



# Orientation for AFS students



## Practical Information 2019-2020

### Topics covered:

Arrivals

School

Reimbursements

Support

Calendar

Medical issues

Travelling & Visits from Home Country

Registration & Visas

Early Returns & Program Termination

Please print this booklet and fill in the important information:

This booklet belongs to \_\_\_\_\_ (name)

My Host Family name \_\_\_\_\_

Host family contact numbers \_\_\_\_\_

My AFS Volunteer name \_\_\_\_\_

AFS Volunteer contact numbers \_\_\_\_\_

My AFS Chapter name \_\_\_\_\_

My AFS Chapter contact \_\_\_\_\_

**Eunice Neta | Support Coordinator**  
**Mobile phone: + 351 911 144 510**  
**Email: [eunice.neta@afs.org](mailto:eunice.neta@afs.org)**

**Welcome Message** | Dear AFS Student, you're probably preparing everything for your departure to Portugal... it is very important that you read all the Orientation Materials, that you start learning some Portuguese words and sentences and that you carefully read all the information available on our website.

In some time we will be able to meet you in person and welcome you to our country! Maybe you're now starting to have some questions and doubts about what will happen in those first days... so here we are to answer you.

**Orientation Materials** | You can access and download all the orientation materials, including this booklet, online: [intercultura-afs.pt/afsstudents](http://intercultura-afs.pt/afsstudents) Password: welcome  
Please focus on **Activity 1 - Starting Life as a Family**.

**Arrival** | When you arrive at the Lisbon Airport, you will have AFS volunteers ready to welcome you (outside the customs area) and take you into your Orientation Site. **Please make sure that if you're coming from a country outside the European Union space that you go through customs and get an entry stamp on your passport. Otherwise you might have to pay a 30€ fine later.** Once you're out of this area **please STOP and look carefully for the AFS LOGO!** Look for AFS volunteers who will be wearing blue AFS vests/black AFS T-shirts – **do not leave the airport on your own.** You will have a bus that will drive you and the other students to the Orientation Site, which is not far from the airport, so you won't have to travel long hours. It is possible that you will have to wait for the arrival of another group of students before starting this short trip. As soon as you arrive you should tell your parents in your home country you're in Portugal. During this weekend we ask your parents not to call, as soon as you get in your host home you can call them and let them know you are ok.

**Arrival Camp** | All the students from several countries around the world will be together for this weekend. The first day you can relax, have some fun and meet other people: students, volunteers and staff. We will also have short sessions with basic information about the AFS Program in Portugal. On Saturday we will provide you with more information about our language, culture and remember some of the baselines of the program. Sunday is the big day! In the morning we'll help you with some Portuguese language basics. After lunch most host families will get together with us and you will be introduced. Then you will leave for your hosting community. If your host family is not able to meet you at the Camp, the volunteers will help you catch transportation for your host community where your family will be waiting for you. Don't worry, these trips usually don't take long and you will travel during daytime.

During the Arrival Orientation Camp you should be ready to carry your own luggage. Bring a small backpack with you so you don't have to open your large suitcases whenever you need something. There won't be much time to exchange money so you should bring 100 Euros with you (which will be way more than enough for the Camp and for your first weeks) – keep your money safe! The Camp includes all the meals so you will only use this money if you want to buy something special for yourself (soft drinks, candy...).

We are expecting your participation in this Camp, so please bring with you some typical games/songs/ dances from your country; be ready to do a Talent Show (we will prepare ours as well!) and don't forget your country flag and your traditional custom (if you have one).

These next months you will discover a lot about yourself, your family, your new school and your new hometown – make it the most incredible experience for you and for others!

We wish you a great trip and a great take-off for this learning adventure in Portugal!

Intercultura-AFS Portugal

**School** | The first contact with the school is usually done by Intercultura-AFS Portugal. As soon as the school is ready to receive you and your host family, to make the inscription, we will contact your host parents.

