

## Before you apply for an Ambassadorship to IGF

The Internet Society is happy to hear that you are thinking of applying to be an IGF Ambassador!

### Before you apply, please make sure that you can meet the following five criteria:

1. You can get permission for time away from your studies or work.
2. The country that issued your passport has diplomatic relations with the host country (country where meeting will be held).
3. You can obtain the required visa through an embassy located in in the country where you live.
4. You can expect to have your passport and student/guest worker papers (if applicable) in appropriate condition, up to date for travel, and in your hands by the date ISOC Administrative Support Begins, as shown in the following table.
5. You can expect to have your visa for travel (if applicable) in your hands by the Deadline Date for Visa, as shown in the following table.

Meeting	Meeting dates	ISOC Administrative Support Begins	Deadline Date for Visa in your hands
IGF 2018 – Paris, France	10-14 November 2018 (The 10 <sup>th</sup> is reserved for pre-meeting events)	3 August 2018 (approximately 3 months before meeting starts)	9 October 2018 (one month before meeting starts)

To find out if you can meet the five criteria mentioned above, please go through the Self-Assessment Checklist (below), taking into consideration the details about embassies, passports, and visas that you learn from qualified websites such as:

Visas/France: <https://france-visas.gouv.fr>

### SELF-ASSESSMENT CHECKLIST

*In order to determine for which meeting or meetings you are eligible to apply, please complete the following Self-Assessment Checklist once for EACH meeting.*

1. Are you confident that you can get permission for time away from your studies or work so you can attend the meeting?

**Yes No**

2. Does the country that issued the passport on which you would travel have diplomatic relations with the host country (country where the meeting will be held)?

3. If you need a visa to travel to the meeting, can you obtain a visa through an embassy or consulate located in in the country where you currently live?

4. If you need to renew or replace your passport, can you expect it to be renewed or replaced and in your hands by the date on which ISOC Administrative Support Begins, as shown in the table above?

*You will need to renew or replace your passport, if:*

*--- Your passport does not reflect the name and address you will have when you travel to the meeting.*

*--- The expiration date of your passport is not long enough after the last day of the meeting, per host country requirements.*

*--- There are too few blank pages in your passport, per host country requirements.*

*--- Your passport is not in good condition, for example, has missing pages, water marks, or tears.*

*To estimate how long it may take to renew or replace your passport, consider:*

*--- How long it generally takes to renew a passport or get a new one.*

*--- Government holidays (when offices are closed).*

*--- Your schedule, including your travel schedule (when your passport may not be available).*

*--- The time it may take to travel to and from the passport issuing office.*

5. If you need a visa to travel to the meeting, can you expect to get a visa in your hands by the Deadline Date for Visa, shown in the table above?

*Please consider:*

*--- Visa processing time for applying in person or online, if that's an option.*

*--- Embassy holidays when offices are closed.*

*--- Your schedule, including your travel schedule, when your passport may not be available.*

*--- The time it may take to travel to and from the embassy located in the country where you live.*

6. If applicable, are your student and/or guest worker papers in appropriate condition and usable for a trip to and from the meeting?

*Please consider:*

*--- Expiration date acceptable, per the embassy requirements.*

*--- Papers in good condition – no watermarks, tears, etc.*

*--- Restrictions on travel that may be imposed by student or guest worker status.*

7. For travel to and from the meeting, can you find a reasonable itinerary that does not require a transit visa (or a full visa in the case of transiting through the United States)?

### **What do your answers to the Self-Assessment Checklist mean?**

➤ **If you answered YES** to all of the questions (that are applicable to your situation), please apply to be an IGF Ambassador.

➤ **If you answered NO** to one or more of the questions (that are applicable to your situation), please do not apply for an Ambassadorship to this meeting. However, please check back again so you can apply to be an IGF Ambassador at a future IGF meeting for which you could answer YES to all the Checklist questions. And then when the application period for that meeting is open, please apply!