

Tips on Completing the Rotary Youth Exchange Long-Term 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:

Secure a Sponsoring Club: You should not start an application without contacting a local Rotary Club and get them to agree to sponsor you. You will need to collect the name of the club, the president's or Youth Officer's name and contact information to use as your contact with the club.

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 2025 – 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 Information Sheet: 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 the next step – 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".

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. Do not use abbreviations except for your state and USA.

Sponsoring Club: The name of the Rotary Club that interviewed you. You must have the club name and number. All Rotary Club information must be completed, not just the name of the club.

Parents: Names 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 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**.

as shared custody, and they are in contact with you, then they will have to sign off on the application when indicated. Make sure you list the full occupation of your parent(s). Example: Registered Nurse, not RN.

Religion – if you are not religious, indicate “None”.

Dietary Restrictions: List any food allergies (they must also be recorded on the medical form). You list any food restrictions or diets you follow- Ex. If you don’t eat pork or meat Vegetarian, Vegan, etc. Note that Vegans are very difficult to place. It helps if students are more flexible while on Exchange. If they are planning on being more flexible, indicate it here too.

Secondary School Information: If you are home schooled, put that in where the name of the high School is asked for. List all of the classes you will be taking this year. 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, indicate **N/A**.

Source of School Information: This is the name of a person who can provide information about the school. It can be any School Official, as the Principal or Superintendent.

Other Languages: Indicate any 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. Make sure this is filled out completely.

Student Letter: This should be in letter form (“Dear Rotary”) – not a list of answers to the questions, but make sure all areas are covered as requested in the directions. They should not exceed 2 1/2 pages long. This will be used to sell yourself to the hosting country. 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. Keep it country neutral.

Parent Letter: Make sure all topics are covered as instructed.

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 interests 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. The family picture should include your entire family. Identify the family members in the caption. Most prospective host families expect to hear more than you watch movies, read or play video games.

Additional Required Forms (Part 2 of the Application Process)

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 THE ESSEX 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. It is important that the original form be **SCANNED** and not a picture taken of it. You will be asked to resubmit the form if it is a picture of the form.

Medical Form: The Student completes the Personal Information on the top of the form.

1. Section C:

- a. The Doctor completes 1,2 and 3 under Medical History. If there is a “Yes” answer in 2 or 3, there must be an explanation included (this includes any non-medical food restrictions).
- b. **If affirmative answers are given to questions 2b, 2f, 2g, and or 3c, a letter of explanation must be included with the form.** The letter must include the nature and severity of the disorder, diagnosis, frequency of attacks, prognosis, treatment, dates, and duration. How will the condition affect the student’s ability to successfully complete the exchange year? What will the student need to do if the stress of exchange is affecting them? Is the student able to be abroad for an academic year? Applications cannot be accepted without this type of letter. Please remember that exchanges can be extremely stressful.
- c. Immunizations can be written on the form, or a list of immunizations can be attached. If the Covid-19 immunization is not listed, the student must submit a copy of the Covid -19 Card. This is a required immunization.
- d. TB Screenings are required. Many countries will not accept an application without it.
- e. List all prescribed Medications. If any medication is prohibited in the host country, you will be notified so that alternative solutions can be determined.
- f. Parents/Guardians and the student must read and sign at the bottom of the page.

Dental Form: Make sure all signatures are there and the name and address of the practice.

Rules, Attestations, Permission, Releases and Consents (4 pages): Read and sign each section. There are five places the Parents/Guardians and student must sign. If the signatures in the first three places are done

electronically, no witness is needed. If the signatures are signed in person, a witness from the sponsoring club must sign.

Student, Parent and Sponsor Endorsements: The student completes the top section. The student, parents/guardians need to sign.

Sponsor Club and District Endorsement: This information is completed with information supplied by the sponsoring club. Preferably, it should be typed. The signatures and dates can be handwritten. IF it is impossible to type the information in, it must be clearly legible. This information is shared with the government and the hosting country and is necessary to secure a visa in most cases.

Guarantee Form: Student completes the first two lines.

Essex Outbound School Personal Referral: A student should ask a teacher, coach or club advisor from the school who knows them well. The key is to find someone who knows you well and will provide a positive referral. You will need to supply the name, phone number and email address of the reference.

High School Transcript: This should be an official transcript. You need to submit at least two years of transcripts.

Upload Valid Passport: A valid passport for the program must have an expiration date no earlier than February the year after you return from exchange. Ex. If your exchange ends in 2025, the passport must be valid through February of 2026. Apply for the passport as soon as possible. Currently passports are taking up 13 weeks – 7-8 weeks if you pay for the expedited process.

Country Selection Preferences: Review the requirements for the countries for which you have a preference. You must meet every requirement to be placed in a country. We will take your preferences into account, but we cannot assure your choices can be met. We will notify you if we see an issue with your choices. Country selection is subject to change, including the country's availability.

Submit your Registration Fee of \$50.00: Your application will not be processed without this fee submitted. Check is to be made out to "Rotary Youth Exchange District 7360" and mailed to **District YE Chair, Kathy Krinks, 1961 Bumble Bee Dr., Tyrone, PA 16686**. This fee is NON-REFUNDABLE.

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.

To be Interviewed, you MUST have completed:

- | | |
|--|-----------------------------|
| 1. The Online Application (Correctly!) | 4. School Reference |
| 2. Your Country Selection List | 5. Your Country Selection |
| 3. Your School Transcript | 6. Pay the Registration Fee |