

VISA AND TRAVEL DETAILS OVERVIEW

Purpose of the **Travel Details**: this section will be used by you and CIEE staff to determine and track your student's travel details for arriving and departing their program

How to use: Once an Orientation is assigned and flights are booked, you can upload a PDF copy of your student's full itinerary and enter these details directly into their Travel Details section in Beacon.

Why it is valuable: You will be able to organize each portion of a student's travel plans—from their flights and connections, to any additional transportation that is planned to arrive at their host family. Additionally, it provides clear, efficient communication with CIEE Local Coordinators for when and where to meet your students upon arrival to the U.S.

Purpose of the **Visa Details**: this section gives you a resource to track your student's visa details right on their application!

How to use: Enter scheduled visa interviews, update student's current visa status, track multiple attempts or reasons for denial if applicable

Why it is valuable: This allows CIEE to prepare in advance for when your student will need their visa forms and allows you to track the process of interviews and associated details all on one space.

Reminder on CIEE Flight Booking Policies

CIEE Flight Booking Policies:

Please avoid booking complicated flights itineraries with many layovers. Students can get confused leading to unnecessary stress.

- All itineraries must allow at least a 1 hour layover time between flights (keeping customs in mind for arrival flights)
- Ensure all students' flights to their host family are booked on one itinerary to avoid students needing to collect baggage and check back in at their connecting airport. *We will ask you to change flight plans for anything that does not meet the requirements above.*

Ensure your students are traveling with a copy of their Temporary ID Card, "Help Me, I'm Lost" form, and the CIEE Travel Emergency number.

Students should be instructed to call the emergency line if they are significantly delayed or are re-booked on a new flight.

The emergency number is 1-800-448-9944 and Press 1.

Students should fly into the airport assigned and on the date assigned at the time of placement. Any deviations must be approved by the CIEE home office prior to booking.

Students cannot travel in the U.S. prior to CIEE orientations. There are no exceptions to this policy.

*Please note that the HSFlights@ciee.org. email is no longer monitored, therefore *all* flight uploads should be entered directly into Beacon. If you have urgent flight questions please reach out to the hsops@ciee.org. email address and your assigned account specialist.

Travel and Visa Details Sections in Beacon

Sections are added to applications when status reaches one of two statuses:

- Conditionally Accepted
- Accepted

Status indicators signify:

- **Green icon** = fully complete
- **Yellow icon** = partially complete, still missing information such as PDF of flight
- **Grey icon** = not yet started

These two sections are editable by International Representatives and CIEE staff. Student have a Read Only view.

The screenshot displays the Beacon application interface for William Lawson. At the top, the applicant's name 'WILLIAM LAWSON' is shown in blue. Below it, the status 'PERFECT UAT' is displayed, along with 'EXCHANGES ID: 1950022165' and 'ATLAS ID: 81715543075C'. The exchange details are 'Japan / High School USA 2019 August' and '10 Month Exchange'. A progress bar at the top right shows five steps, with the second step highlighted in orange and labeled 'Conditionally Accepted'. A message box below the progress bar states: 'Application has been conditionally accepted by CIEE. Please work with your local representative on next steps.' Two buttons are visible: 'Change Application Status' and 'Printer-friendly View'.

The 'APPLICANT INFORMATION' section includes a 'Resend Welcome Email' button and a photo of the applicant. The details are as follows:

FULL NAME William Lawson	BORN 05 May 2002 Tokyo, Japan	HIGH SCHOOL ID JUA19002
GENDER ON PASSPORT Male	EMAIL f1uattesting+WilliamLawson@gmail.com	COUNTRY OF RESIDENCE Japan
GPA 0	ENGLISH TEST SCORE 212 (ELTIS Form 1)	PREFERRED GRADE 11


The 'APPLICATION MANAGEMENT' section is collapsed. The 'YOUR APPLICATION PROCESS' section is expanded, showing two items:

- VISA DETAILS** (Green checkmark icon) with an 'Edit' button.
- TRAVEL DETAILS** (Yellow dots icon) with a 'Finish' button.

Travel Details in Beacon

Instead of emailing the Operations Team each students' flight details, we are transitioning to uploading these flights and entering the travel details directly into the students' **Travel Details Section** in their Beacon profiles.

