

# TO-DO CHECKLIST | PRE-DEPARTURE UPDATED ~~23 JAN 2022~~ 9 MAR 2022

- 1. Submit Architecture London Program application** by 31 Dec 2021 to UI Studies Abroad coordinator, International Programs Office (IPO).
- 2. Obtain passport and make a copy** of the personal information page. Bring both with you; store them separately.
- 3. Obtain visa** if necessary (U.S. passport holders do not need to apply for visas). Check the British Embassy website [www.gov.uk/check-uk-visa](http://www.gov.uk/check-uk-visa) to determine if you will need a visa based on your country of origin (step 1). If yes, when answering the query about what you are coming to the UK to do, your correct (and only) response is “tourism.”

Coordinate with Carolina Manrique for the most up-to-date information.

You must apply online. Apply for your visitor’s visa by creating an account online, allow 3 weeks to collect and send all your documentation, but *only 3 months before you wish to enter the UK*. You should get a decision on your visa within 3 weeks. Check the guide processing times <https://www.gov.uk/visa-processing-times> to find out how long it may take to obtain a visa in the *country you’re applying from*.

Download and print the “Standard Visitor Visa” pages found at <https://www.gov.uk/standard-visitor-visa/print> for valuable information, especially the “7. Apply for a Standard Visitor visa” section.

You will be interacting with the New York office (the closest office that will process your visa). Your standard, 6-month visitor’s visa costs £95. In 2017, the total cost to obtain a visitor’s visa and all supporting documentation was \$200 including:

- a biometric fingerprint available *by appointment only* at a field office of the U.S. Citizenship and Immigration Services. The Boise Field Office is at 1185 South Vinnell Way, 83709. For hours of operation, to make an appointment, and other important information (e.g., unforeseen office closure due to inclement weather) go to <https://www.uscis.gov/about-us/find-a-uscis-office/field-offices>.
- photocopies and originals of your passport, U.S. visa, letter stating why you are going to the UK, schedule of the summer course, where you will be staying, bank statement, I-20, and official (stamped by Registrar’s office or the IPO) Vandal web proof of current enrollment.

As you go through the process, the web site will inform you where to send the hard copies of your documents. FedEx and UPS are fast carriers. You are also required to *include return mailing prepaid*.

## COVID-19 ISSUES

**It is up to each of us to keep current on COVID-19 regulations and restrictions for each country through which we plan to travel and return (e.g., U.S.).** Check the CDC web site <https://www.cdc.gov> for current rules about travelling abroad and returning home *before booking travel*. As of today the CDC and the State Department <https://www.state.gov> rate travel to the UK as Level 4, Very High Level COVID cases.

- 4. You must be fully vaccinated to travel internationally.** Travel rules for England state that you must have had your final dose of the vaccine at least 14 days before you arrive in England. The day you had your final dose does not count as one of those 14 days. For the UK the proof of vaccination must have been issued by an overseas vaccination program. Have your vaccine certificate available in case you are asked to show it. Proof of natural immunity will *not* be accepted as an alternative to proof of vaccination nor will a negative COVID test. Having a booster may be helpful not only for your health, but also administratively (proof of having received a booster shot is not yet required, but this status may change).

A good source of COVID-19 information for the UK is <https://www.gov.uk/coronavirus>. Scroll down to the Guidance and Support, International Travel information. Of particular import is the red list; if you have travelled from a red list country, the rules are more expansive, expensive, and restrictive (e.g., isolation hotel reservation that carries a £4,000 fine if you have not arranged a quarantine package before arriving in England; you will still have to pay for your quarantine package on arrival).

