

pre arrival documents checklist

You can download these documents from our website or send us an email for more info
www.eflworld.com/downloads

DOCUMENTS FOR THE SCHOOL		OK
Passport photo page copies sent to school The school has to establish some sort of identity of the students before the arrival to the UK. The passport copies also help us to create the Student Cards before the students arrive to the UK.		
Letter of Good Conduct signed and sent to school The Letter of Good Conduct Form is for the adults/group leaders in the group. We have the duty of care to make sure that the over 18s coming with the group are background checked. This form is to be completed and signed by a local authority (eg. the school where the adult/teacher is employed).		
Parental Consent Form completed and sent to the school The Parental Consent Form is for the students' parents in the group. The parents need to complete the form and sign it. Under 18 students travelling without their parents is taken seriously by the UKBA. They may ask for this form on arrival to the UK. The group leader of the students should keep the original, signed papers with them in the hand luggage to ensure that they can provide it if the UKBA asks for it. The school will keep the original signed copies of this form.		
Over 18s Consent Form (Students only - not for group leaders) This document only applies if the students in the group are 18 or older. The group leaders do not need to complete this form. The form is for the school to find out about information that may affect the students' stay with us. It is to be completed by the student.		
DOCUMENTS FOR THE PARENTS		OK
Pre Arrival Pack sent to the parents and students Useful information about the things that the students should bring with them and information about their stay in the UK.		
Homestay Advice for Students sent to the parents and students (homestays only) Information about the life with host families.		
Host Family Profile sent to the parents and students (homestays only) Details about the host family where the student will stay. You will receive this information within 2 weeks before the booked arrival time to the UK.		
DOCUMENTS FOR THE AGENCY		OK
Accommodation terms and conditions General rules and information about the accommodation where the students will stay.	Residence house rules	
	Homestay Advice for Students	
Booking Confirmation Letter Booking Confirmation Letter from the school is received and it is correct.		
Safety and Security Policies Safety and Security Policies received from the school.		
StudentGuard Insurance is confirmed by the school We automatically enroll all of our students and group leaders and they are covered by the insurance from the date of enrolment.		