



**FHSSA**

*Compassion has no borders*

### **Arranging for African partner to visit US**

- 1) Communicate clearly with the partner, making sure that you are in agreement about the visit (purpose, timing, funding, etc.)
- 2) The African staff should get a passport
- 3) The US partner should write a letter to the US Embassy in that country, signed by the E.D. or C.E.O of the US hospice, inviting the staff to come, assuring the Embassy staff that all expenses will be covered by the US hospice, and explaining the history of FHSSA partnerships and staff exchanges. (Remember to include sample letter). This letter can be sent as a pdf file and e-mailed to the partner to print out and carry to the visa interview at the Embassy.
- 4) (Link to US State Department)
- 5) After the visa(s) are approved, buy a ticket for them and e-mail them the confirmation number for the e-ticket. Make sure you have the exact spelling of their names as they appear on the passport.
- 6) Arrange to get a “gate pass” at the airport, so that you can meet your guest(s) as they get off the plane. Airports can be confusing and they will be exhausted. Bring food and water bottles to the airport for the ride home.
- 7) Plan the schedule to include shadowing US staff on hospice visits, speaking to the US hospice staff and community, holding fundraisers, etc. Include some sight-seeing and fun events, as well as unscheduled time to they can rest (especially at the beginning). Two weeks is usually sufficient.
- 8) Hosts should be lined up to provide room and meals, driving, etc. This can be split up—hosts either driving or hosting overnight or taking them to dinner. If they will be staying with more than one person during the visit, make sure they have at least 3 nights in one place so that they’re not moving all the time. The African staff should not be left to fend for themselves, unless they are experienced at travel.