



Version 1.02 – June 12, 2021

BVI Gateway App Cheat Sheet

Modifications Since last Version

- Gateway testing cost for fully vaccinated is now \$35.
- Added Henrietta Alexander to assist with problems in Gateway.
- Changed the Nasopharyngeal RT-PCR test requirement to just PCR test.

A. The Bottom Line

Completing your COVID-19 PCR test and BVI Gateway Application correctly is critically important to being able to come to the BVI, and this is a responsibility that lies wholly with the traveler. Aside from providing you with this document, there is unfortunately little we can do to rectify BVI Gateway problems. Please be aware of these common mistakes:

- ~~Getting a COVID-19 test which is not a “Nasopharyngeal RT-PCR” test.~~
Any COVID-19 PCR test is now acceptable.
- Getting a PCR test dated earlier than 5 days before your arrival in the BVI
- Not receiving your COVID -19 Test results in time
- Test positive for COVID-19
- Start your Gateway Application too late <48hrs
- Submit your Gateway Application too late <24hrs

All students and staff members are required to be fully vaccinated. New BVI regulations eliminated the day zero test and quarantine for fully vaccinated travelers.

B. If You Are Experiencing Difficulties with the BVI Gateway Application

If you are experiencing technical difficulties with the application, or issues receiving your Travel Authorization Letter:

You can contact the BVI Gateway Application team, but we have found them awfully slow to respond:

- Email – bvigateway@bviala.com
- WhatsApp (Message Only) – 284-496-6129
- Facebook message Henrietta Alexander, she is the Deputy Chief Environmental Health officer.
www.facebook.com/henrietta.alexander.7 She is the exception and has solved some issues quickly.

A better option may be to reach out to a representative from the BVI Department of Tourism, but be aware that this should only be during regular office hours

- Phone: +1-284-852-6020
- Email: info@bvitourism.com

The BVI Gateway Application is a BVI government-run website, and Odyssey Expeditions does not have the ability to submit, change, or approve Gateway Applications.

C. The Basics of the BVI Gateway Application

1. Is located here - <https://bvigateway.bviaa.com/>
2. Is required to be completed for every traveler to receive their “Travel Authorization Letter.”
3. Can take a long time to receive the approval letter, even as close as the morning that you are due to travel. For this reason, here are our timing suggestions as well as the BVI requirements.
4. **SHOULD BE STARTED the same day you take your PCR TEST**
5. **MUST BE STARTED no later than 48hrs before travel date and time.**
 - a. Example: if you are arriving on June 15th, your application must have been started prior to June 13th
6. **MUST BE COMPLETED no later than 24hrs before travel date and time. Any application in a pending status 24hrs prior to travelling will be denied.**

D. In addition to the traveler’s passport, before you start the application, ensure you have these 4 items in electronic format saved to your desktop. (Note: the system accepts the following file formats that must be smaller than 3 MB each: PDF, DOC, JPG, PNG, GIF)

