

Exchange Travel Form

1. Please provide all the necessary information to expedite the travel arrangements.
2. Send the information to [coordinator]
3. Write N/A in the space provided if you are in doubt or you don't have the information.
4. Send a scanned copy of the information page of your passport and your visa, when available.

Gender (Male or Female)	
Title (Mr, Ms, Dr, etc.)	
Last Name, exactly as it appears on your passport ¹	
First Name, exactly as it appears on your passport ¹	
Middle Name, as it appears on Passport	
Preferred name or nickname	
Organization or government agency	
Job Title	
E-mail address(es)	
Mobile phone number, including country code	
Nationality	
Country that issued your passport	
Passport expiration date	
Passport number	
Place of birth	
Date of birth (Day/ Month/Year)	
Country of flight departure	
Airport of flight departure	
Expected approximate transport costs from home to airport (in US dollars)	
Do you hold a valid <u>multi-entry</u> visa to enter the United States of America? Please specify visa type (<i>visa holders for the USA do not need to apply for a visa to enter Costa Rica</i>)	
Do you have any health concerns or dietary restrictions (e.g., diabetic, vegetarian, halal) you wish to share with us so we can plan accordingly?	

¹ If you have more than one first name and/or more than one surname, please list your names as they appear in your passport.