



CADET TRAVEL INSTRUCTIONS & PRE-DEPARTURE GUIDE

Cadet Program

Al Fadilah Ship Management and Operation LLC (AFSO)

IMPORTANT: Read these Cadet Travel Instructions & Pre-Departure Guide carefully and **acknowledge that you have read and understood them before your travel**. Keep a copy readily accessible on your mobile phone throughout your travel and joining process. These instructions will also remain available at any time through the [Cadet Training Program Portal](#) for your reference.

1. BEFORE TRAVEL

Travel Documents

Before leaving for the airport, ensure that you have the following documents:

- Original passport
- Valid visa / entry permit
- Flight ticket / e-ticket
- Seaman's Book / Seafarer's Record Book
- Training Record Book (TRB)
- Cadet identification or company/academy ID
- Cadet Program assignment/deployment letter
- Letter of Guarantee
- Medical certificate
- STCW certificates
- Copies of relevant training certificates
- Accommodation details
- Contact details of AFSO, Virtue, Academy and receiving coordinator
- Emergency contact information

Keep all important travel documents in your **hand-carry bag**, not in your checked baggage.

Cadets are encouraged to keep electronic copies of important documents on their mobile phones and/or secure cloud storage.

2. BAGGAGE

Cadets must check the baggage allowance stated on their airline ticket before travelling.

Hand Carry

Your hand-carry should contain:

- Passport and travel documents



- Wallet and money
- Mobile phone
- Phone charger / power bank
- Essential medication
- One change of clothes
- Basic toiletries within airline liquid restrictions
- Important contact numbers
- Assignment/deployment documents

Checked Baggage

Pack only what is reasonably required for the duration of your training or assignment.

Recommended items include:

- Appropriate casual clothing
- Work clothes, if instructed
- Undergarments and socks
- Comfortable shoes
- Personal hygiene items
- Towels, if required
- Personal medication
- Small laundry bag
- Appropriate sleepwear
- Any PPE specifically requested for your assignment

Do not carry prohibited or restricted items. Cadets are responsible for complying with airline, airport, immigration, customs and destination-country regulations.

3. MONEY AND PERSONAL EXPENSES

Cadets should carry a reasonable amount of money for incidental expenses during travel and upon arrival.

Keep money, bank cards and valuables with you at all times.

Do not place cash, passports, mobile phones, jewellery or other valuables in checked baggage.

Cadets are responsible for managing personal expenses unless specifically advised otherwise by the Cadet Program coordinator.

4. MOBILE PHONE AND COMMUNICATION

Before departure:

- Fully charge your mobile phone.
- Bring a charger and suitable adapter.
- Bring a power bank where permitted.
- Save all important contact numbers.
- Ensure WhatsApp or the designated communication application is working.



- Ensure you can access your email.
- Inform your family of your travel itinerary.

Your mobile phone must remain reachable during the travel period whenever communication is permitted.

5. REPORTING TO THE AIRPORT

Cadets should arrive at the airport **at least three (3) hours before an international flight**, unless otherwise instructed.

Upon arrival:

1. Proceed to the airline check-in counter.
2. Present your passport and ticket.
3. Check in your baggage.
4. Keep your boarding pass and passport secure.
5. Proceed through immigration/security.
6. Locate your departure gate.
7. Remain near the gate until boarding.

Do not leave the airport after checking in unless instructed by an authorised coordinator.

6. TRAVELLING AS A GROUP

Where cadets are travelling together:

- Stay with the group whenever possible.
- Follow the instructions of the designated group leader.
- Do not leave the group without informing the group leader.
- Assist fellow cadets when necessary.
- Ensure everyone is accounted for before moving to another area.
- Immediately report if another cadet cannot be located.

Cadets must maintain professional behaviour because they are travelling as representatives of the Cadet Program.

7. DURING THE FLIGHT

Cadets must:

- Follow all airline crew instructions.
- Behave professionally and respectfully.
- Keep passports and important documents secure.
- Avoid disruptive behaviour.
- Avoid excessive noise.



- Respect fellow passengers.
- Follow all safety instructions.

Consumption or possession of prohibited substances is strictly prohibited.

8. TRANSIT / CONNECTING FLIGHTS

If your journey includes a connecting flight:

- Check the departure gate for the next flight immediately after arrival.
- Check airport information screens regularly.
- Confirm whether baggage is checked through to the final destination.
- Allow sufficient time to reach the next gate.
- Do not leave the transit area unless required and legally permitted.
- Stay with the group if travelling with other cadets.

If you are unsure where to go, approach an airline or airport information counter.

9. ARRIVAL AT DESTINATION

After landing:

1. Proceed to immigration.
2. Present the required travel documents.
3. Answer immigration questions clearly and truthfully.
4. Collect your checked baggage.
5. Proceed through customs.
6. Go to the designated meeting point.
7. Contact the receiving coordinator.
8. Inform the Cadet Program coordinator that you have arrived safely.

Do not leave the airport with an unknown person.

Confirm the identity of the person collecting you before leaving the airport.

10. IMMIGRATION QUESTIONS

Immigration officers may ask questions regarding your travel.

Answer all questions **truthfully, clearly and respectfully** based on your actual travel documents and assignment.

You may be asked:

What is the purpose of your travel?

Explain the purpose stated in your official travel/training documents.

**Where will you stay?**

Provide the accommodation information given to you.

Who is your contact?

Provide the details of the designated receiving organisation/coordinator.

How long will you stay?

Answer according to your official assignment/training and travel arrangements.

Never provide false information or documents to an immigration officer.

11. IF YOUR BAGGAGE IS LOST

If your baggage does not arrive:

1. Do not immediately leave the baggage collection area.
2. Proceed to the airline's baggage service/lost baggage counter.
3. Present your baggage tag.
4. Complete a Property Irregularity Report or equivalent airline report.
5. Obtain a reference number.
6. Take a photo of the report.
7. Inform the Cadet Program coordinator.

Do not panic or attempt to resolve the matter alone if assistance is available.

12. IF YOU MISS YOUR FLIGHT

If you believe you will miss or have missed your flight:

1. Immediately contact the airline.
2. Inform the Cadet Program coordinator.
3. Inform the designated group leader, if applicable.
4. Do not independently purchase another ticket unless authorised.
5. Remain contactable and follow the instructions provided.

13. IF YOU ARE SEPARATED FROM THE GROUP

If you become separated:

1. Remain calm.
2. Contact the group leader.
3. Send your current location.
4. Proceed to an agreed meeting point if instructed.
5. Do not leave the airport or terminal without instruction.



14. EMERGENCY SITUATIONS

Immediately contact the Cadet Program coordinator if you experience:

- Passport loss
- Missing baggage
- Flight cancellation
- Missed flight
- Immigration difficulty
- Medical emergency
- Accident
- Theft
- Loss of money or important documents
- Separation from the group
- Problems with accommodation or transportation
- Any situation where you feel unsafe

For an immediate threat to life or safety, contact the local emergency services first and then notify the program coordinator as soon as practicable.