

# Online Letter of Introduction (LOI)

This Help article describes the process for creating your online Letter of Introduction(LOI).

A valid LOI is required in order to be hosted. LOIs are usually valid for one year.

The LOI must include one of the following (depending on the policy in your country):

- Paper stamp (sticker) till end of 2019
- eStamp + Traveler stamp expiration date

If you still have a paper stamp, the approval information will not be shown within Servas Online.

*As always, if you have any difficulties, contact first your local administrator, then your country at [your country@servas.org](mailto:yourcountry@servas.org). (e.g. [Canada@servas.org](mailto:Canada@servas.org)). If no answers alternately, use the <Contact Us> link at the bottom of the Servas Online home page to contact an administrator.*

If you wish to travel abroad and meet Servas members you will need a LOI, contact first your Coordinator to ask any question, including payment policy for your country.

Note: The completeness and correctness of your LOI depends on information saved within other sections of your profile (for example, personal and communication information).

See the **Basic Information** chapter of the online help for details.

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*Reminder: Your screen may look different from the figures here; the view may vary, depending on the device you use (e.g. computer, laptop, phone) or your browser (e.g. Chrome, Safari, etc.).*

## Accessing your profile



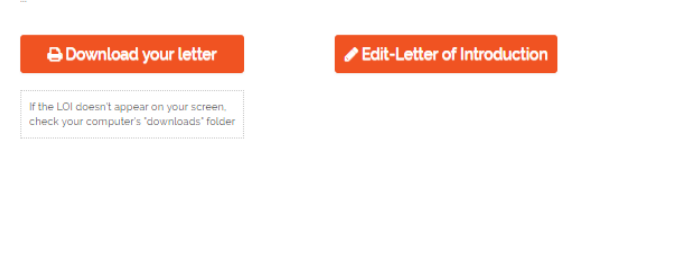
Refer to the **Accessing my profile** chapter of the online help.

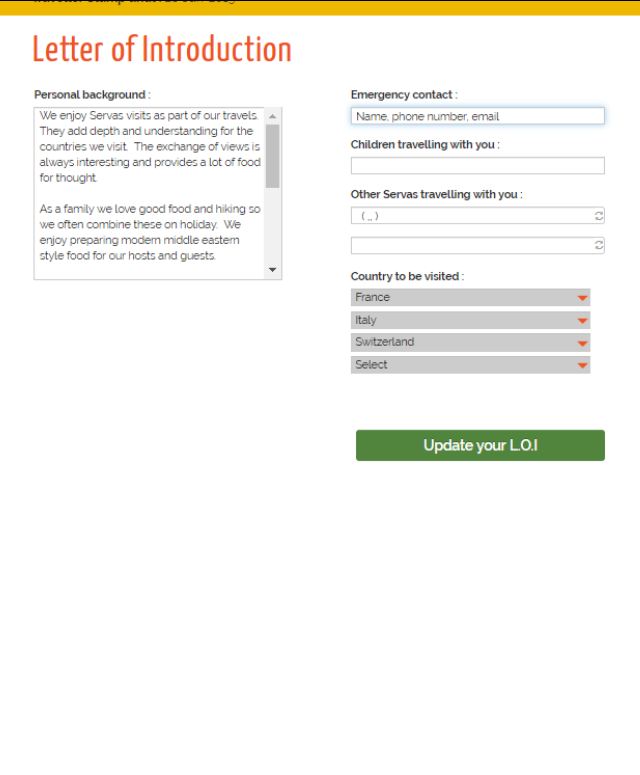
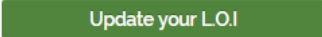
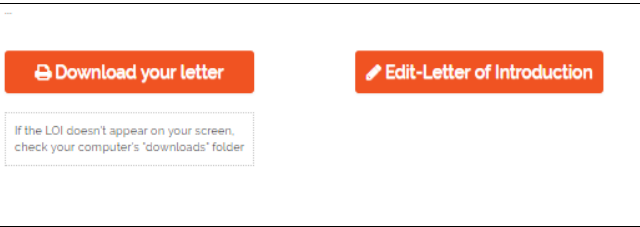
Ensure all **Basic Information** section of your profile is complete and correct.

(Refer to the **Basic Information** chapter of the online help). The LOI will incorporate these fields.

