WASHINGTON, DC, ARRIVAL/DEPARTURE INFORMATION

WASHINGTON, DC, ARRIVAL	WASHINGTON, DC, DEPARTURE
<p><b>Sunday, September 8, 2024*</b></p>	<p><b>Saturday, September 14, 2024*</b></p>
<p>The closest airport to downtown Washington, DC, is Ronald Reagan National Airport (DCA). Please reserve a flight that lands by 2:00 pm EDT to allow enough time to transfer to your housing and then to our first program location for our opening session and dinner. You may also fly into Dulles (IAD) or Thurgood Marshall Baltimore Washington International Airport (BWI) but should allow a minimum of four hours to transfer from those airports to the Washington metropolitan area.</p>	<p>Dulles International Airport (IAD) Students <u>must</u> depart the United States on Saturday, September 14, to arrive in Spain on Sunday, September 15. Students are responsible for purchasing and arranging their flights to Spain.</p>
<p>An optional no-host dinner gathering will be arranged for Sunday evening. Our first required meeting will take place on Monday morning at 9:00 am EDT. Details will be provided closer to the start of the program.</p>	<p>Students will be responsible for their own travel to the airport. If flights coincide, we may be able to coordinate. Details will be confirmed closer to the date of travel.</p>
<p>Proof of up-to-date COVID-19 vaccines/boosters and a negative COVID-19 viral test may be required. Details will be confirmed closer to the start of the program to reflect current regulations.</p>	<p>Proof of up-to-date COVID-19 vaccines/boosters and a negative COVID-19 viral test may be required. Details will be confirmed closer to the start of the program to reflect current regulations.</p>

\* Dates are subject to change until final confirmation. Do not purchase tickets until directed to do so.

## SPAIN ARRIVAL/DEPARTURE INFORMATION

SPAIN ARRIVAL	SPAIN DEPARTURE
Sunday, September 15, 2024*	Thursday, December 12, 2024*
Seville Airport, Seville, Spain (SVQ)	Seville Airport, Seville, Spain (SVQ)
Questions prior to travel can be directed to the Program Coordinator. Students will be advised about a meeting spot prior to their travel.	SIT will facilitate transportation to the airport.
Proof of up-to-date COVID-19 vaccines/boosters and a negative COVID-19 viral test may be required. Details will be confirmed closer to the start of the program to reflect current regulations.	Proof of up-to-date COVID-19 vaccines/boosters and a negative COVID-19 viral test may be required. Details will be confirmed closer to the start of the program to reflect current regulations.

## SPAIN VISA INFORMATION

### Students with U.S. passports

The documents that citizens of the United States need to present to enter Spain are the following:

- **Passport:** The passport must be valid for a minimum of 3 months from the date of departure from Spain. You must leave at least 2 blank pages, so that the migration authorities can stamp it when entering Spain.
- **Air ticket:** The air ticket must indicate the arrival and departure dates and must be within the allowed 90 days of stay.
- **Accommodation:** Confirmed reservation of where you are going to stay during your stay.
- **Reason for the trip:** If asked by the migration authority for the reason you are visiting Spain, you should reply that you are traveling for tourism and your own learning. Do not reply that you will be studying or you may not be granted an entry visa.
- **Economic means:** You must demonstrate that you have the necessary money to be able to pay for your stay. A copy of a bank statement showing you have funds for rent, meals, and other expenses, or a credit card, will suffice.

A non-EU national who stays in the Schengen Zone beyond 90 days (without a residence permit or long-stay visa) is illegally present, which can result in a re-entry ban to the Schengen area and a penalty fee. Once the 90 days have passed, you will not be able to apply for another tourist visa until 180 days have passed since the first entry into the Schengen territory.

### Students with passports from countries other than the United States

Students with passports from a country other than the United States may be subject to distinct requirements for obtaining a visa or meeting other conditions of entry into the two program countries. Many countries require individuals to apply for visas in person at the relevant embassy or consulate located in their country of citizenship. We strongly recommend that students with passports from a country other than the United States contact the Spanish embassy closest to you

immediately to confirm visa and/or entry requirements applicable to your country of citizenship and to determine next steps while allowing plenty of time to apply.

## NEPAL ARRIVAL/DEPARTURE INFORMATION

NEPAL ARRIVAL	NEPAL DEPARTURE
Sunday, January 26, 2025*	Saturday, May 10, 2025*
Tribhuvan International Airport (KTM)	Tribhuvan International Airport (KTM)
Program staff will meet you at the International Arrivals Gate.	SIT will facilitate transportation to the airport.
Proof of up-to-date COVID-19 vaccines/boosters and a negative COVID-19 viral test may be required. Details will be confirmed closer to the start of the program to reflect current regulations.	Proof of up-to-date COVID-19 vaccines/boosters and a negative COVID-19 viral test may be required. Details will be confirmed closer to the start of the program to reflect current regulations.