- This process will streamline travel confirmation, decrease room for error and increase organization of flight upload procedures.
- This will allow International Representatives, CIEE staff, students and host families to clearly see each portion of a student's travel plans- from their flights and connections, to any additional transportation that is planned to arrive at their host family.


 TRAVEL DETAILS Edit

Assigned Arrival Date(s)
NY3 (08-06 - 08-08)
Arrival to U.S.: Tuesday, August 06, 2019
Arrival to Host: Thursday, August 08, 2019

FINAL DESTINATION ARRIVAL DETAILS
Flight: American Airlines AA 639
Arriving: STL
August 08, 2019 at 10:25 AM


Once placement has been confirmed by CIEE, please provide all arrival and departure details beginning with your home country departure. All details are needed to help CIEE and your hosts prepare for your arrival. If attending a group orientation, label all travel details to this orientation as "Arrival to the U.S." All travel from orientation to your host community should be labeled "Arrival to Host". When all "Arrival to Host" segments have been entered, please click the button next to the segment which represents arrival to the final host destination. If you are not attending orientation, but are traveling directly to your host family please also use the label "Arrival to Host". If return travel is booked please provide details, if needed these can be added or edited later.

ARRIVAL TO U.S.

#1 Edit Travel Segment 

Confirmation Code: HG62U3
Flight: [American Airlines 753](#)
Departing: TUR on August 06, 2019 at 1:15 PM
Arriving: EWR on August 06, 2019 at 3:35 PM


ARRIVAL TO HOST

#2 Edit Travel Segment 

Confirmation Code: HG62U3
Flight: [American Airlines AA 639](#)
Departing: EWR on August 08, 2019 at 6:00 AM
Arriving: STL on August 08, 2019 at 10:25 AM

Add Travel Segment

Copies of all airline, train and bus tickets are required

Replace Travel Documents Complete!  Desert.jpg

ICO vs. NYO

Once placed, you will be able to see when your student is assigned to an arrival date by looking in Beacon under the “Travel Details Section” of the student’s application.

- All assignments will indicate a specific New York Orientation (NYO) week, or an In-Community Orientation (ICO).

Please note: “**ICO TBD**” indicates that a specific arrival date will be determined at a later time. The Arrival to U.S. and Host dates are not confirmed for “**ICO TBD**” students, and dates are used only as placeholders until a specific ICO date has been chosen.

Please see an example confirmed assignment below:

NYO



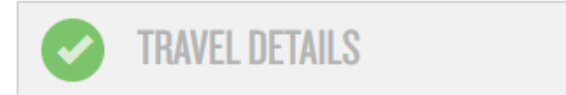
Assigned Arrival Date(s)

NY4X (08-20 - 08-23)

Arrival to U.S.: Tuesday, August 20, 2019

Arrival to Host: Friday, August 23, 2019

ICO



Assigned Arrival Date(s)

ICO 08/10/19 (08-10 - 08-10)

