ISRAEL EXPERIENCE 2027

FULL APPLICATION GUIDE

Dear Parents/Guardians,

This guide explains how to apply for Israel Tour 2027, including how to complete the Full Application Form (Form II) and provide supporting documents. Please review this guide thoroughly before completing Form II.

In this guide you will find information in the following sections:

1. **FORM I – THE INITIAL APPLICATION FORM**
2. **BEFORE YOU START FORM II**
3. **COMPLETING FORM II**
4. **INFORMATION REQUIRED IN FORM II**
5. **DOCUMENTS REQUIRED FOR FORM II**
6. **GP MEDICAL FORM**
7. **SPECIALIST LETTER**

There is a lot of information that is required in Form II which will help your Youth Movement, Tour Provider and UJIA Israel Experience best care for and support the applicant this summer. Please take time to fully understand this process and fill in the form as accurately as possible. We have endeavoured to make this process as clear as possible, whilst aiming to provide the highest standards of care.

If you have any questions please contact your Youth Movement directly.

1- FORM I – THE INITIAL APPLICATION FORM

The initial application form is the link your youth movement/organisation will be advertising as their sign up link. On this form you will be asked a number of questions including:

- Whether you have read the FAQs
- Basic contact information of applicant and parent/guardians
- Background information on applicant

- Whether you intend to deviate your flight from the group – you do not need to make a decision yet, this is just an initial indication
- Whether you would like to apply for financial assistance
- The payment of a deposit.

Upon completion of this form your youth movement/organisation will review your application and choose whether to progress your application onto Form II.

2- BEFORE YOU START FORM II

You have completed Form I – The Initial Application, and have received an email giving you details on how to access Form II.

You now need to fill in Form II - The Full Application Form. You have 4 weeks from the day you receive your link to complete Form II, unless that date falls later than **Friday 29th January 2027** which is the final deadline for Form II. All application forms will close after this date.

Bursary Application Deadline: The deadline to submit your bursary application with all the documents required is **Friday 12th February 2027**. After this date, only cases with extenuating circumstances will be accepted and if there are funds available.

3- COMPLETING FORM II

Please start filling in your application as soon as possible.

You will need to enter some basic information in order for the form to match with your initial application and confirm your identity.

There is a save & continue function that will allow you to save your progress and return to it via a link sent to your email so do not feel you need to wait until you have all documentation ready.

Mandatory questions are marked with a red asterisk (*). You will not be able to submit your form if one of the required fields has not been completed.

Multiple applications: If you apply for more than one participant e.g., siblings, you will have to fill out the application for each participant independently. Please note, each applicant will have their own unique link for Form II sent via email. **Do not re-use the same link for multiple applicants.**

The Importance of Full Disclosure

Israel Tour is a young person-centred programme and we aim to provide an inclusive and accessible environment for every Participant, where we can reasonably do so. However, for us to do this safely and effectively, and to fulfil our duty of care obligation, we require full and accurate disclosure. Our aim is to take all Applicants on Israel Tour,

and each individual's suitability is assessed in the context of medical and welfare conditions and the Israel Tour Code of Conduct.

In cases where full information regarding medical, welfare, social and emotional issues is not disclosed, it often results in significant discomfort to the Participant, Madrichim (Leaders) and the rest of the tour group. This can lead to Participants being removed from the Programme at the Parent/Guardian's expense. Any form of non-disclosure, including relating to severity, may result in the Participant not being medically insured for Israel Tour and may be due cause for early return to the UK at the expense of the Parent/Guardian.

Please note that we take equality and inclusion very seriously and do our utmost to accommodate all manner of health and welfare issues. Disclosing your needs to us well in advance allows us to cater for all participants' needs during Israel Tour and create a suitable care plan. However, if we are unaware of issues beforehand, we may be unable to provide the required level of support during Israel Tour, resulting in the participant having to be removed from the programme for their safety, and at your expense.

4- INFORMATION REQUIRED IN FORM II

You will need to have the following information to-hand to be able to complete Full Application form.

- Friend Requests
- Information about the applicant's medical conditions and mental health
- Immunisations and vaccinations

➢ Friend Requests

You will be able to provide the names of a maximum of three friends with whom the participant would like to be grouped with for Israel Tour. The Organisers will do their best to accommodate one of your choices, however, please note that they make no guarantees and also take into account relevant social and behavioural issues. Friends are not listed in preference order and all three names will be given equal weighting by those arranging the groups.

➢ Information about the applicant's medical conditions

You will be asked to provide the name, address, and phone number of your GP. Additionally, you will need to provide any medical, physical, mental, dental, optic, or any other form of condition the applicant might have.

➢ Immunisations and vaccinations

You will need to provide details and dates of the Applicant's Immunisations and vaccinations.

5- DOCUMENTS REQUIRED FOR FORM II

You will be requested to submit your supporting documents during Form II. However, in the case where you are unable to submit these documents at the time of completing the form, we encourage you **not to wait** for these documents and submit Form II once you have completed all the other information required. You can email documents to your youth movement/organisation at a later date if needed.

The required documents and information you'll need are as follows:

- Applicant's passport details and scan
- Other Passport (s) details and scan
- GP Medical Form
- Specialist Letter (if applicable)

➢ Applicant's passport details and scan of the passport

Passports must be valid for 6 months **after** the return date from Israel. It is your responsibility to ensure the participant has a valid passport.

➢ Other Passport (s) details and scan

If the applicant has any other passport, you will be requested to provide the details.

➢ GP Medical Form

You will be asked to upload the GP Medical Form in your Application Form. In section 6 below you will find details of the different options you have available for signing this. You will be able to submit your application without this if there is a delay in getting it signed, and you can then use the 'Document Upload Form' to submit it once completed. Your application will not be able to be processed until this has been submitted, so please do prioritise this as a matter of urgency.

There are two ways you can submit the GP Medical Form:

1. Upload a copy to your online Application (a scanned copy or a clear picture). Please retain the original for your records. If you do not do this and we require an additional/clearer copy, a new Form will need to be completed by the GP at the expense of the Parent/Guardian.
2. Email a picture/scan to your youth movement/organisation

➢ Specialist Letter

If applicable you will be asked to upload a Specialist Letter.
Please take the Specialist explanatory letter to the Applicant's Specialist for them to write their own personalised letter on headed paper detailing the current physical and/or mental state of the Applicant.

6- GP MEDICAL FORM

There are three ways to complete the GP Medical Form:

- ☐ ZoomDoc at a discounted price for UJIA Israel Experience Tours of £69.
- ☐ JDoc365 at a discounted price for UJIA Israel Experience Tours of £50.
- ☐ Directly through your local GP, usually £30-50.

Your Youth Movement or Organisation will not process your Application until they have received your GP Form.

7- SPECIALIST LETTER

We want to ensure that the applicant is both physically and psychologically well enough to cope with the physical and emotional demands of Israel Tour. Therefore, if applicable, we ask a specialist health care professional to write a letter detailing their current physical and/or mental state attesting to their ability to fully participate in Israel Tour.

This specialist letter is required if the applicant:

- Is currently being treated by a Specialist for a physical and/or mental health condition
- Has been treated by a Specialist for a physical and/or mental health condition in the past 12 months
- Has a long-term/ongoing condition that requires specialist care
- Is in an individual circumstance not included in the above list and the Organisers deem it necessary to understand the care required for the participant.

In some circumstances, if relevant, a discharge letter may be requested.