**Group Meeting Information:** Upon arrival at Tribhuvan International Airport (SGN) in Kathmandu, students will be met by a SIT staff member and transported to their hotel.

### NEPAL VISA INFORMATION

The following documents are required for all students:

- Your physical passport with at least six months remaining validity and at least three blank pages
- A physical copy of your completed Pre-Visa Application Form
- A current passport photo
- A photocopy of your passport and latest visa page (see below)
- \$125 USD in cash

There are two options for applying for the visa:

#### 1. HIGHLY RECOMMENDED

Complete the Pre-Visa Application Form online [here \(http://online.nepalimmigration.gov.np/tourist-visa\)](http://online.nepalimmigration.gov.np/tourist-visa) not more than **15 days** prior to your arrival in Nepal. This will allow you to skip past the visa application kiosk lines in the airport and go straight to paying for and obtaining the visa. (You will need to bring **\$125 USD** in exact change.) Please bring an additional US\$45-\$75 cash to extend your visa for the full duration of the semester.

#### 2. NOT RECOMMENDED

Apply upon arrival at Tribhuvan International Airport (you will need to bring **one passport style ID photo** and **\$125 USD** in exact change). The apply-upon-arrival-process can be slow and, if you do not have the proper documentation, you may not be able to get a visa.


### How to apply online prior to arrival:

- Please note that you cannot apply for your Pre-Visa until the final **15 days prior to your arrival** in Nepal
- Complete the form online [here \(http://online.nepalimmigration.gov.np/tourist-visa\)](http://online.nepalimmigration.gov.np/tourist-visa)



- Select “Visa Pre-Arrival”
  - Entry Point: Tribhuvan International Airport (KTM)
  - Visa Type: **Tourist Visa**
  
- Most of the questions are self-explanatory but please note the following:
  - Occupation: **Student**
  - Address in Country of Citizenship: **Enter your permanent address in your home country.**
  - Enter your email address: Confirmation of your application will be sent to the address you provide.
  - User Photo: Upload a digital, passport-style ID photo.
  - Visa option: **90 days**
  - Purpose of Visa: Tourism. Because you are not enrolled in a Nepali university, you’re considered a tourist. **DO NOT select ‘Study.’**
  - Address in Nepal: 163 Dobhan Galli, Boudha, Kathmandu
  - Telephone numbers in Nepal:
    - Land: 9779803701404
    - Mobile: 9779851113217

After you fill out the online application, you will be taken to a page to print a PDF of your completed form (example below). **Print it out** and pack it in your carry-on luggage. Be prepared to show the form to the Immigration Officer upon arrival.



**Department of Immigration**  
 Kalikasthan, Dillibazar, Kathmandu  
 +977-01-4429659, 4429660  
[info@immigration.gov.np](mailto:info@immigration.gov.np)

**Tourist Visa Application Form**

Submission Id:	<b>V291895</b>
Full Name	<b>Jane Test Smith</b>
Date of Birth	<b>2000-01-03</b>
Country	<b>United States of America (USA)</b>
Passport Number	<b>1234567</b>
Passport Validity Date	<b>2025-05-05</b>
Applied Date & Time	<b>2022-01-19 02:44:15</b>
Visa Duration(Days)	<b>90</b>
Total cost(\$)	<b>125</b>

**Bring this slip (hard copy or soft copy)to Tribhuvan International Airport (TIA) along with passport (Original) and requisite visa fee within 2022-02-03**

**IMPORTANT DETAIL**

Your submitted application will remain in the system for **15 days**. After 15 days, the application will be deleted automatically from the system. Do not apply for your Pre-Visa more the 15 days before your planned arrival date.

## Arriving in Nepal with a Pre-Visa

- You will need to have the following documents with you when you arrive in Nepal:
  - Your physical passport with at least six months remaining validity and at least three blank pages
  - A physical copy of your completed Pre-Visa Application Form
  - A current passport photo
  - A photocopy of your passport and latest visa page (see below)
  - \$125 USD in cash
- Steps to follow in airport
  - Fill out an Arrival Information Card and take the rest of your documents to the Visa Fee Collection line. Because you have a Pre-Visa, you can skip the line of people filling out the visa application at the electronic registration kiosks.
  - **After you pay the fee**, get in line to receive the actual visa.
  - Note that in addition to your physical passport and visa documents, you may be asked for a copy of your passport and latest visa page (either a copy of the last visa you received or last country entry stamp)

## NOTE ABOUT VISA EXTENSION COSTS:

Tourist visas can be renewed (program staff will assist with this process). The costs, subject to change, are:

- 15-day extension (minimum): US\$45
- Extension over 15 days: US\$3/day

Please plan to have enough dollars available to pay for your extension.