- ❑ **5. Carry your CDC immunization card as proof of vaccination** (also having a copy would be prudent should you lose or misplace your card).
- ❑ **6. Complete a passenger locator form online 3 days before you arrive in the UK.** Read through the passenger locator form guide <https://www.gov.uk/guidance/passenger-locator-form-how-to-guide> for important information. It's free to submit the form. *You'll also need to show your form when you check in to travel* or board your plane, train, or ferry to the UK. Each adult must complete her or his own form.
- ❑ **7. For international travel to the United States for U.S. citizens, U.S. nationals, lawful permanent residents, and immigrants** see comprehensive information at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel/index.html>. **Make sure you comply with the following:**

- **Get a COVID-19 viral test** (regardless of vaccination status or citizenship) **no more than 1 day before you travel by air into the United States.** You must receive a viral test that looks for current infection—these include an antigen test or a nucleic acid amplification test (NAAT). Tests available at Heathrow terminal testing centre include Lateral Flow/Rapid Antigen [results within 30 minutes], LAMP [results within 2 hours]. Phrases indicating a test is an antigen test could include, but are not limited to Rapid antigen test, Antigen Lateral Flow Fluorescence. Examples of available NAATs include but are not restricted to Loop-mediated isothermal amplification (LAMP). For a more complete list of phrases that indicate an appropriate test see CDC <https://www.cdc.gov/coronavirus/2019-ncov/testing/index.html>. These tests must be booked in advance: go to <https://www.heathrow.com/at-the-airport/fly-safe/covid-19-test>.

The test used must be authorized for use by the relevant national authority for the detection of SARS-CoV-2 *in the country where the test is administered*. Rapid tests are acceptable if they are a viral test that meet the requirements under the Order. Some countries may restrict importation of tests not authorized or registered there. If you are considering bringing a U.S.-authorized test with you for use outside the U.S., **contact authorities at your destination for information before you travel.**

- **Show your negative result to the airline before you board your flight.** Airlines and other aircraft operators must be able to review and confirm your identity and the test result details. **You must also be able to present the documentation of test results to U.S. officials at the port of entry** and local/state health departments if requested.

A test result must be in the form of written documentation (paper or digital copy) that must include: type of test (indicating it is a NAAT or antigen test); entity issuing the result (e.g., laboratory, healthcare entity, or telehealth service); sample collection date; proof that shows the sample was taken no more than 1 day before the flight, and information that identifies the person (full name plus at least one other identifier such as date of birth or passport number).

- **Confirm that the information you present is true in the form of an attestation.** The attestation should be submitted to and retained by the airline or aircraft operator. An attestation is a statement, writing, entry, or other representation subject to 18 U.S.C. §1001 that confirms the information provided is true. Willfully providing false or misleading information may lead to criminal fines and imprisonment. As required by federal law, **all airlines or other aircraft operators will provide and collect the passenger attestation on behalf of the U.S. Government prior to boarding.** *Check with the airline or aircraft operator for your flight to learn how the airline or aircraft operator will collect your attestation.*
- **Wear a mask over your nose and mouth** when you travel to the United States by air, in indoor areas of public transportation (including airplanes), and when traveling into, within, or out of transportation hubs (including airports).
- **Retain a paper or digital copy of your negative test result or documentation of recovery for the entirety of your itinerary** as federal public health officials may request to see these documents at the port of entry. State, territorial, tribal, and/or local health departments in the United States may also request them under their own public health authorities. **CDC recommends passengers keep their COVID-19 test results for 14 days after reaching their final destination** in the U.S. in case they are requested to show it to a federal government official or a cooperating state or local public health authority.
- **The 1-day period is 1 day before the flight's departure.** The Order uses a 1-day time frame instead of 24 hours to provide more

flexibility to the air passenger and aircraft operator. By using a 1-day window, test acceptability does not depend on the time of the flight or the time of day that the test sample was taken. For example, if your flight is at 1pm on a Friday, you could board with a negative test that was taken any time on the prior Thursday.

- **Provide contact information to airlines before boarding flights to the United States.** This strengthens a travel process already in place to rapidly identify and contact people in the U.S. who may have been exposed to a communicable disease, such as COVID-19. Access to travelers' contact information will allow federal, state, and local health departments and agencies to share appropriate health and public health information necessary to keep the public safe.