Before you or your host family buy the school books you need, you should send the list to the office to see if we have them available for you:

Aurora Mousinho | Secretary

Email: [aurora.mousinho@afs.org](mailto:aurora.mousinho@afs.org) | Fax: 21 324 7079

If we don't have them, we ask you (or your host family) to buy the schoolbooks you need. After buying you should send the receipt for reimbursement.

Don't forget to write on the back of the receipt who paid the books, so we know who to reimburse. If it is not possible for you or your host family to buy the books please let us know so we can buy them for you.

**Attention** | You will have to return all the school books by the end of your experience. We only pay the official schoolbooks: literature, dictionaries and grammars can be asked for at the school library or you can borrow from a school colleague – we will not reimburse these kind of books.

**School Materials** | You should buy those things you usually use in class (pencils, pens, notebooks, etc) and the materials required for art classes as well – we don't reimburse these materials.

**School Application** | When you apply in school you'll probably pay a small fee for the application and the school insurance – we reimburse these expenses you just need to send us the receipts.

**School Lunch** | AFS Portugal recommends that you have lunch in school, we will pay you that expense – but you have to have lunch at the school lunchroom; not at the cafeteria or coffee shop. Every month you should send the receipt of your lunches at school so we can reimburse you. We only accept a formal receipt (magnetic card expenses report), that you can ask or print monthly in your school – we do not accept the lunch tickets nor the cash registration tickets nor the prints of your magnetic card charging.

**School Magnetic Card** | Most students attend schools that use magnetic cards. In these cases, to be reimbursed, you should send the list of the expenses you made (where you can see the school fees and lunches) and not the receipt has you charged the card.

**Photos** | To apply in school and to have a monthly ticket for transportation you'll need to take photos – we don't reimburse the photos.

**Study Visits** | Some schools organize some study visits, it is up to you and your host family to decide if you want to go or not, but those trips are not part of the AFS program and you and your origin parents have to support any expenses related to them. Some schools organize study visits to other European countries – please note that you should check beforehand with the country's Embassy/Consulate what are the requirements for you to enter that country. Attention, students with a Visa are only allowed to enter and live in Portugal, This visa doesn't guarantee entrance in other European countries. All underage students (-18) can only leave Portugal if you have an original authorization signed and notarized by your origin parents. **Finalist (Senior) Trips are not considered a study visit and AFS students, are not allowed to take part in these trips, due to safety issues.**

**School transportation** | Intercultura-AFS covers the public transports between hostfamily's house and school. In the districts with a Navegante Municipal pass and a Metropolitan Pass, the Municipal pass (30€) which covers all transports within a municipality, will be reimbursed. If participant prefers to buy the metropolitan pass (40€) that covers other municipalities, Intercultura - AFS Portugal will refund the amount corresponding to the municipal pass, leaving the difference of € 10 to the participant. Please note that we do not reimburse tickets, you'll have to present a receipt.

**School absences** | Don't forget that your host family has to justify your absences in a specific form you can get at school. Even if you are 18 years old, it is up to your host family to sign the justification. If you have unjustified absences we will have to send you home. Please avoid this! Your host family can justify your absences for one of these reasons: illness, participation in AFS activities or other situations your host family finds reasonable. Always keep in mind that AFS students are precisely that: students. So yes, you need to participate in class, study and have good results.

**Reimbursements** | As you can see most of the expenses you'll have during your experience will be reimbursed by Intercultura-AFS. Here you will see WHAT it is reimbursed and HOW it is done! If you have doubts contact the Intercultura-AFS Portugal office. Whenever possible use the Intercultura-AFS fiscal number when you ask the receipt: the number is **500 788 073**.