## Using the online LOI

You must be registered as a Traveller in order to view the LOI fields.

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| <p>1. Check that your photo appears at the top of the profile screen<br/>(See <b>How to Upload Your Picture</b> section of the user help if you need to upload or modify the picture).</p>   |  <p>The screenshot shows the 'My Profile' page. On the left, there is a photo upload area with two buttons: 'Upload' and 'Crop'. On the right, the user's name 'Judy Bartel' is displayed, followed by registration details: 'Registration id: 18448', 'Username: Bartel37', and 'Password: *****'. Below this, the 'Servas Role' is listed as 'Traveller &amp; Host &amp; Coordinator &amp; Host List coordinator &amp; Webmaster &amp; InterviewerC'. At the bottom, it shows 'eStamp:' and 'Membership until: 31-Dec-2017', and 'Traveller Stamp until:'.</p> |
| <p>2. Scroll down until you see the <b>Letter of Introduction</b> section of your profile (if this section is not visible, check again whether you have traveller status and contact your local coordinator to arrange this).<br/>3. Ensure that the details have been completed and are up to date.</p> |  <p>The screenshot shows the 'Letter of Introduction' section. The title 'Letter of Introduction' is in orange. Below it, there are two input fields: 'Personal background:' and 'Emergency contact:'. The 'Emergency contact:' field has a small red asterisk indicating it is required.</p>   |
| <p>4. To add or modify the LOI contents, click <b>[Edit – Letter of introduction]</b></p>  |  <p>The screenshot shows the bottom of the LOI section. There are two orange buttons: 'Download your letter' and 'Edit-Letter of Introduction'. Below the buttons, there is a small white box with a red border containing the text: 'If the LOI doesn't appear on your screen, check your computer's "downloads" folder'.</p>   |

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| <p>5. The <b>Personal background</b> is used to tell people about you as a traveller.</p> <p>This text could be modified later for example could be in Spanish if you go the Spanish speaking country, then in English to go to an English speaking country</p> <p>6. Ensure you have listed an <b>Emergency contact</b> including name, telephone and/or email address.</p> <p>7. Provide the names and ages of <b>Children travelling with you</b>.</p> <p>8. Select one or more <b>Other Servas members travelling with you</b>, if they are registered separately.</p> <p>9. <b>Country to be visited</b> click on the grey [<b>Select</b>] button and choose a country. This can be repeated for several countries.</p> |    |
| <p>10. Click [<b>Update your L.O.I</b>] to save the modifications.</p>   |   |
| <p>11. To see a preview of your LOI click [<b>Download your letter</b>].</p>   |  |
| <p>12. Navigate to the directory where you want to save your LOI and confirm. The default PDF filename will be <b>letter-of-introduction</b>. Open the file by navigating to the relevant directory and double-clicking on the file.<br/><u>Note:</u> If the LOI doesn't appear on your screen, check your computer's <b>Downloads</b> folder.</p> <p>13. Check that the LOI shows the correct information. Update fields within your profile as necessary (See the</p>  |  |

Basic Information chapter of the online help for details.)

Note: Countries could be able to customize some part of the LOI, so it may look a little different.



Stamp (timbre/sello):  
2018-1114

Valid Until : (válido hasta) (valable jusqu'au) 17-Sep-2019  
Stamp Issued In (timbre émis en) : Canada

member n° (n° de membre) (miembro n°) 18448

### Letter of Introduction

(version 2019)  
(lettre d'introduction) (carta de presentación (LOI))

Family name, first name (nom, prénom) (nombre, apellido) : Bartel Judy

Sex (F/M) (Sexe) (F/M) : Female

Age (âge) (edad) : 65

Occupation (profession) (ocupación) : Retired Student Services Manager

Permanent address (adresse domicile)(dirección) :  
213 2nd st., . . . , Brandon

Phone (télé) : +1 204-727-4794

Cellphone (télé. móvil) : +1 cell 204-720-7892

Email : judy.bartel@gmail.com

Other Servas members travelling with you (autres Servas voyageant avec vous) (otros Servas miembros viajando contigo) : N/A

Children travelling with you (enfants mineurs voyageant avec vous)(hijos menores de edad viajando contigo) :

