



LATIN AMERICA WORKING GROUP
EDUCATION FUND

People-to-People Travel



How to travel to Cuba: With a specific license with an organization that promotes people-to-people contact

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.

WHAT IS A SPECIFIC LICENSE?

A specific license is permission issued by the Office of Foreign Assets Control (OFAC) in the form of an actual (physical) license to an organization or an individual. In order to receive a license, an organization must submit an application and be approved by OFAC. Instructions on how to apply and the application form can be found on the OFAC website here: <https://cubatransport.ofac.treas.gov/>

SHOULD I APPLY FOR A SPECIFIC LICENSE?

OFAC issues specific licenses to organizations that sponsor and organize programs to promote educational exchange and people-to-people contact. These licenses authorize organizations and individuals traveling to engage in educational exchanges not involving academic study pursuant to a degree program. Licenses will usually be valid for one year and will contain no limitation on the number of trips that can be taken.

Criteria for determining if an organization is sponsoring programs that engage in people-to-people contact are not yet clear, as people-to-people licenses are just beginning to be issued. The application process suggests that the licenses will be granted on a case-by-case basis. The OFAC guidelines state that no application is guaranteed, regardless of its credentials or past approval. However, it is helpful to have a history of having done non-academic educational exchanges which promote people-to-people contact. This means having organized programs to other countries, not domestic programs. If a group had been granted a people-to-people license for Cuba prior to 2004 (before President Bush cut this license), this would be the best example of having a history of having done non-academic educational programs.

For the most part, the people-to-people specific license will be the avenue in which cultural, sports teams, museums, professional associations, business associations, advocacy groups, alumni associations, student groups, etc. will be able to travel to Cuba—if approved by OFAC.

HOW TO APPLY FOR A SPECIFIC LICENSE

If you would like to apply for a specific license for your organization, you may do so electronically on the [OFAC website](#) or by sending a letter to OFAC directly. This is what you will need to do:

1. **Identify your organization.** Provide the name and address of your organization and include the name and phone number of the organization's contact responsible for the application and for ensuring compliance with the terms of the license once issued.
2. **Identify the type of travel.** State that your organization requests a specific license pursuant to section 515.565(b)(2) of the regulations to engage in educational exchanges.
3. **Provide information about your organization.** Provide information that illustrates how your organization sponsors and organizes educational exchanges not involving academic study pursuant to a degree program and for the purpose of promoting people-to-people contact.

4. **Provide and describe examples of activities.** Provide a list of the types of activities to be engaged in by individuals traveling under your program(s). Also provide a few detailed examples of those activities and explain how those activities would result in meaningful interaction between the U.S. travelers and individuals in Cuba.

- This step is very important. Note that OFAC is not asking for day-to-day itinerary. Instead, compile a list of activities in which your group will engage. Then select a few of those examples and go into detail about how those activities would produce a significant interaction between the trip participants and Cuban individuals.

5. **Provide a certification that:**

(a) each traveler will have a full-time schedule of educational exchange activities that will result in meaningful interaction between the travelers and individuals in Cuba; and

(b) the predominant portion of the activities to be engaged in by individuals traveling under your program(s) will **NOT** be with individuals or entities acting for or on behalf of a prohibited official of the Government of Cuba, as defined in 31 C.F.R. § 515.337, or a prohibited member of the Cuban Communist Party, as defined in 31 C.F.R. § 515.338.

- In doing this, simply state : "I certify that each traveler will have..." and "I certify that the predominant part..."
- It is not prohibited to meet with officials of the Cuban Government, nor with members of the Cuban Communist Party; however, a predominant portion of the program activities cannot be with them.

Prohibited officials of the Government of Cuba are defined as:

For purposes of this part, the term *prohibited officials of the Government of Cuba* means Ministers and Vice-ministers, members of the Council of State and the Council of Ministers; members and employees of the National Assembly of People's Power; members of any provincial assembly; local sector chiefs of the Committees for the Defense of the Revolution; Directors General and sub-Directors General and higher of all Cuban ministries and state agencies; employees of the Ministry of the Interior (MININT); employees of the Ministry of Defense (MINFAR); secretaries and first secretaries of the Confederation of Labor of Cuba (CTC) and its component unions; chief editors, editors, and deputy editors of Cuban state-run media organizations and programs, including newspapers, television, and radio; and members and employees of the Supreme Court (Tribuno Supremo Nacional).

Prohibited members of the Cuban Communist Party are defined as:

For purposes of this part, the term *prohibited members of the Cuban Communist Party* means members of the Politburo, the Central Committee, Department Heads of the Central Committee, employees of the Central Committee, and secretaries and first secretaries of the provincial Party central committees.

6. **Extensions & Renewals.** When applying for an extension or a renewal of a license, be sure to reference the license number in your application and include the following:

(a) an explanation why an extension or renewal is necessary;

(b) a detailed report setting forth a record of all activities undertaken pursuant to the license and any amendments. The report should include a detailed description of each activity, the dates of travel of each trip and the number of individuals that traveled on each trip; and

(c) a complete copy of the license and any license amendments.

7. **Sign your letter.** Your signature is your certification that the statements in your application are true and accurate.

NOTE

- When filling out OFAC form, use points 1 to 7 by listing each point and then answering it. Do not include information not requested.
- You must keep careful records of the groups you organize and provide "a detailed report" including "all activities undertaken" with a "detailed description of each activity, the dates of travel of each group, and the number of individuals that traveled." Or you will not be given another license.
- Group programs organized after the issuance of the license must include the types of meaningful people-to-people exchanges you provided as examples in your application. And each group must be led by a representative of the licensed organization.

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