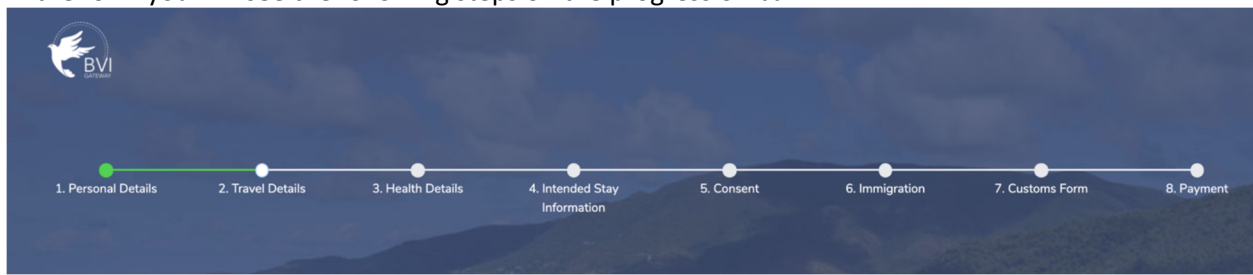
1. **COVID-19 Vaccination Card**
Make sure that you have both sides scanned into one single document. **This card will also be scrutinized on arrival, so students must travel with their original vaccination card.**
2. **“Proof of Accommodation” Letter**
This is a letter that proves your accommodation with us during the program. This has been emailed to you.
3. **“Proof of Medical Insurance”** that states that COVID-19 is a covered illness
 - a. The Travel Trip Insurances that we recommend with DAN and Dive Assure covers the Dive Insurance for diving and the Trip Medical for the BVI protocols. You will need to have a letter from them that states this.
 - i. **DiveAssure** contact Michelle@DiveAssure.com ask for a “COVID-19 Letter” to be emailed to you.
 - ii. **Divers Alert Network** need a call to 919-684-2948 ask for “Insurance” and request an “Embassy Letter” one week in advance and they will email it to you.
 - b. If you have only purchased Dive Medical insurance and need the Travel Medical insurance: Here is a link for some inexpensive insurance choices that will fulfill the BVI requirement. You only need to coverage in the BVI as your healthcare will cover any costs in the USA. These policies will produce the Visa Letter needed upon purchase. Please enroll for a Travel Medical policy on this website - <https://www.insubuy.com/covid19-travel-medical-insurance/>
4. **COVID-19 PCR Test Result** showing the following:
 - a. Date the sample was taken for the test, which is no greater than five days before your arrival in the BVI
 - i. Example: if you are arriving on June 15th, your test needs to have been performed June 10th
 - b. Type of test, showing PCR Test
 - c. Your name and date of birth
 - d. Name, address, and contact number of the testing laboratory
 - e. Test result (**Negative**)

SINCE WE ARE SUGGESTING THAT YOU START YOUR GATEWAY APPLICATION ON THE SAME DAY THAT YOU TAKE YOUR COVID-19 TEST, YOU WILL NOT HAVE THIS AVAILABLE WHEN YOU INITIALLY SUBMIT THE APPLICATION FORM. YOU SHOULD DO THE FOLLOWING:

- **Create a PDF document that states:**
“COVID-19 PCR test result has been taken, but the results not yet been received, we will upload these results to complete the application as soon as they are available.”
- **When prompted, upload this PDF instead of the test results. Within 24hrs you will receive an email from the BVI Gateway Team stating that you will need to upload those results as soon as they are available.**
- **Once they are available, log back into your application and upload. So long as the results are uploaded and the Application submitted to the BVI more than 24-hrs before your travel, you should be okay.**

E. About the BVI Gateway Application Form

To start your application, you need to enter your email, and receive a One Time Password “OTP.” Once in the form you will see the following steps on the progression bar:



F. Top Tips for Each Step of the Form

1. Personal Details

- If the traveler is under the age of 16, the form should be filled out by a Parent / Guardian. If this is the case, then you should indicate in question 1 that you are filling out the form for someone else.

Personal Details

Who are you completing this form for?*

☒ Someone else

☐ A minor for whom you are a parent or guardian?

- Under “Occupation” enter “Student”
- Under “Purpose of Visit” enter “Vacation”

Gender* Male

Occupation* Student

Dialing Code* United States +1

Country of Birth* United States

Marital Status* Single

Purpose of Visit* Vacation

Back Next

2. Travel Details

- Under “Mode of Travel” select “By Air” if flying directly to Tortola (Beef Island) or “By Sea” if you are traveling by ferry from St. Thomas to Tortola on the ferry.
- Complete the rest of the page as a “Passenger”
- If you selected “By Sea”
 - Under “Vessel Category” enter “Ferry”
 - Under “Vessel Name” enter the ferry company you have tickets for.