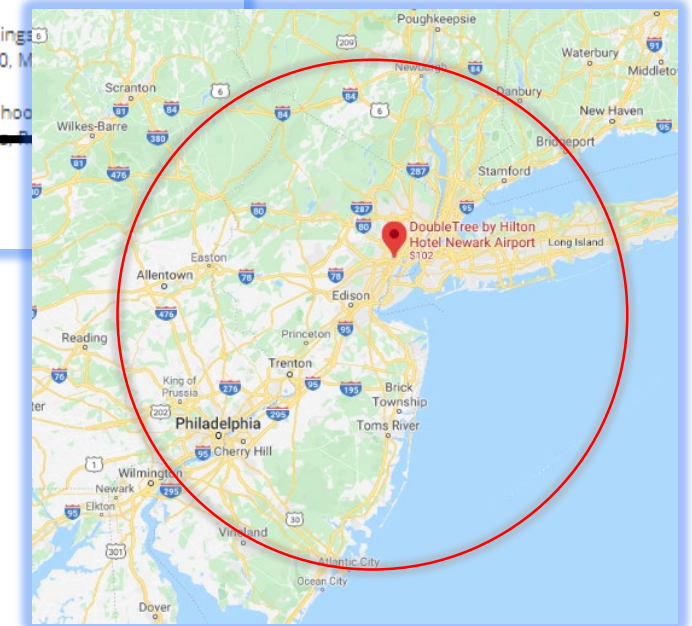
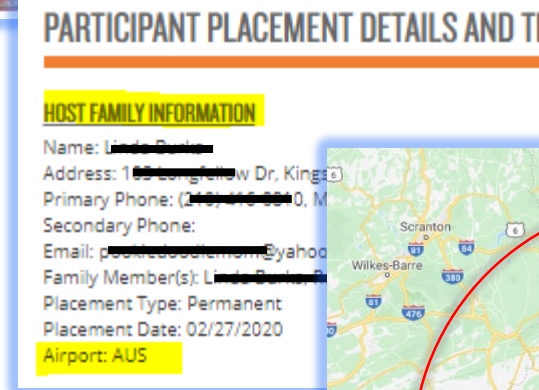
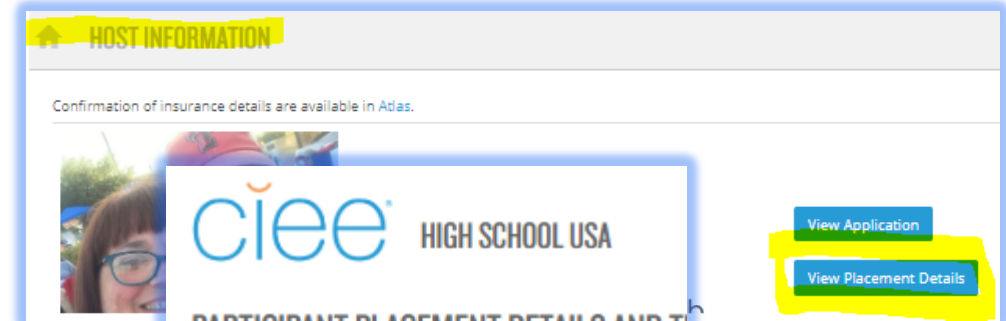
Arrival to U.S.: Saturday, August 10, 2019

Arrival to Host: Saturday, August 10, 2019

Assigned Airport Codes and Arrival Details

Students will be assigned an airport code (3 letter code) which indicates the requested final destination airport where their host family and/or local coordinator will meet them.

- This airport code can be found in their Placement Details Report.
 - Go to Host Information → View Placement Details → Under the first Host Family Information section you will see “Airport: ”
- For students going to NY Orientation who live within a 4 hour range of the orientation hotel, their host family *may* elect for them to take a train to their community, or the family may pick the student up directly at the orientation hotel.
 - **HFP:** Host Family Pick Up at Hotel – this code will read ‘HFP’ and we will provide you the details on the date and time of pickup
 - **R-R:** Train to Host Family – this code will read ‘R-R’ and we will provide you the desired train station, date and preferred arrival time.



Entering Information into Travel Details Section

Flights to the U.S.

Once placement and orientation assignments have been confirmed by CIEE you are able to enter student travel details and itinerary PDFs.

- Enter all flights from the students home country to any airports in the USA (all flights to EWR for NYO students, or all flights to Host Family for ICO students)
- Select “Arrival to U.S.” for all of these initial flights
- Please be advised that “Departure Time” and “Arrival Time” will need to be entered in military time.
- Once each travel segment is completed you can select the “Finish and Add Another Travel Segment” to add the next leg

The image shows a screenshot of a travel management system interface. On the left, a list of travel segments is displayed. The first segment is titled "ARRIVAL TO U.S." and is marked as "INCOMPLETE". It shows a confirmation code, flight number, and dates for a flight on December 31, 2018. The second segment is titled "ARRIVAL TO HOST" and is also marked as "INCOMPLETE", showing a flight on January 11, 2019. The third segment is titled "ARRIVAL TO HOST" and shows a flight on December 25, 2018, with a confirmation code and flight number. A blue button labeled "Add Travel Segment" is visible at the bottom of the list.

On the right, a modal window titled "Travel Details" is open, showing a form for entering flight information. The form includes the following fields and options:

- Travel Type ***: Radio buttons for "Arrival to Host", "Arrival to U.S." (selected), and "Return to Home Country".
- Mode of Travel ***: Radio buttons for "Flight" (selected), "Train/Bus", and "Other".
- Confirmation Code ***: Text input field containing "GXLPMH".
- Airline (Example, Lufthansa or United Airlines) ***: Text input field containing "United Airlines".
- Flight Number (Example, LH 423 or UA 2220) ***: Text input field containing "UA1049".
- Departure Airport ***: Text input field containing "CUN".
- Arrival Airport ***: Text input field containing "EWR".
- Departure Date ***: Date picker showing "08/06/2019".
- Arrival Date ***: Date picker showing "08/06/2019".
- Departure Time ***: Text input field containing "1325".
- Arrival Time ***: Text input field containing "1819".
- This is also my arrival to Host

At the bottom of the modal, there are three buttons: "Cancel", "Finish Editing", and "Finish and Add Another Travel Segment" (highlighted in green).

