



Common Ground
Education & Travel Services
 359 Main Street, U2A, Easthampton, MA 01027
 Fax 413 529 1119 Tel 877 661 7653 or 7654
 Email: info@commongroundtravel.com

Individual Application Form For Travel To Cuba

All travelers under U.S. jurisdiction (residents as well as citizens) must be covered by general or specific license of the Office of Foreign Assets Control (OFAC), the U.S. Treasury Department. Please complete the accompanying Travel Affidavit, and if traveling under a specific license already in hand, send us a copy of all pages of the license and if an institutional license, an authorization on letterhead of your travel under the license for the specific dates of travel. We must receive originals of the Travel Affidavit and the Letter of Authorization. A summary of the current regulations accompanies this application and the regulations may be read in more detail at the OFAC website, www.ustreas.gov/ofac. While Common Ground does not have legal authority or expertise, and it is the responsibility of each traveler to comprehend and conform to the regulations, we will be glad to assist you in understanding the regulations and/or in applying for a specific license.

As of July 15, 2005, the service fee for individuals booking travel to Cuba with Common Ground is \$200 per person, of which \$50 is applied to hotel or other in country services. The service fee must accompany this application. Please see the Common Ground cancellation policy at the end of this application. Note: This is a PDF file and may be typed filled in on the computer.

Name as it appears on passport _____

Address: city, state, zip _____

Telephones _____ work _____ home _____ fax _____ email _____

Professional Information

Profession _____ Occupation _____

Purpose for current trip, sponsoring or hosting organization in Cuba if any, and if attending conference, name (and website) for conference _____

License Information

I am traveling under general license
 I am traveling under specific license no. _____ issued to _____ Exp date _____
 I would like assistance in applying for a specific license

Services in Cuba

Please give us as much information as possible as to cities you wish to visit, category and desired location of hotel(s) and if possible names of hotel(s), dates and number of nights for each hotel, whether single or with whom sharing, meals requested. Transfers airport/hotel will be included unless otherwise specified, as will medical/evacuation insurance. Please also outline other services required, such as car rental or domestic flights in Cuba. Attach additional sheet as needed or provide additional info by email.

Flight Arrangements

Flights to be via Miami Nassau Cancun Montreal Toronto Jamaica Other _____

Arrival city Havana Varadero Cienfuegos Camaguey Santiago Holguin

Date to arrive in Cuba _____ Departure date from Cuba _____ Flexibility? Yes No

Additional info on flights request _____

Please check here if you would like us to make arrangements for the connecting flights to your departure city for Cuba. If you are making your own connecting flight arrangements, you must allow a connection time of a minimum of 2 hours. Missed flights cannot be reimbursed.

Visa Information

___ My visa will be issued by _____ Type of visa _____ Date applied _____

If obtaining visa yourself, in order to receive documents from Common Ground and to board plane for departure, you must have visa in hand or written permission to board plane with evidence that visa is in official hands in Havana airport.

___ I am uncertain as to the type of visa I require. In Cuba I will be hosted by _____

and I am traveling to Cuba for the following purpose _____

___ I wish my visa to be issued by Common Ground (please complete the following information

Name on passport if different from above _____ mother's birth surname _____

Your birthdate and birth place _____ citizenship _____ passport no. _____

Exp date _____ country issued _____ If non-U.S., residency or visa no. _____

Attach clear photocopy of current passport, valid at least until 6 months past date of return. If traveling with residency permit or visa, copy of permit/visa.

Emergency contact _____

Deposit

As of July 15, 2005, the service fee for individuals booking travel to Cuba with Common Ground is \$200 per person, of which \$50 is applied to hotel or other in country services.

___ Check enclosed

___ I authorize Common Ground Education & Travel Services to charge my credit card as listed below for the deposit amount of \$200.00. I have read the cancellation policy and accept the terms.

Card : ___ Amex ___ Visa ___ Mastercard # _____ expiration ____/____

Name as on card _____ signature _____

Billing address and telephone _____

Common Ground Deposit, Payment, Delivery

Deposit Must be received with application and is nonrefundable. If specific license is applied for and denied, deposit will be refunded less \$50.

Land services \$50 of deposit will be applied to hotel in Cuba

Payment Common Ground accepts payment by Visa, Master and American Express Credit Card, cash, money order and check. Within 15 days of date of travel, money order, cash or credit card only.

Mailing originals to us Please do get to us all originals required for your travel (travel affidavits, letters of authorization, flight reservation forms) in a timely fashion. Please do **not** use certified or registered mail. If we are not here to receive it, it will go back to the Post Office. We cannot pick it up and it will go back to you! If using any overnight delivery service, be sure to mark it "leave without signature".

Delivery of tickets to you Travelers will be notified as soon as tickets, vouchers and visas are ready, usually 7-14 days prior to date of departure. Fee for delivery will be added to final invoice at ___ \$15 for 2 day Federal Express, ___ \$20 for standard overnight ___ Own Fedex or DHL Acct No. _____

Cancellation

If we receive notice in advance with

- at least 30 days \$150 cancellation penalty
- 30-16 days \$150 cancellation penalty, visa, plus 25% of total invoice
- 15-11 days \$150 cancellation penalty, visa, plus 50% of total invoice
- 10 days or less \$150 cancellation penalty, visa, plus 100% of total invoice

Air tickets Charter flights to Cuba follow any additional rules from the Charter company. Connecting air to point of departure for Cuba follow rules of airline. There is a \$25 ticketing fee for each ticket issued.

Changes After departure Once vouchers or tickets issued, or within 10 days of departure, \$75 additional Services are nonrefundable and additional services in Cuba must be paid at time of service in cash to hosts or in country tour operator

Trip cancellation/interruption insurance is highly recommended. Please ask us for our Travelex brochure, or call Travelex at 1-800-228-9792 with our location number 21-6096 and product number B01 02/04.