Emergency contact [name, phone, email] en cas d'urgence prévenir [nom, télé, email]en caso de emergencia contactar [nombre, telef. email] :  
Wilbert Bartel: wbbartel@mts.net, 1-204-261-8495

Languages spoken (langues parlées) (idiomas hablados) : English (fluent), german (basic), spanish (basic), Low German (fluent)

Personal background (présentez-vous) (presentación personal) :

I have been retired for 10 years from a career in Student Services at a Community College. Since then, I have been active in a number of community organizations, mainly involved with international development activities. I have also had the privilege of travelling extensively, including seeing first hand the activities happening in villages in Tanzania and the slums of Bangladesh. I continue to support these projects by making handbags which are sold for me by a local art gallery. My goal in travel is not to simply see the sites, but to meet and communicate with people to learn about their lives and their culture. I also enjoy active holidays—bicycling, motorcycling, hiking and learning—or ideally, being involved in volunteer activities within a region. Brandon is not a prime tourist destination, so I have had few opportunities to host Servas travellers. However, for the last few summers I have greatly enjoyed sharing evenings of food, wine, and conversation with many Warm Showers bicycle tourists from all over the world.

I understand the aims & rules of Servas and will abide by them. (Je certifie sur l'honneur avoir pris connaissance des statuts et du règlement intérieur de Servas et je m'engage à les respecter)(Entiendo las recomendaciones y normas de Servas y me comprometo a respetarlas).

I will keep all host information confidential, to be used only by me, and will not ask to be hosted without a valid LOI (Me comprometo a mantener el carácter confidencial de los datos personales de los anfitriones, sólo utilizados por mí. No voy a preguntar hospitalidad sin una carta de presentación (LOI) válida). Ce document n'est valide qu'avec le Timbre International, un N° de timbre, une date de limite de validité ainsi que le nom et l'email de celui qui l'émet. Vous pouvez également en vérifier la validité en allant voir le profil de l'adhérent sur www.servas.org. le numéro du Timbre International doit y figurer)

Approved by (aprobado por) :

Email (email) :

Issue Date (fecha de emisión) : 19-Dec-2017

Travel Start Date (fecha de viaje) :

## Using paper stamps

This section is relevant only till end of 2019 and only if your country is using the online LOI but is NOT using eStamps. Beginning of 2020, all the countries will have to use eStamps.



The online LOI will have to be completed, printed and scanned, and then sent to your coordinator. The coordinator will affix a paper stamp on your LOI and send it back to you.






Scan the validated LOI and attach it to all emails you send requesting to be hosted.

## eStamps

Refer to your local coordinator to confirm that your country is using eStamps.

Once payment has been confirmed and your traveller status has been arranged, your coordinator will issue you an eStamp, usually valid for maximum one year. Remember that in order to travel after this date, you must request a new LOI with an up to date eStamp.

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| <ol style="list-style-type: none"> <li>1. Access your profile (refer to <b>Editing your profile</b>)</li> <li>2. Check that the <b>eStamp number and Traveller Stamp until date</b> appear at the top of your profile alongside your picture.</li> </ol>   |   |
| <ol style="list-style-type: none"> <li>3. <b>[Download your letter]</b> once again</li> </ol>  |  |
| <ol style="list-style-type: none"> <li>4. Verify that approval information is as expected: <ul style="list-style-type: none"> <li>• <b>Stamp</b></li> <li>• <b>Valid Until</b></li> <li>• <b>Stamp Issued in</b></li> <li>• <b>Approved by</b> (usually name and contact information)</li> </ul> <p><u>Note:</u> remember that the wording and layout could change a little bit from country to country.</p> </li> </ol> |  |

