



Telunas Arrival Form

Thank you for choosing to bring your group to Telunas Beach Resort. We are excited to serve you from the moment you arrive in Batam until we say good-bye.

We desire to handle your group's passports and travel documents with excellence. In order to do so, we would like your help.

Before you arrive:

- Please divide your group into groups no larger than 13 with 1 leader. (You may want to consider boat groups when determining your groups. Your trip coordinator is happy to discuss the specifics of your travel arrangements with you prior to your arrival)
- Please list the names on the group and each individual's passport country on the form below.
- Attach the form to a zipper lock back or other closeable bag.
- On the International ferry, please place all of your group's passports in the correct bags - *don't forget about the leader's passport.*
- If you have additional staff (nurse, special speaker) please either create a separate group for them (in their own bag) or include them as members of a group.
- Please double check that each passport is valid for more than 6 months and contains at least 2 pages free for visas or stamps.
 - For many countries, not all page are available for visas.
- Please keep student cards (green cards – Singapore) and other travel documents separate from the passports.

Upon arrival:

- Because you are accessing the speedy clearance procedure, please let other guests off the ferry first.
- Please collect your own luggage from the ferry as porters are not free in Batam – even for checked luggage.
- One of our Teammates will meet you outside the immigration building. Please have each leader, give the Telunas staff their bag of passports.
 - The Telunas staff member will count the passports and corresponding white cards
 - Once they have checked your bag, your group may proceed through the immigration, bypassing the immigration process.
- One of your leaders should be in charge of the visa finances.
- They should be at the end of the line to confirm your group's final count, passports collected, visa payment, and speedy clearance payment.
 - For most countries, individuals can obtain a 7-day Visa on Arrival for \$10USD (see our web page for more details)
 - The bills should be from 2003 or newer.

Your passports will be processed and brought to Telunas a little later in the day. They will be kept in our safe and returned to you in Batam for your return journey.

	NAMES	Country	Visa/VOA	
(1)	LEADER:			
(2)				
(3)				
(4)				
(5)				
(6)				
(7)				
(8)				
(9)				
(10)				
(11)				
(12)				
(13)				

_____ **Return Tickets Collected Total Passports (including leader)** _____

	NAMES	Country	Visa/VOA	
(1)	LEADER:			
(2)				
(3)				
(4)				
(5)				
(6)				
(7)				
(8)				
(9)				
(10)				
(11)				
(12)				
(13)				

_____ **Return Tickets Collected Total Passports (including leader)** _____