Entering Information into Travel Details Section

Final Flight(s) to Host Family

- If attending an NYO group orientation, label **all flights after orientation** traveling to the host family as "Arrival to Host."
- If student is ICO (not attending NY Orientation) . All flights should be entered as 'Arrival to US" and then the **final leg of the flight to the host family** should be entered **again** and saved as the "Arrival to Host"
- Make sure to select the bubble for this final flight to host family (so that it appears at the top of the section as FINAL DESTINATION ARRIVAL DETAILS, then save the section.

FINAL DESTINATION ARRIVAL DETAILS
Flight: AMERICAN AIRLINES AA3044
Arriving: COS
August 08, 2019 at 11:43 AM

Once placement has been confirmed by CIEE, please provide all arrival and departure details beginning with your host placement. If attending a group orientation, your host community should be labeled "Arrival to Host". When all "Arrival to Host" details are entered, this represents arrival to the final host destination. If you are not attending orientation and return travel is booked please provide details, if needed these can be added to the travel details section.

ARRIVAL TO U.S.

#1
Confirmation Code: GXLPMH
Flight: United Airlines UA1049
Departing: CUN on August 06, 2019 at 1:25 PM
Arriving: EWR on August 06, 2019 at 6:19 PM

ARRIVAL TO HOST

#2
Confirmation Code: QHMWDK
Flight: AMERICAN AIRLINES AA2598
Departing: EWR on August 08, 2019 at 7:10 AM
Arriving: ORD on August 08, 2019 at 8:46 AM

#3
Confirmation Code: QHMWDK
Flight: AMERICAN AIRLINES AA3044
Departing: ORD on August 08, 2019 at 9:57 AM
Arriving: COS on August 08, 2019 at 11:43 AM

Travel Details

Travel Type *
 Arrival to Host Arrival to U.S. Return to Home Country

Mode of Travel *
 Flight Train/Bus Other

Confirmation Code *
QHMWDK

Airline (Example, Lufthansa or United Airlines) *
AMERICAN AIRLINES

Flight Number (Example, LH 423 or UA 2220) *
AA3044

Departure Airport *
ORD

Arrival Airport *
COS

** Provide the airport's three-character code

Departure Date *
08/08/2019

Arrival Date *
08/08/2019

Thursday, August 08, 2019

Thursday, August 08, 2019

Departure Time *
0957

Arrival Time *
1143



This is also my arrival to U.S.

Cancel Finish Editing Finish and Add Another Travel Segment

Uploading Flights PDR into Travel Details Section

Uploading Flight Itinerary PDF

- Only 1 PDF may be uploaded, so please combine all flight itineraries (if international and domestic were booked separately) into 1 complete PDF file.
- Flight itinerary PDF must include:
 - Student's full name
 - Confirmation code
 - All flight dates, airport codes, flight numbers and arrival and departure times.
- Make sure to Save the section after uploading the PDF. When all is complete and the Travel Details section turns green, you have completed the steps.

UNITED  A STAR ALLIANCE MEMBER 

Issue Date: May 15, 2019

Confirmation: IFY34W
[Check-In >](#)

Traveler [REDACTED] **eTicket Number** 0162453390882 **Frequent Flyer** **Seats** 27A/9A


FLIGHT INFORMATION

Day, Date	Flight	Class	Departure City and Time	Arrival City and Time	Aircraft	Meal
Tue, 30JUL19	UA1047	T	CANCUN, MEXICO (CUN) 12:00 PM	NEWARK, NJ (EWR - LIBERTY) 4:54 PM	737-900	Purchase
Thu, 01AUG19	UA4458	T	NEWARK, NJ (EWR - LIBERTY) 9:35 AM	INDIANAPOLIS, IN (IND) 11:55 AM	ERJ-145	Purchase

Flight operated by EXPRESSJET AIRLINES INC. doing business as UNITED EXPRESS.