All original invoices/receipts must be sent to Intercultura – AFS Portugal's office by **regular mail**, before the **15th of each month**. You can send all receipts paid in the previous 30 days. From the 15th of each month, AFS Portugal will verify all receipts and prepare the payments to be done before the end of the month. After payment, we'll send an email to you and host family informing about the bank transfer (it must be a portuguese bank account). **We do not accept delayed receipts. This rule avoids that you let your bills accumulate.**

Some ground rules:

- We don't reimburse students personally when they go to the office, everybody has to send the receipts and wait for the bank transfer.
- We don't transfer reimbursements to foreign accounts (as you will lose a lot of money in fees), it has to be a Portuguese bank account.
- Please get a formal receipt for everything because we can't reimburse you without it.
- When you ask for the receipt please ask that AFS fiscal number is used: **500 788 073**
- Always write your name and why did you spend that money on the back of the receipt.

**Example** | On the back of a transportation receipt you should write: "First and Last Name" "Your origin country" "Travel for the Orientation Camp".

**Attention** | If it was your host family who paid, you should write on the back of the receipt their name, so we know that money is for the host family. Always take a copy of the receipt you are sending – sometimes the mail can be lost.

In case you don't know how to address an envelope, here it is:

Your Name	Stamp
Return Address Line 1	
Return Address Line 2	
Recipient Name	
Recipient Address Line 1	
Recipient Address Line 2	

**AFS Support** | As you know you will have an AFS support volunteer that lives in your area and that will provide you and your host family local support throughout your learning journey. Yet, remember that this volunteer is someone you can turn to when you have doubts or you feel like talking to someone who understands what you're going through. It's possible that sometimes your support volunteer doesn't know how to answer some of your questions. When this happens please ask him/her to contact the chapter coordinator and/or the office and have an answer. Please keep in mind that these people are there to help you as volunteers – a support volunteer doesn't receive any money for helping you, the same way your host family is a volunteer family and also doesn't receive any money to host you.

If you live in an area where you don't have an organized local Intercultura-AFS Chapter or Club we will find you a support volunteer that lives as close as possible to you and that can maintain contact with you and your host family.

It is also your responsibility to contact your support volunteer and share your doubts and feelings. Don't be shy! If you need to talk with someone, contact your AFS support volunteer!

Once you arrive you'll receive all the contacts (host family and local contact person), as well as the office contacts and emergency number. Keep this information with you – ALL THE TIMES!

If by any reason you can't reach your Support Volunteer nor your Chapter Coordinators, you can always contact the responsible staff member at the office:

**Support Coordinator | Eunice Neta, 21 324 7070 or 911 144 510 or [eunice.neta@afs.org](mailto:eunice.neta@afs.org)**

**Calendar |** The school year starts between September 10th to 13<sup>th</sup> and is divided into periods. 1<sup>st</sup> period, till December 17th. 2<sup>nd</sup> period, January 6th to March 27th 2020 (Carnival break February 24th to 26th). 3<sup>rd</sup> period, April 14th to June 4th (Grades 11<sup>th</sup> & 12<sup>th</sup>) or June 9th (Grade 10) 2020. Next you will find all the AFS Activities till the end of this year and the possible calendar for 2020.

#### **September 13th to 15th | Sep 2019 Arrival Camp | National Activity**

Once you land you'll be joining other AFS students for the Arrival Camp where you will have orientation from Intercultura-AFS Portugal volunteers. On Sunday you will meet your host family! This is the BIG moment where you will meet in person! Most families come to the Orientation site, yet for some it's really far from home, but the volunteers will help you catch the right transportation to your host community and your host family will be expecting you at arrival. We take this chance to remind you that host families are also volunteers! **AFS host families are not paid and they are hosting you voluntarily.**

#### **October 25th to 27th | Regional Orientation Camps**

##### **Porto (North), Coimbra (Center) and Costa Azul (South) AFS Chapters**

This orientation activity is compulsory; all AFS students that arrived in September will attend a Regional Camp and join other students and volunteers. On Sunday we also invite the host families for an orientation afternoon.

