

## European Health Insurance Card (EHIC)

The EHIC does not replace the requirement for adequate travel insurance. However, it entitles UK residents to free or reduced cost state provided medical treatment should it become necessary whilst you are in an European Economic Area (EEC) or Switzerland.

The quickest way to apply for an free EHIC is online at [www.ehic.org.uk](http://www.ehic.org.uk), alternatively you may telephone 0845 606 2030 or pick up a form at your local Post Office.

Further EHIC information can be found here;

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/519532/EHIC-Leaflet-Final-artwork6\\_11.01.2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/519532/EHIC-Leaflet-Final-artwork6_11.01.2016.pdf)

## Passports

The Identity and Passport Service recommends that travel is not booked until you are in possession of a full, valid passport. Names supplied for tickets should be as stated in passports; any changes may incur amendment fees.

Additionally, passengers should be aware that torn or damaged passports may not be accepted for travel and that the remaining validity period meets the minimum entry requirement of the country you are visiting. We recommend that passports have a validity period of at least six months from the return date of travel, though entry requirements vary by country. Please check with the Embassy or Foreign and Commonwealth Office [www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/](http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/) for the current requirements as these are subject to change.

Applicants applying for their first full adult passport will be required to attend an interview as part of the application process which may delay processing times.

## Visas

It is the responsibility of the group leader to ensure that all passengers, including foreign nationals, satisfy the appropriate visa requirements of countries to be visited or passed through on tour.

If you wish to check the visa requirements for your destination or require any advice or assistance with a visa application, we can recommend CIBTvisas, a specialist visa management agency. We have negotiated with CIBTvisas to offer discounted rates on the standard web prices, please access their website via the following link to take advantage of these [www.cibtvisas.co.uk/rayburn](http://www.cibtvisas.co.uk/rayburn). CIBTvisas offer dedicated specialists who manage the entire application process from start to finish, reviewing and checking applications to ensure a quicker turnaround and in some cases, can avoid the requirement to attend a visa application centre in person.

# rayburntours

If you are undertaking a school trip departing from the UK to a country within the European Union and have students travelling who are of non-EU nationality, you may not require a visa. We recommend that you apply for a 'List of Travellers' form or visa waiver via the British Council <http://www.britishcouncil.org/school-resources/partner/list-travellers>. If all students are from the UK or EU, this form isn't required.