 TRAVEL DETAILS

Completing Travel Details

 **TRAVEL DETAILS** Edit

Assigned Arrival Date(s)
NY1 (07-30 - 08-01)
Arrival to U.S.: Tuesday, July 30, 2019
Arrival to Host: Thursday, August 01, 2019

Arrival Details were confirmed by Shanon Pittman on July 17, 2019 at 07/17/2019:07/17/2019 07/17/2019.

FINAL DESTINATION ARRIVAL DETAILS

Flight: United Airlines UA4458
Arriving: IND
August 01, 2019 at 11:55 AM


Once placement has been confirmed by CIEE, please provide all arrival and departure details beginning with your home country departure. All details are needed to CIEE and your hosts prepare for your arrival. If attending a group orientation, label all travel details to this orientation as "Arrival to the U.S." All travel from orientation your host community should be labeled "Arrival to Host". When all "Arrival to Host" segments have been entered, please click the button next to the segment which represents arrival to the final host destination. If you are not attending orientation, but are traveling directly to your host family please also use the label "Arrival to Host" return travel is booked please provide details, if needed these can be added or edited later.

ARRIVAL TO U.S.

#1 Edit Travel Segment

Confirmation Code: IFY34W
Flight: United Airlines UA1047
Departing: CUN on July 30, 2019 at 12:00 PM
Arriving: EWR on July 30, 2019 at 4:54 PM

ARRIVAL TO HOST


 # #2 Edit Travel Segment

Confirmation Code: IFY34W
Flight: United Airlines UA4458
Departing: EWR on August 01, 2019 at 9:35 AM
Arriving: IND on August 01, 2019 at 11:55 AM

Add Travel Segment

Copies of all airline, train and bus tickets are required

Replace Travel Documents

Complete!  ULT19015R4 Franco Avila Laviada_NY1_Flight Confirmation.pdf

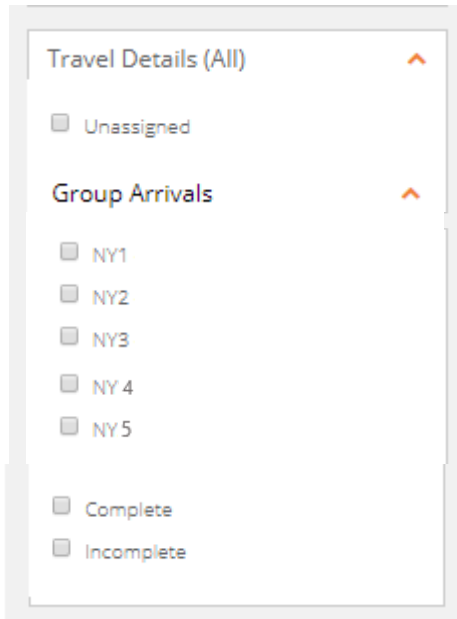
Travel Details Section is complete when all of the following are met:

- Minimum one segment of type Arrival to U.S. (most likely will be more than one flight)
- Minimum one segment of type Arrival to Host
- One segment of type Arrival to Host is selected as the arrival to final destination
- Full itinerary PDF uploaded of all flights

Filtering by Travel Detail Status

You may filter by Travel Details in the left-hand side bar of Beacon:

- Unassigned
- NYO Group Orientation Assignments
- Incomplete or Complete



Travel Column Icon: this airplane icon indicates the status of completion:


- No Icon = not yet started
- **Yellow** = missing the PDF of flight upload
- **Orange** = in progress
- **Green** = fully complete



Visa Details in Beacon

Select student's current visa status from the drop down menu

Check off 'Group Interview' if applicable

 **VISA DETAILS**


Visa Status *

PLEASE SELECT VISA STATUS


- Visa approved
- Visa denied - Final
- Pending result (not on admin hold)
- Administrative hold
- Pending 2nd visa interview**
- Pending 3rd visa interview

Group Interview


Visa Interview Date *

01/14/2019  Monday, January 14, 2019

2nd Visa Interview Date *

01/21/2019  Monday, January 21, 2019

3rd Visa Interview Date

mm/dd/yyyy 

Additional Date fields for 2nd and 3rd interview date when applicable

Click Calendar to choose date to avoid improper date format

Visa Denial Reason *

PLEASE SELECT DENIAL REASON

- Lack of ties to home country
- Low English/GPA
- Other**

If Visa is denied, common reasons are able to be selected