



LATIN AMERICA WORKING GROUP
EDUCATION FUND

Educational Travel



How to travel to Cuba: With a general license or a specific license for students, faculty and staff of a U.S. academic institution

This brochure is meant only as a guide. The Latin America Working Group suggests that you confirm your eligibility with a licensed travel service provider or with an attorney.

DO I QUALIFY FOR A GENERAL LICENSE?

Accredited schools and universities will no longer need to apply for a Specific License for travel by their students, faculty and staff (including adjunct faculty and part-time staff) to Cuba. Under a General License (no application necessary) the following travel is now permitted:

- ◆ Participation in a structured educational program as part of a course offered for credit by the sponsoring U.S. institution. Participants must carry a letter on official letterhead, signed by a designated representative of the institution, stating that the travel is part of a structured educational program of the sponsoring institution and that the individual is a member of the faculty or staff or a student currently enrolled in a graduate or undergraduate degree program and that the study in Cuba will be accepted for credit toward that degree. There is no longer any minimum length of time which must be spent in Cuba. As long as a student is receiving credit towards his/her degree at his/her own academic institution, he/she may now participate in a study program arranged by another school, provided that institution offers credit to its own students for that course. Relatives of students studying in Cuba may now send them money (via Western Union for instance).
- ◆ Non-commercial academic research specifically related to Cuba and for the purpose of obtaining a graduate degree. The graduate student must carry a letter on official letterhead, signed by a designated representative of the institution, stating that the student is currently enrolled in a graduate degree program and that the research in Cuba will be accepted for credit toward that degree.
- ◆ Participation in a formal course of study at a Cuban academic institution provided the formal course of study in Cuba will be accepted for credit toward the student's graduate or undergraduate degree. The student must carry a letter on official letterhead, signed by a designated representative of the institution, stating that the student is currently enrolled in a graduate or undergraduate degree program and that the study in Cuba will be accepted for credit toward that degree. There is no longer any minimum length of time which must be spent in Cuba.
- ◆ Teaching at a Cuban academic institution by an individual regularly employed in a teaching capacity at the sponsoring U.S. academic institution, provided the teaching activities are related to an academic program at the Cuban institution and provided the duration of the teaching will be no shorter than 10 weeks. The teacher must carry a letter on official letterhead, signed by a designated representative of the institution, stating that the individual is regularly employed in a teaching capacity at that institution.
- ◆ Sponsorship, including the payment of a stipend or salary, of a Cuban scholar to teach or engage in other scholarly activity at the sponsoring U.S. academic institution. It is still necessary to obtain a State Department visa for entry into the United States.
- ◆ The organization of, and preparation for, all the activities described above by faculty and staff of the sponsoring U.S. academic institution (including adjunct faculty and part-time staff). Individuals must carry a letter on official letterhead, signed by a designated representative of the institution, stating that

the individual is a member of the faculty or staff of the institution and is traveling to engage in the organization of, and preparation for the activities described above.

You, as a student, may also attend another academic institution's study abroad program (as long as you are currently enrolled in a graduate or undergraduate degree program) even if the institution is not where you are pursuing your degree. However, the credits from the study abroad program must be transferred and accepted by your home academic institution.

If you fulfill one of the criteria listed above, the regulations authorize you to travel on a general license and you do not require permission from OFAC. However, it is a requirement of the general license that you carry a letter on official letterhead signed by a designated representative of your sponsoring academic institution.

NOTE

- ◆ The term '**designated representative of the sponsoring U.S. academic institution**' means a person designated by the relevant dean or the academic vice-president, provost, or president of the institution as the official responsible for overseeing the institution's Cuba travel program.
- ◆ Professors and teachers traveling for purposes of full-time research in their fields do not travel under an Educational General License. Instead they travel under the General License for Professional Research.
- ◆ U.S. academic institutions are now authorized to open and maintain accounts at Cuban financial institutions for the purpose of accessing funds in Cuba for these purposes described above.

DO I QUALIFY FOR A SPECIFIC LICENSE?

If you do not meet the requirements for a **general license**, you may be able to travel with a **specific license**. These are the categories for educational travel with a specific license for those not associated with an accredited U.S. graduate or undergraduate academic institution (i.e, students or teachers that are doing independent research or teaching without sponsorship via a study abroad program created by their academic institution):

- ◆ Noncommercial academic research in Cuba
- ◆ Participation in a formal course of study at a Cuban academic institution
- ◆ Teaching at a Cuban academic institution

HOW TO APPLY FOR A SPECIFIC LICENSE

When you apply for a specific license, you need to present the following information in a letter to OFAC or use OFAC's [online application form](#):

1. Identify yourself. Furnish the name, address, and daytime phone number of each applicant seeking to engage in travel-related transactions under the license.
2. Identify the type of travel. State your request for a **specific license under § 515.565(b)(1) of the Regulations**. Specify in which of the following types of educational activities you plan to engage:
 - (a) noncommercial academic research in Cuba;
 - (b) participation in a formal course of study at a Cuban academic institution; or
 - (c) teaching at a Cuban academic institution.
3. Describe the educational activities. Provide a detailed description of the proposed educational activities in Cuba, including a description of the activities and the proposed dates and duration of the trip.
4. Provide supporting information. Please provide any other supporting information, such as a letter from an appropriate representative of your academic institution.
5. Sign your letter. Your signature is your certification that the statements in your application are true and accurate.

For more detailed information and examples of what is and is not licensable you can visit page 20 of the full guidelines on [OFAC's website](#).