



Common Ground Education & Travel Services

Specialists in travel to Cuba

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Common Ground visa application & trip deposit form

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 May 2009, the service fee for individuals booking travel to Cuba with Common Ground is \$75 per person, nonrefundable. 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.

Full name as it appears on passport _____

Home address plus city, state & zipcode _____

Birthdate _____ Birth place _____ Mother's birth last name _____

Passport no _____ Place of issue _____ Exp date _____

If passport pending, date applied _____ Citizenship _____ Email _____

Telephones _____
Day Evening Fax Best times and number

Full time Professional Field & Occupation _____

Place of Business & Position _____ Website or other reference on line _____

Purpose for current trip, sponsoring or hosting organization in Cuba if any; if attending conference please provide website of international, non-Cuban organizing institution _____

License Information

I am traveling under general license and have read the current U.S. regulations pertaining to use thereof
 I am traveling under specific license no. _____ issued to _____ Exp date _____
 I would like assistance in applying for a specific license

Services in Cuba

Hotels requested.. Name, Location or other info on preferences _____

I am making my own reservations. Address _____

Other services requested _____

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

Flight Arrangements

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

Arrival city ___ Havana ___ Varadero ___ Cienfuegos ___ Camaguey ___ Santiago ___ Holguin

Connecting flights

If you need assistance making connecting flight arrangements to point of departure to Cuba, please call our partners at Baker Travel, 617-629-2660. We work with them closely and can access each other's computers. We do not advise confirming and paying for connecting flights until your flights to Cuba are confirmed as change penalties may apply if flights must change.

Visa Information

Common Ground can issue you a tourist visa which in many cases is all you will need to enter Cuba. In other cases, a different type of visa may be required. We may be able to help you with this process but you may need to process it directly yourself with your sponsoring/hosting institution in Cuba. If you are obtaining your own visa, you will need to send to us a photocopy of the actual visa if you receive it ahead of time or a scanned copy if it will be held for you at the airport in Cuba. By international law, you will not be allowed to board the plane unless the visa is physically in the hands of the airport personnel in Cuba. Ask us if you need more information.

___ I am obtaining my own visa. Type of visa _____ Organization in Cuba _____ Date applied _____

___ I wish a tourist visa to be issued to me by Common Ground.

___ 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 _____

Please let us know of any special needs. We will alert our representatives in Cuba, though we are not able to guarantee that these needs can be addressed in Cuba.

Whom to Contact in the U.S. in case of an emergency _____

Relationship _____ **Address & Telephone** _____

A deposit of \$75.00 per person is required as non-refundable deposit on the trip.

___ Check enclosed

___ I authorize Common Ground Education & Travel Services to charge my credit card as listed below in the amount of \$75.00

Card : ___ Amex ___ Visa ___ Mastercard # _____ expir _____ / _____

Name as on card _____ signature _____

Billing address and telephone _____

Ground Cancellation Policy

Trip cancellation/interruption insurance is not included and is highly recommended.

If notice is received before departure by Common Ground by

at least 45 days	Full refund less deposit and visa
at least 44-22 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, 50% of package price
Therein or no show	Full forfeiture of funds paid