



**Common Ground
Education & Travel Services**
Specialists in travel to Cuba

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individual application form for travel to cuba

All travelers under U.S. jurisdiction must be covered by general or specific license of the Office of Foreign Assets Control (OFAC), U.S. Treasury Department. If you are traveling under general license, you must return a signed copy of the Travel Affidavit along with this application or if traveling under specific license, a complete copy of the license. If traveling under an institutional license, return a complete copy of the license and an original letter on the institution's letterhead with the license administrator's signature, authorizing you to travel under their license. If you have applied to the Treasury Department for a license and it is pending, please indicate date applied.

License Information

_____ *Traveling under General License. Attached is completed copy of Travel Affidavit.*

_____ *Copy of my OFAC license attached.*

_____ *If pending, I applied for license on _____*

_____ *Traveling under institutional license, copy plus letter of authorization attached.*

Flight Information

Date requested to arrive in Cuba _____ Departure date from Cuba _____

I'd like arrangements via ___Nassau ___Cancun ___Montreal ___Toronto ___New York ___Miami ___Los Angeles
(Additional reservation form required for flights directly from the US)

Arrival city ___Havana ___Varadero ___Cienfuegos ___Holguin ___Camaguey ___Santiago

_____ *Please check if you would like us to make arrangements for the connecting flights for your departure city for Cuba. Note: New York and Miami require 3-4 hours advance check in. All other cities require a minimum of 2 hours.*

Services Requested

Please attach an additional sheet as needed with detailed information on cities, category and desired location of hotels, dates and number of nights for each hotel, whether single or double, meals requested, and other services such as car, domestic flights, transfers or other.

Visa Information

_____ *I would like Common Ground to issue my visa.*

_____ *My visa is being issued by*

Type of Visa _____ Date applied _____

Sponsoring organizations in U.S. and Cuba _____

The following information is necessary to request your Cuban visa. All travelers must have a valid passport. You are responsible for having proper documentation on your person to enter Cuba as well as to re-enter the United States and proper documentation to travel via a third country to Cuba if necessary. Persons born in Cuba may be required to hold a valid Cuban passport and make an additional visa application and should contact our office immediately as the process may take a minimum of 4 to 6 weeks. **You must write or type legibly. We can not take responsibility for missing, incomplete or illegible information, and will return such applications to you.**

Full name as it appears on passport _____
 Home address plus city, state & zipcode _____
 Birthdate _____ Birth place _____ Mother's maiden name _____
 Passport no _____ Place of issue _____ Exp date _____
 Citizenship _____ Occupation _____ If passport pending, date applied _____
 Telephone Day _____ Evening _____ Fax _____
 Email _____

PLEASE RETURN THIS FORM WITH A LEGIBLE COPY OF YOUR PASSPORT

Deposit & Payment

For individual reservations, a non-refundable \$50 per person deposit will be required to confirm all reservations. Flight reservations via Montreal require a \$200 non-refundable deposit. Full payment for all services must be received a minimum of 30 days prior to departure. Reservations within 2 weeks of date of departure are accepted on a case by case basis and must be accompanied by a completed and signed Travel Affidavit and \$75 non-refundable late fee. All payment for late reservations is due immediately upon receipt of invoice from Common Ground. Check, cash and credit card payment accepted up to 3 weeks before departure; cash and credit card payment only within 2 weeks of departure. All credit card payments are accepted only with completion of Common Ground credit card authorization form.

Insurance

Common Ground provides an optional medical insurance, effective 24 hours a day while in Cuba, and covers medical expenses for illness or accident (up to \$5,000); repatriation or transportation due to illness, accident or death (up to \$5,000); civil liability (up to \$15,000); bail (up to \$5,000). Additionally, trip cancellation/interruption insurance is highly recommended. Contact your travel insurance provider or Travelex.

Cancellation

<i>Flights to Cuba and connecting flights</i>	Flights from Canada to Cuba, all deposits and tickets are non-refundable. Changes in dates may be permitted up to 14 days prior to departure at the discretion of airline for a fee of \$50 and/or difference in fare, but are not guaranteed. In the case of all other flights to Cuba, the prevailing rules of each airline used will apply and will be advised at time that tickets are booked and issued.
<i>All other services</i>	If cancellation is received with advance notice of
at least 45 days	Full refund less deposit
at least 33-22 days	Full refund less deposit, visa and 10% of package price
at least 21-15 days	Full refund less deposit, visa and 15% of package price
at least 14 days	Full refund less deposit, visa and 30% of package price
at least 9 days	Full refund less deposit, visa and 50% of package price
Therein or no show	Full forfeiture of funds paid