Useful information for schools travelling to Rhineland-Palatinate

A. Preparation of the trip before applying for visa

- 1. The departure date of the Rwandan school to their partner school should be decided and communicated to the office of Kigali by a formal letter at least one year before the trip,
- 2. The school department informs immediately the Rwandan school about the visit plan,
- 3. The number of pupils (boys and girls) is fixed jointly by both the German and Rwandan school partners (based on the budget available),
- 4. To select and prepare pupils from the club of "Jumelage",
- 5. The age of Rwandan pupils should not be under 18 years old,
- 6. The Rwandan school communicates the names (well written) to the German school within 1 month after receiving communication about their trip,
- 7. Pupils from S1,S2,S4 and S5 are recommended, S3 and S6 are busy with preparation of final exams,
- 8. Pupils must be accompanied with at least two teachers (woman and man).

B. Requirements for the German school

- 1. Invitation letter addressed to the Rwandan school through the office of Jumelage within 1 month after receiving information about pupils selected for the trip (names, age, classes ...)
- 2. The visit is preferable fixed during school holidays,
- 3. The German school, must confirm to arrange for payment of tickets, visa and insurance for Rwandan pupils in the cover letter that is attached to the invitation letter whether the payment will be done by the German school or another organization,
- 4. Clarification of the accommodation of the guests (pupils and accompanying teachers) must be enclosed in the cover letter,
- 5. Facilitate the communication between Rwandan guests and their family hosts,
- 6. To send to the Rwandan school the agenda of the trip (confirmed or draft) with the invitation letter,

C. Intervention of the office of Kigali

- 1. Follow up of the invitation letter for travelling (clarify the follow-up),
- 2. Facilitate acquisition of identity cards and the passports on good time for the Rwandan partners,

- 3. Book air tickets,
- 4. Vaccination card is not necessary (it will be necessary for now on, especially for yellow fever and Covid-19 tests),
- 5. Facilitate the visa application one month before the departure date,
- 6. Preparation of two sessions of training on inter cultural exchange (food, climate,-German and European culture, German words for greeting and self-introduction...). This work is done by a team of German volunteers.
- 7. Indicate the type of clothes and shoes needed during the visit period in Germany depending on the season of the trip.

D. Requirement for visa application

Needs preliminary documents like:

Passport, it cost 50 000RWF

Travelling insurance

Between 7-10 days, the insurance is 34,100RWF- 44,020 RWF

Due to the actual instable exchange rate in Rwanda, the visa cost for short term is around 100 000RWF

Number of students, around 8 pupils plus 2 teachers (but based on the availability of fund)

E) During the trip in Rhineland-Palatinate

- 1. The Rwandan teachers are responsible of the pupils safety and active participation in the study tour,
- 2. If there is any problem, communicate immediately to the office of Kigali for help or the Rwandan Embassy,
- 3. Meeting with the partner school at the airport, for transport (who should be responsible for this?).

F) Arrival to the German school

1. Facilitate introduction talks between German and Rwanda pupils first before anything else,

- 2. Facilitate a short communication between pupils and their families back home, just to inform they have arrived to the school partner,
- 3. Don't offer beer to Rwandan pupils,
- 4. Avoid dances in nightclubs for Rwandan pupils, no problem dancing during the day and not in night clubs maybe in the homes of hosting families or at the hosting school,
- 5. Discuss and work on interesting common projects for both schools, this should be among the points of interest for the trip

G) Returning trip for Rwandan pupils after the visit

- 1. The Rwandan teachers with their partners should ensure that the number of Rwandan pupils is complete as upon departure
- 2. The German school should communicate timely before departure to airport if any student/teacher is missing
- 3. The German school organize the transport from hosting families to the airport,
- 4. The office of Kigali in collaboration with the Rwandan school should organize the transport of pupil from Kigali airport to their families

H) The next step forward

Pupils must present and share the profit or lesson learnt from the exchange visit.

Present the common project discussed by the two partner schools.

At the beginning, we advise schools to create a facebook-group or something similar for the permanent exchange