Discover Adventure Voyages (2 Week):

| | |
|------|----------------------|
| 6/19 | Road Town Fast Ferry |
| 7/03 | Road Town Fast Ferry |
| 7/18 | Road Town Fast Ferry |
| 8/01 | ?? |

Advanced Adventure Voyages (3 Week):

| | |
|------|------------|
| 6/25 | Native Son |
| 7/16 | Native Son |
| 8/01 | ?? |

- Under “Port of Arrival” select “Road Town Jetty”
- Under “Vessel Departure Time” enter the correct date and the time of “16:00” hrs (or close to it)
- Complete the rest of the page as a “Passenger”

Mode of Travel* By Air By Sea

Vessel Category* Water Taxi

Vessel Name Ocean Dreams

Port of Arrival* Road Town Jetty

Vessel Departure Time* 2021-06-1 17:00:15

3. Health Details

- Answer the health questions truthfully and upload the following documents that you had previously prepared.
 - COVID-19 Vaccination Card Scan (if applicable)
 - Proof of Medical Insurance
 - COVID-19 PCR Test results

4. Intended Stay Information

- Enter your length of stay
- Upload the copy of your "Proof of Accommodation" letter.
- Under "Type of Accommodation" select "Vessel"
- Under "Vessel Company Name" select "Sunsail Tortola"
- Under "Address" select "Road Town" (should autofill)
- If it asks Under "Vessel Name" put "No Bad Days Too" (2 week voyages) or "Round Two" (3week Voyages)
- Select "Yes" when asked to confirm that you are staying in a COVID Certified property or vessel.

The screenshot shows a digital form with four red rectangular boxes highlighting specific fields and a confirmation button. The first box is around the 'Type of accommodation' dropdown menu, which has 'Vessel' selected. The second box is around the 'Vessel Company name*' dropdown menu, which has 'The Moorings BVI' selected. The third box is around the 'Address*' dropdown menu, which has 'Road Town' selected. The fourth box is around a radio button labeled 'Yes' in a confirmation section, with a 'No' option also visible. Below the form fields, there is a line of text: 'I confirm that I am staying in a COVID Certified property or vessel. I understand that hotel or vessel guests are required to remain on property until medically cleared by the Ministry of Health.*'

5. Consent

- Read the consent information carefully and agree to the three statements at the end of the page. Student / Guardian / Parent will also need to submit an electronic signature on this page.

6. Immigration

- Much of this page will autofill from earlier pages, but you will want to read everything through to double check before you sign.

7. Customs

- Answer all the questions truthfully and submit the form.

G. Payment

Payment for the BVI Gateway App, tracking/tracing technology and COVID-19 Day Zero test and Day 4 test (if applicable) is now made at the port of entry. Student's entering the Territory by ferry (St Thomas) or plane (EIS) will need to have the means to pay the Gateway fees upon arrival.

Currently, the BVI charge the following:

- Fully Vaccinated Travelers - \$35 (plus 3% credit card fee)

H. Once the Form has been Submitted

- Check your email for a confirmation that contains a specific code for your application.
- Next time you visit the BVI Gateway App portal you can view the status of your application by generating another "One Time Password" and logging in.

Your application **TRX0BFVEBERT** has been received

To: First Last Name



Dear First Last Name

We have received your application. Kindly note this reference number **TRX0BFVEBERT**. An email will be sent to you during the review process if additional information is required. Your application will be sent to you by email, and will also be available when you return to the [Gateway](#) and use your email address and a new OTP to log back into the system.

© Copyright 2020 BVI Airport Authorities. Powered by [Amber Innovations](#)
Limited

I. Once you have been approved

- You will receive an email from bvigateway@bviala.com with the subject line: "Your application *YOUR REFERENCE NUMBER* is approved"
- You should have two attachments to the email:
 - Travel Authorization Letter
 - Quarantine Order
- Please print out two copies of the Travel Authorization Letter

Your application [REDACTED] is approved



BVI Gateway <bvigateway@bviala.com>



Dear [REDACTED]

You have been approved for travel to the British Virgin Islands. We look forward to welcoming you. Please note that you may be denied boarding by the airline, based on your health screening at the airport. Please ensure that you have a copy of your Gateway Travel Authorization (attached) and a copy of your negative PCR results.

© Copyright 2020 BVI Airport Authorities. Powered by [Amber Innovations Limited](#)

2 Attachments



J. YEAH!! You are done with the BVI Gateway!