



Friday 22 November 2024

Dear Parents/Carers

Year 10 Trip to New York City – Passport and ESTA Requirements

As we prepare for the exciting Year 10 trip to New York City, I am writing to outline the essential requirements to ensure a smooth and enjoyable experience for all students.

Passport Information

To facilitate travel arrangements, we require a scanned copy, or a clear photo, of your child's passport to confirm their details. Please email this to the Head teacher's PA at jbrandsma@northleamington.co.uk by no later than **Friday, 6 December 2024**.

When providing passport details, please ensure the passport meets the following criteria:

- **Validity:** The passport must be valid for at least six months beyond the proposed stay in the United States.
- **Biometric Compatibility:** It must be an electronic passport with a biometric chip (ePassports typically feature a gold chip symbol on the front cover).

If your child requires a new or renewed passport, we strongly advise initiating the application process immediately to avoid any delays.

ESTA (Electronic System for Travel Authorisation)

All travellers to the United States must obtain an ESTA under the Visa Waiver Programme if they hold a British or eligible passport. The ESTA is an electronic travel authorisation required for entry into the USA.

You can apply for an ESTA online through the official US government website:

<https://esta.cbp.dhs.gov/>

The application process requires:

- A valid passport.
- Travel and personal details.
- Payment of the application fee (approximately \$21 USD).

The address of where we are staying is:

West Side YMCA
5 West 63rd Street
New York
NY 10023

Phone Number – 212-912-2600

Once approved, the ESTA will remain valid for two years. **Please email a photo or a scanned pdf copy of your child's ESTA approval to jbrandsma@northleamington.co.uk by Monday, 6 January 2025.**

Non-British Passports

If your child does not hold a British passport, please investigate the visa requirements specific to their nationality. It is the responsibility of parents/carers to ensure the appropriate visa is obtained well in advance of the trip. If you require guidance, or anticipate any issues, please let us know as soon as possible.

Parent/Carer Meeting

There will be a parent/carers meeting regarding the NYC Trip on Thursday 16 January 2025, at 17:00 in the school theatre. This will be an opportunity to go over all details and address any final questions.

Important Deadlines

- **6 December 2024:** Deadline for submitting a scanned copy or photo of your child's passport.
- **6 January 2025:** Deadline for submitting a scanned copy or photo of your child's approved ESTA.

Failure to meet these deadlines could result in your child being unable to participate in the trip.

If you have any questions or need further clarification, please do not hesitate to contact me at school. Thank you for your support in ensuring all arrangements are completed in a timely manner.

Yours faithfully,

Mr Royle
Year 10 Lead