#### **November 30th to December 1<sup>st</sup> | Farewell Camp for the Trimester Program (Lisbon Chapter)**

The day before the departure of the European Citizenship Trimester Students to the final camp in Brussels, you will gather for a last orientation moment before we help you catch your flight.

#### **December 7<sup>th</sup> | Christmas Lunch (Porto Chapter)**

AFS students, families and volunteers from all over the country get together to celebrate Christmas!

#### **\*January 17<sup>th</sup> to 19<sup>th</sup> 2020 | Arrival Camp for Semester '20 AFS Students**

##### **\*February 29th to March 1st**

##### **Orientation Camp for Semester '20 students**

##### **Departure Camp for Semester '19 students**

This orientation activity is under revision.

For the Semester '19 students, the day before the departure, you will gather with other students and volunteers for a last orientation moment before we help you catch your return flight. If you are Program Releasing and staying in Portugal, you do not attend this camp.

#### **\*May 15<sup>th</sup> to 17<sup>th</sup> (to be confirmed) | Farewell Regional Camps for all students**

This orientation activity is compulsory; you'll attend your Regional Camp (North, Center or South) and join other students and volunteers. On Sunday we also invite the host families for an orientation afternoon.

### June 27<sup>th</sup> to 28<sup>th</sup> | Departure Camp

The day before the departure, you will gather with other students and volunteers for a last orientation moment before we help you catch your return flight. If you are Program Releasing and staying in Portugal, you do not attend this camp.

**\*All activities marked with \* will have confirmed dates by the end of 2019.**

The AFS local structures can organize moments throughout the year – the AFS Chapters and Clubs will invite you and your host family directly. Between March and May the AFS Chapters can also invite you for a Chapter Exchange.

**Medical Emergencies |** In Portugal you can have direct access to public hospitals and health centres, by showing your Identification Document (ID or Passport), Registry Certificate (for European students) or your Visa (non-European students). You'll have to pay an admittance fee, but we will reimburse you for these expenses. If you come from Europe you should bring the European Health Card that significantly reduces the medical costs. If you're not feeling well, immediately alert your host family so they can take you to a doctor.

**Please note that only medication prescribed by a doctor will be reimbursed.**

If you have an emergency medical situation after-hours or on holidays or weekends you can call the AFS Portugal Emergency Number for guidance **+ 351 93 924 7585**.

Yet, this number is only for serious MEDICAL EMERGENCIES. When you call you should LEAVE A MESSAGE IN THE VOICE MAIL, saying your name, contact number and what the emergency situation is. A staff member will call you back.

**Travelling & Visits from Home Country |** The AFS experience is about deep cultural immersion, not about travelling and being a tourist. Therefore we discourage independent travelling. These Travel Rules were developed to guarantee the integrity of the AFS Program and to help the students adjusting to their lives as exchange students in Portugal. AFS students have obligations towards their families, communities and schools. Intercultura-AFS Portugal is responsible for the students while in Portugal, therefore we need to know where you are and how to contact you in case of an emergency. So that your travels can be securely planned, we have established some procedures that are described below. If a student travels without following these rules, this action can result in an Early Return to the origin country.

AFS students can travel:

- Inside Portugal, when accompanied by host family members of legal age (18+)
- Inside Portugal, when accompanied by teachers (school study visits)
- Inside Portugal, when accompanied by AFS-approved organizations (with adult supervision)
- Inside Portugal, to visit another AFS friend and stay with an AFS-approved host family.
- Inside Portugal for AFS activities.

For these travels you need to have your host family permission and should notify the office by using the [online Travel Permission Request](#) (click link and/or see below).

All other kinds of travelling is considered **Independent Travelling**, inclusively:

- Inside Portugal, alone or in the company of someone not of legal age (+18)
- All travels outside Portugal.

