



## New process for applying for an International Letter of Introduction

The ILOI is a WOSM endorsed document which serves as evidence to any overseas Scouts you encounter that you are a registered Australian Scout. Any member can complete an application for an International Letter of Introduction (ILOI).

However, an ILOI is only issued to members whenever they have plans to participate in or visit a Scouting program or activity whilst overseas. If you do not provide details of planned Scouting involvement overseas, you will not be eligible for a ILOI.

In order for you to be eligible for an ILOI, we need to know:

- the date/s you intend to meet,
- which Group you are meeting and where you are meeting them,
- and who your contact is and their contact details.

This information is then used to formally inform the National Scout Organisation that you will be visiting their Scouts.

Unfortunately, if you cannot provide these details, your application for an ILOI will not be approved.

There is also a cost of \$50.00, which includes the downloadable ILOI, two new Australian scarves and postage to any Australian address.

Applications for an ILOI require the approval of both the State Commissioner – International (SC-I) and the International Commissioner, Scouts Australia (ICoA).

While Scouts Victoria cannot support you as an individual traveller overseas nor can we guarantee that we can connect you with Scouts overseas, there are things we would recommend you have while travelling, such as comprehensive travel insurance, and check any advice or alerts issued on the [Smart Traveller](#) website for where you intend to visit.

**Note:** Registering your trip on Smart Traveller is not applicable as you can no longer register trips/holidays with the Smart Traveller site. For more information, please see their FAQ section here: <https://www.smarttraveller.gov.au/FAQs>





## Instructions

The process for applying for an ILOI is online via the Scouts Australia International Event System. If you have been a member of a National Contingent, you will already have an account. If not, you will need to create an account via:

<https://registrations.international.scouts.com.au/Login.asp#NewRegistration>

Once you have created and verified your account,

- Log in
- Scroll down to where you will see the section '**International Letter of Introduction**'.

You will see this:

**International Letter of Introduction** Request Letter of Introduction

*Members of Scouts Australia travelling overseas independently are eligible to apply for an International Letter of Introduction (ILOI) whenever they have plans to participate in or visit a Scouting program or activity whilst overseas. The purpose of the Letter of Introduction is so that the bearer can identify themselves to fellow Scouts in countries they are visiting and demonstrate that they hold a valid Scouting membership. It does not convey any special privileges (such as entitlement to hospitality)*

**My Letters of Introduction**

No Events found

Click on the '**Request Letter of Introduction**' button at the right side of the page (circled above).

You will then see this page:

Event Registration  
Applicant  
MyEvents  
Personal  
Travel Details  
Status

**SCOUTS** Australia

International Letter of Introduction

**Personal Details**

Please enter general information about yourself onto this form.

Any field labelled with an \* and in bold is mandatory and you will not be able to proceed unless it is completed.

**Lisa Picking** Event: International Letter of Introduction || ID Number: 09352

**General Details**

\* Title Ms  
\* First Name  
Other Names  
\* Last Name  
Preferred Name

\* Country Australia

\* Residential Address  
Vic 2068  
\* Suburb \* State \* Post Code

\* Postal Address  
NSW 2068  
\* Suburb \* State \* Post Code

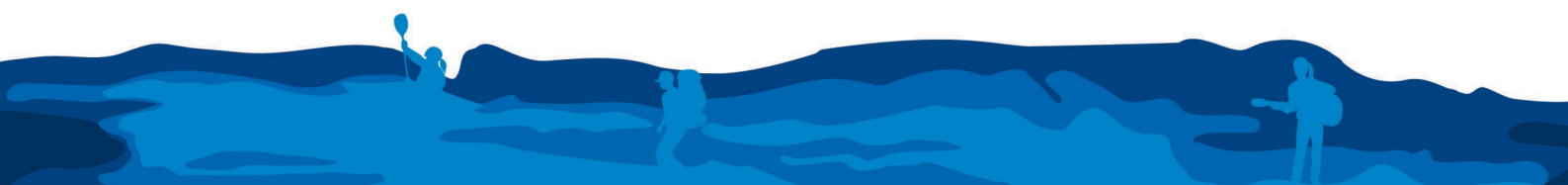
\* Phone - Primary  
Phone - Secondary  
Phone - Other (Work)

\* Primary Email Validated

Religious Affiliation \* Date of Birth Age: 27 & 11 mths as at 1-Jan-2018 \* Gender Female

Your Primary Email address should be one that you will be able to access overseas, and if under 18,

- Complete your Personal details,
- Press '**Save**' down the bottom on the right-hand side,
- Select '**Travel Details**' from the menu on the left-hand side (circled above).





**Scouts**  
VICTORIA

You will then see this page:

**SCOUTS**  
Australia

Event Registration

Applicant

- MyEvents
- Personal
- Travel Details
- Status

### Travel Details

To enable your international Letter of Introduction to be reviewed and processed please complete the following information regarding your international trip.

Any field labelled with an \* and in bold is mandatory and you will not be able to proceed unless it is completed.

Lisa Picking Event: International Letter of Introduction || ID Number: 09352

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#### Eligibility

*The following are the eligibility criteria for an International Letter of Introduction. Please confirm you the your trip conforms to one of the listed criteria.*

1: I am planning to attend a local Scouting event or activity and all information for the event is supplied (including dates and venue) and the contact details of the event organiser are provided; or

2: I am planning to visit a local Scout Group and the date and location of the visit are confirmed, and the contact details for the Group Leader or Leader in Charge are provided.