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| <p>5. Save this LOI PDF file on your computer for future use.</p>  |    <p><b>Stamp (timbre/cello):</b><br/>2018-1114</p> <p><b>Valid Until :</b> (válido hasta) (valable jusqu'au) 17-Sep-2019<br/><b>Stamp Issued In</b> (timbre émis en) : Canada<br/><b>member n°</b> (n° de membre) (miembro n°) 18448</p> <p><b>Letter of Introduction</b><br/>(version 2019)<br/>(lettre d'introduction) (carta de presentación (LOI))</p> <p><b>Family name, first name</b> (nom, prénom) (nombre, apellido) : Bartel Judy</p> <p><b>Sex (F/M)</b> (Sexe) (F/M) : Female <b>Age</b> (âge) (edad) : 65</p> <p><b>Occupation</b> (profession) (ocupación) : Retired Student Services Manager</p> <p><b>Permanent address</b> (adresse domicile)(dirección) :<br/>213 2nd st., , Brandon</p> <p><b>Phone</b> (telf.) : +1 204-727-4794 <b>Cellphone</b> (telf. móvil) : +1 cell 204-720-7892 <b>Email</b> : judy.bartel@gmail.com</p> <p><b>Other Servas members travelling with you</b> (autres Servas voyageant avec vous) (otros Servas miembros viajando contigo) : N/A</p> <p><b>Children travelling with you</b> (enfants mineurs voyageant avec vous)(hijos menores de edad viajando contigo) :</p> <p><b>Emergency contact [name, phone, email]</b> en cas d'urgence prévenir [nom, télé, email] en caso de emergencia contactar [nombre, telf. email] :<br/>Wilbert Bartel: wbbartel@mts.net, 1-204-261-8495</p> <p><b>Languages spoken</b> (langues parlées) (idiomas hablados) : English (fluent), german (basic), spanish (basic), Low German (fluent)</p> <p><b>Personal background</b> (présentez-vous) (presentación personal) :<br/>I have been retired for 10 years from a career in Student Services at a Community College. Since then, I have been active in a number of community organizations, mainly involved with international development activities. I have also had the privilege of travelling extensively, including seeing first hand the activities happening in villages in Tanzania and the slums of Bangladesh. I continue to support these projects by making handbags which are sold for me by a local art gallery. My goal in travel is not to simply see the sites, but to meet and communicate with people to learn about their lives and their culture. I also enjoy active holidays—bicycling, motorcycling, hiking and learning—or ideally, being involved in volunteer activities within a region. Brandon is not a prime tourist destination, so I have had few opportunities to host Servas travellers. However, for the last few summers I have greatly enjoyed sharing evenings of food, wine, and conversation with many Warm Showers bicycle tourists from all over the world.</p> <p>I understand the aims &amp; rules of Servas and will abide by them. (je certifie sur l'honneur avoir pris connaissance des statuts et du règlement intérieur de Servas et je m'engage à les respecter)(Entiendo las recomendaciones y normas de Servas y me comprometo a respetarlas).</p> <p>I will keep all host information confidential, to be used only by me, and will not ask to be hosted without a valid LOI (Me comprometo a mantener el carácter confidencial de los datos personales de los anfitriones, sólo utilizados por mí. No voy a preguntar hospitalidad sin una carta de presentación (LOI) válida). Ce document n'est valide qu'avec le Timbre International, un N° de timbre, une date de limite de validité ainsi que le nom et l'email de celui qui l'émet. Vous pouvez également en vérifier la validité en allant voir le profil de l'adhérent sur <a href="http://www.servas.org">www.servas.org</a>, le numéro du Timbre International doit y figurer)</p> <p><b>Approved by</b> (aprobado por) : <b>Issue Date</b> (fecha de emisión) : 19-Dec-2017<br/><b>Email</b> (email) : <b>Travel Start Date</b> (fecha de viaje) :</p> |
| <p>6. Attach the approved Letter of Introduction PDF file to your hosting request emails.</p>                                      |  |
| <p><u>Note:</u> the eStamp information is available to potential hosts when they search for your profile within Servas Online.</p> |  <p>PEACE AND UNDERSTANDING THROUGH TRAVEL AND HOSTING</p> <p>Country Webinars - English</p> <p>Identity &amp; goals   Community   My Profile   Find Members   Logout   Visit Admin Page</p> <p>Home / Others Profile</p>  <p><b>Judy Bartel</b><br/>Bartel</p> <p>Servas Role : Day Host Only &amp; Traveller &amp; Treasurer &amp; Super user &amp; Coordinator &amp; Host List coordinator &amp; Webmaster &amp; Editor &amp; Importer<br/>Membership until : 31-Mar-2019<br/>Traveller Stamp until : 17-Sep-2019<br/>eStamp 2018-1114</p>  |