We strongly recommend that you don't do any Independent Travels:

Trimester students during the 1st month

Semester students during the first 2 months

Year students during the first 3 months

For an independent travel you have to send **2 weeks (15 days)** in advance your Travel Permission Request at:

English |

<https://www.afsglobal.org/TravelPermissionForm?HostIOC=POR&language=English>

Portuguese |

<https://www.afsglobal.org/TravelPermissionForm?HostIOC=POR&language=Portuguese>

All travels **outside Portugal** (even if with the host family or school) require a Travel Waiver signed by your natural parents, but also an original Authorization for Minors Travelling Outside Portugal, signed by your parents with their signatures notarized. Plus you are responsible to check with the Consulate of the country you will be visiting if you need a visa. Your Portuguese Visa should be valid and have Multiple Entries.

For Independent Travels a Travel Waiver is mandatory. Our office will ask AFS in your origin country to ask a Travel Waiver signed by your natural parents. Only after receiving this signed Travel Waiver can your travel be considered approved.

We do not approve

- | travels in groups of more than 4 AFS students
- | missing school due to travel
- | finalist/senior trips
- | stays in hotels, camping or rented houses without the host family or a responsible adult

Attention | Do not book nor purchase any travel/ lodging before having your host family and AFS Portugal office permission.

We do not recommend visits from family or friends from the home country. All visits must be approved by the AFS Portugal office, they should not interfere with your school attendance nor your host family plans. We recommend that family and friends from the home country, only come to **visit after January, during school holidays and not more than 1 week**.

**Registration & Visas (Only to Semester and Year Program Students with visas that expire before the end of their experience)**

#### Registration Certificate

If you come from one of these countries:

Austria, Belgium, Bulgaria, Cyprus, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom.

Once in Portugal you will have to ask for your **Registration Certificate**.

**Where should you ask for it |** In the City Hall of your host community

**When |** Maximum 30 days after 3 months of being in Portugal.

**What documents will be necessary |** A valid ID or passport (original and a copy), a declaration from Intercultura-AFS Portugal and a declaration from your host school.

**How much does it cost |** Around 15€ [You are responsible for this expense, not your host family. Intercultura-AFS Portugal doesn't reimburse this expense].

If absolutely necessary, the fiscal number on the receipt should be of the host family member accompanying you. AFS Students should not have a fiscal number, nor should you ask for a fiscal number.

## Visa Students

**If your visa is valid for the entire duration of your program please disregard this information.**

All AFS students (Semester and Year) that come from other countries and have a Temporary Stay Visa (art. 62º Lei nº 23/07 or art. 54º Lei nº 29/12) **that is not valid for the entire Program** should ask for a Visa Extension for Temporary Stay in an Exchange Program before the visa expires (usually January, 120 days).

**Schedule an appointment** | The visa extension is usually done with a scheduled appointment. Before the visa expires (120 days) AFS Portugal will schedule this appointment, but if the date/time doesn't suit you or your host family, you can reschedule it via the SEF website: [www.sef.pt](http://www.sef.pt)

**What documents will be necessary** | A template that you can get online or in the Delegation. 2 standard photos. A valid ID or passport (original and copy). A declaration from Intercultura-AFS Portugal. A declaration from your host school as you study there. Authorization to check Portuguese criminal record (if you're older than 16). Additional documents might be asked from you or your host family.

**How much does it cost** | between 100€ to 150€, depending on the program you're doing (Year, Semester). You are responsible for this expense, not your host family. Intercultura-AFS Portugal doesn't reimburse this expense.

**Attention** | Please note that you should not enter the country as a tourist.

**Early Returns and Program Termination** | Usually all AFS students return home by the end of the program, right after the departure camp. Yet sometimes due to personal reasons you might need to return in an earlier date or you might want to stay longer. In either case your parents have to contact AFS in your origin country to take care of the return travel and other documents needed. For students with visas who want to stay in Portugal after the end of the Program, please note that you can only stay if one of your parents comes to pick you up and personally signs the Program Termination waiver. Even if you are 18 years old, one of your parents has to pick you up personally by the program end date.

**If you have any doubts, please let us know.**