**Tips on Completing the Rotary Youth Exchange Student Application**

**There are three parts to completing the application for Rotary Youth Exchange: 1. Before you Start, 2. The Online Application, and 3. The Additional Required Forms Requested through a follow-up email.**

**Before You Start:**

**Passport**

If you do not have one**:**

Apply for one at <https://travel.state.gov/content/travel/en/passports/how-apply.html>

**If you have one:**

Check the expiration date. It must not expire earlier than six months beyond the date you will return from your exchange (EX: Return home in July 2024 – Passport must not expire prior to February 2026)

**Make a Doctor Appointment:** All students must submit a Medical Report for the Second Part of the application. This includes the medical history as well as all vaccinations received.

**Make a Dental Appointment:** A Dental Form must be completed for the Second Part of the application.

**Club Sponsorship Form:** Receive this form from your sponsoring Rotary Club. It includes the name, contact information and address of the President and Youth Exchange Officer of the Club Information

**Visit:** <https://www.exchangestudent.org/outbound-students/> Carefully Review all of this information before starting the Online Application. You will find a link at this site to begin Step #2 – the Online Application

**The Online Application:**

**Read** the Instructions CAREFULLY. This application is to be completed by typing online. You can close it and return to it at a later time if you cannot complete it at one sitting.

**Every Box** must have something in it. If it does not pertain to you, mark it **N/A or None**. If there are blank boxes, the application will be returned to you for completion. There should be NO hand-written boxes. The only exceptions would be signatures and dates. After you are ready to move onto the next page, hit the **SAVE** Button. You can always go back at a later date and edit any information. If you want to leave the application to come back to it later, hit the EXIT Button after saving the page. You can then return to the application when you are ready to resume by going to the same website and clicking on “Continue”.

**Pg 1 – Student Detail**

**Picture:** This needs to be a picture similar to a picture for your passport-head and shoulders. This will be the first “look” a prospective family will see of you. Keep the background simple – we need to see your facial features.

**Sponsoring Club:** The name of the Rotary Club that interviewed you. If you don’t know – ask!

**Pg 2 – Parents**

These should be the natural parent(s) or legal guardian(s) or a natural parent and stepparent. If the natural parents are divorced, you must add a comment about the custody arrangements. In the Custody Detail, indicate if your primary parent has full custody, or if the second natural parent is deceased, or has not had contact since birth or soon after. If the second natural parent has shared custody, then they will have to sign off on the application when indicated.

**Pg 3 – Personal Information**

**Other Languages(s):** Indicate any other languages other than your native language that you have studied. Indicate the years you have studied or spoken this language and how you would categorize your knowledge of the language. Be HONEST. Don’t exaggerate your abilities. It will not affect your country placement.

**Emergency Contact:** List the information about a relative or close family friend Rotary would contact if your parents cannot be reached. We will reach out to your primary contact in all cases, but if it is urgent and they cannot be reached, this is the person we will contact.

**Pg 4 – School Information**

If you are unsure of some of this information, ASK at the school. We do need to know how many students are in the school and how many are in your class Depending on your grade, your school may not have a ranking for you. If not, please indicate **N/A.**

**Source of School Information:** This is the name of a person who can provide information about the school. It can be a Guidance Counselor or School Official**.**

**Pg 5 – Photos**

Make sure all pictures are clear and self-explanatory. The “Home” picture should be an outside shot of the house you live in. Special interest could be a hobby or club you may belong to. Something important to me can be a pet, nature if you enjoy the outdoors a bike if you enjoy riding, your first car, a sibling, a church – **anything** that has importance in your life. You can change the captions to fit the picture if you would like.

**Pg 6- Letters**

Both the student and parents should answer all questions listed. This should be in a letter form (“Dear Rotary”) – not a list of answers to the questions. They should not exceed 2 1/2 pages long. This will be used as an introduction to a host family in your new country and allow the family to hear from you and your parents and what you all feel would be important for them to know about you when you get there. Do not mention how much you want to visit a particular country (Ex: All my life I wanted to visit France and see the French lifestyle) Although you may want to visit a particular country, it may not be possible to assign you there. Imagine how the German family will feel when they read your letter that says how much you want to visit France! Keep it country general!

**Additional Required Forms**

Once the online Application is complete and submitted, you will receive an email from **Eastern States Exchange (Essex)** asking you to submit additional forms. Your application will not be complete until all of these forms have been completed successfully and uploaded. **SAVE THIS EMAIL** so you can revisit it.

This email will include four different parts. Each part has a specific web address associated with it that will be included in the email.

1. **Outbound Applicant Required Documents**
	1. This link has many sections so be sure to visit and complete them all
2. **Country Selection Preferences**
	1. We will take your preferences into account, but we can not assure your choices can be met. We will notify you if we see an issue with your choices.
	2. Country selection is subject to change, including the country’s availability.
3. **Personal Reference**
	1. This comes from a teacher or administrator at the school
	2. Make sure this teacher or administrator knows you well and be familiar with your accomplishments and capabilities.
	3. You must provide us with the name, phone number and email of the person you wish us to contact. (Make sure you talk to this person so they know the request will be coming from Rotary Youth Exchange through an email.
4. **Submit your Application Fee of $50.00**
	1. **Check:** Made out to “Rotary Youth Exchange District 7360”
	2. **Mail to:** **District YE Chair, Kathy Krinks, 1961 Bumble Bee Dr., Tyrone, PA 16686**
	3. This fee is NON-REFUNDABLE.

**To be Interviewed the weekend of December 3, you MUST have completed:**

1. The Online Application (Correctly!)
2. Your Country Selection List
3. School Reference Name and Information
4. Essex Signed Rules
5. Pay the Application Fee.

**Passports, Doctor, and Dentist Forms** should be submitted **no later than December 23** to ensure the best chance of getting a country you have selected., Make sure **ALL** sections of these forms are filled in. Vaccination records can be submitted on a separate page.

**Monitor your email Frequently** for additional information. This will be the primary method of communication. Submit all of the forms in a timely manner. If there will be a delay in completing these forms, contact the District Chair immediately.

**Ask** if you have Questions: District Chair Outbound Coordinator Inbound Coordinator Kathy Krinks Mary Jane Smith Isaac Fisher

 klk1@psu.edu mj1em1s@aol.com sach17866@yahoo.com

Or Contact your Sponsoring Club

Good Luck!