



Paperwork

Please submit the following documents to Mary as soon as possible. Your placement cannot be secured until these are received.

Resume

Cover Letter

Copy of Passport

Photo

Questionnaire Form

Application Fee

\$200 application fee must be received before your placement can be secured.

Passport

A valid passport is required for ALL international travel. Please check the expiration date on your passport. If it expires LESS THAN 6 MONTHS after the start of the trip, you will need to renew your passport. If you need to order or renew your passport and you are a US citizen, you can do so here: <http://travel.state.gov/content/passports/english.html> If you are a citizen of any other country, please check with the State Department in your country for details on how to order or renew a passport.

Visa

US citizens are not required to obtain a visa for Philippines in advance. All participants receive a 30-day tourist visa upon arrival in the country. Visas can easily be extended once you are in the country. If you would like to get a visa in advance to avoid the cost and time of extending it once you are in the Philippines, you can find information on how to do that here: http://immigration.gov.ph/index.php?option=com_content&task=view&id=118&Itemid=43. If you are a citizen of any country other than the USA, please check with the Philippine Embassy in your country or region to see what visa requirements there may be.

Medical Insurance

All participants are required to carry travel medical insurance for the entire duration of their program. This insurance needs to primarily cover major catastrophe events. Standard doctor visits and other minor medical concerns are easier paid out of pocket in most countries. Check with any current medical insurance you may have to see if you can there is a possible travel addendum you can purchase for your trip. If not, travel insurance can be purchased separately relatively inexpensively. For more information on travel medical insurance options please see our resource page here: <http://www.eliabroad.org/insurance>

Vaccinations

There are no required vaccinations for entrance to the Philippines. There are, however, recommended vaccinations that all participants should consider. We HIGHLY recommend making an appointment to see a doctor who specializes in travel medicine in order to determine which vaccinations are best for you. The US Center for Disease Control offers an excellent set of basic guidelines to look at: <http://wwwnc.cdc.gov/travel/destinations/philippines.htm>

Flights

Airfare can be the most expensive aspect of any trip abroad. You should begin looking at flights to Philippines and comparing prices now. For information and suggestions on booking tickets, please see our resource page here: <http://www.eliabroad.org/airfare>. Please note, you may save money by purchasing your flight to Manila separately from your flight to Tacloban City. However your final arrival destination MUST be Tacloban City. Once your airfare is booked please fill out your flight details in your portal. Please also email a full copy of your flight itinerary to us at info@eliabroad.org so we can make sure you get picked up from the airport.

**Please do book your flight until your placement is confirmed.*

Program Fee

Due 30 days before the start of your program.

This checklist is for your convenience only. Any recommendations or requests from a program specialist that differ should be considered priority over this list.