\* I am eligible under the following criteria:

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#### Scouting Role

*To enable the printing of the International Letter of Introduction you are required to select your current role in Scouting. Please select from the following list.*

\* Scouting Appointment/Role

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#### Trip Details

*The Trip Description is just a unique identifier for your information, eg USA2018, UK/Norway2017 or My First Trip Away. When entering the countries that you are visiting please enter one country per line.*

\* Trip Description

\* Countries you will be visiting

\* Departure Date \* Return Date

You are logged in as: grapes

Submit Save Log Out

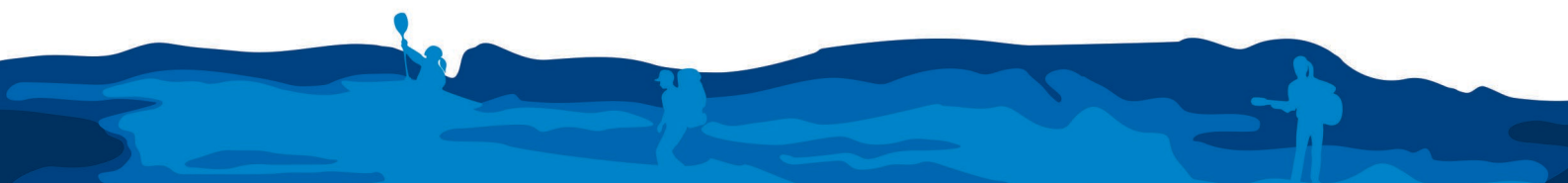
You will be required to provide the following details:


- Your eligibility for an ILOI
- Your Scouting role
- Trip details
- Scouting visit details

Once you have completed the details,

- Press 'Save' (circled in red above)
- Select 'Status' from the menu on the left-hand side (circled in green above).

You will then see this page:



SCOUTS  
AustraliaInternational Letter of Introduction

Event Registration

**Applicant**

MyEvents

Personal

Travel Details

Status

### Permissions and Application Status

This is the current status of your application. Please note that as your application progresses more information will appear on this page.

Any field labelled with an \* and in bold is mandatory and you will not be able to proceed unless it is completed.

Lisa Picking Event: International Letter of Introduction || ID Number: 14560

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**Application Status**

\* **Status:** Initial \* **Date:** 11-Dec-2019

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**Event Details**

Event: International Letter of Introduction

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**Payment Details**

Payment	Due Date	Amount Due	Date Received	Amount Received	Receipt Number/Comment
Letter of Introduction Fee		\$50.00		\$0.00	
<b>TOTALS:</b>		<b>\$50.00</b>		<b>\$0.00</b>	

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**Workflow History**

Date/Time	Status	Reason (if applicable)
11-Dec-2019 00:00	Initial	

You are logged in as: grapes

Once you have read the details on this page, press **'Submit'**.

You have completed your ILOI application.

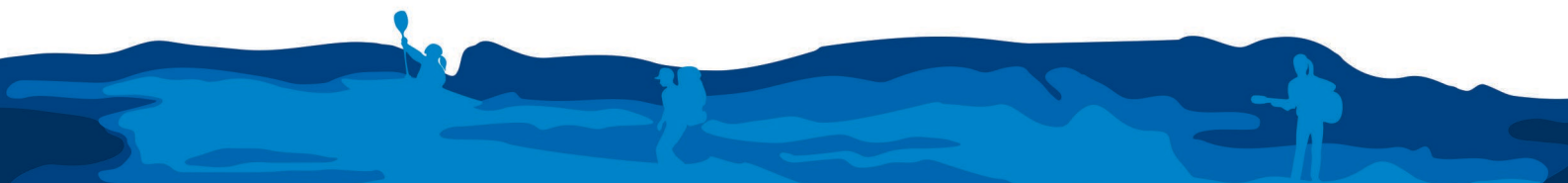
The application will come to the SC-I for approval. If the level of detail provided is not enough or another issue is found, the SC-I will reject the application or get in contact with you seeking more information.

If the application is rejected, you will receive an email informing you.

If your application does not satisfy the minimum expectations listed above, or gives no detail of the Scouting activity you plan on attending, the application will be rejected and you will be required to resubmit after contacting the SC-I with more detail. You will receive an email informing you of the rejection and what detail is required for an approval.

Once the application is approved, it will be given the status 'SHQ approved' and forwarded to the ICoA for approval, where they can approve or reject based on their assessment of the application.

Once the ICoA approves the application, you will receive an email confirming the approval and prompting you to log back into the system and make payment of \$50.00 for two Australian scarves and the downloadable ILOI via the online payment function. Once the payment is received, your ILOI will be available for download and two Australian scarves will be delivered to your mailing address.





In short:

1. Create account via  
<https://registrations.international.scouts.com.au/Login.asp#NewRegistration>
2. Log in via  
<https://registrations.international.scouts.com.au/Login.asp>
3. Scroll to 'International Letter of Introduction' section and click 'Request Letter of Introduction' on the right hand side.
4. Complete details and submit.
5. Await email from SC-I and ICoA confirming approval or rejection.
6. If approved at both State and National levels, log in and make payment.  
If rejected, at either State or National level, complete step 4 with more detail and continue steps for approval.