#### NON-COVID, PRE-DEPARTURE TO-DOS CONTINUED

- 8. Print at least 4 passport-sized photos (head shots)** that you'll need for your 16–25 Railcard and for your Victoria Hall, King's Cross ID.
- 9. Obtain your international student photo ID** (as proof of full-time status and identity; it's a good idea to also have a scanned copy of this ID). See the International Programs Office for details.
- 10. Download and complete the "16–25 Railcard" application form.** Bring at least 2 (two) copies of your completed railcard application form just in case. **Students older than 25 should bring 3 (three) copies of the completed and officially stamped railcard application.** For detailed info on downloading the railcard application form, how to purchase your railcard, and rules for using your railcard, see seminar links to [Trains](#) and to [TJL](#).
- 11. Obtain and break-in comfortable walking shoes.** Many streets and pavements in the UK are cobblestone or pavers and are extremely hard on your feet! Pack bandages (that's plasters to you Anglophiles) or moleskin to ease pain from the inevitable blisters.
- 12. Pack clothing appropriate for business office visits.** Linen slacks or chinos are comfortable in the summer heat; light-colored (white, ecru, pastels), buttondown (linen or cotton) shirts are also more comfortable. Remember that red and black are thermal absorptive colors. Dress and/or skirt lengths and styles should be appropriate for office visits. Save the shorts, t-shirts, minis, crop tops, and bare midriffs for your free time; they are unsuitable for class events unless specifically permitted.
- 13. Ensure that your credit/debit card meets the following requirements:**
  - **PIN is only four digits.** Longer PINs won't work in European ATMs.
  - **foreign transaction fee is low or zero.** Most fees are 1% to 3%.
  - **notify the company that issued your card of your travel plans** so they don't reject your purchases.
  - **you must use the same card (account#) to collect your train tickets that you used to order them.**
- 14. Bring a laptop or other device capable of creating and assembling a PDF or PowerPoint presentation.** Also video Skyping or Zooming home costs much less than phoning! You can use your smart phone for web access, but it probably won't be compatible with European phone services; investigate cell phone options for the UK and Europe.
- 15. Obtain some UK currency (and Euros, if needed) before you leave.** U.S. Bank will allow you to specify denominations of the bills, so you can get £5 and £10 notes. There is a flat fee involved, so *it would be wise to make a group purchase* of currency. It usually takes about a week to get your British currency. Bringing some UK currency with you will preclude the need to exchange \$US for UK£ at the airport (where you won't get the most advantageous exchange rate) or at a train station (where you might fall victim to a rip-off scam).
- 16. Create a trip book** (print or digital, **but NOT web-based**) so you'll know *when* and *where* you're going each day, *how* you're getting there, and *how much time* it will take. Then *add a 15-minute cushion to ensure you're on time*. We will be interacting with busy professionals who are graciously donating their time (billable hours!) so it's imperative that we are all on-time (i.e., early), appropriately dressed, and behaving with a respectful demeanor and modest conduct.
- 17. Purchase train tickets 12 weeks in advance for the lowest fare.** Remember to click the "add a railcard" button, then indicate "16–25 Railcard" to get the discounted fare even though you have yet to receive your railcard. You will have your railcard by the

time you travel. Not all train tickets require advance sale—check out train ticketing to see if your trip could take advantage of advance sale, otherwise same day purchase may suffice. **For train travel to Oxford make sure you purchase your ticket in advance with the Plus Bus option. For our travel in Chichester and in Nottingham include the Plus Bus option. You decide whether you will require a Plus Bus option in Cambridge; much of what we'll see is within walking distance, but you may want to travel further afield.** All train tickets ordered online must be purchased and collected using the same credit/debit card. When choosing from which station you'll want to pick up your ordered tickets, select King's Cross (KGX), the station closest to Victoria Hall. See seminar [Trains](#) page for further info.