
**Rotary Youth Exchange
Long-Term Program Preliminary Application**



Submit completed application to:

Instructions for Rotary Youth Exchange Program Application

Read all directions on each page carefully **before** completing the application. Use the checklist on the last page to ensure that you have completed all sections and obtained all necessary signatures.

If you are accepted as an exchange student, this application will be sent to your host country and will serve as your introduction to the people who are being asked to host you. The information you provide will help to determine your acceptance in the Rotary Youth Exchange program, and your placement in a host family, school, and community. Furthermore, your information will be provided to Rotary International. It will only be used for official RI business and will not be sold to or shared with third parties, unless its release is required by law.

Components of Your Application

Your application consists of:

- All forms in this application, along with your student and parent letters (Section B)
- Any additional information or reports from your doctor or dentist
- Copies of your passport or birth certificate
- Copies of your school transcript

Filling Out Your Application

Your application **must** be legible. Only computer-generated (or typed) applications are accepted (no hand-written applications). Answer all questions completely and as asked (*do not* write “same,” “see above,” or “see page ___”). Enter your information directly onto the application unless directed otherwise. Make sure to use correct grammar and spelling. Make note of the formats specified for date fields and other items.

Wherever the application asks for your full legal name, enter your name **exactly as it appears on your passport or birth certificate**.

Printing Your Application and Signing the Forms

You may need to submit several complete sets of this application – your local Rotary district/club will tell you how many sets are required. You may also wish to make an additional set for your own records. Be sure to provide computer-printed forms or good-quality photocopies. **All signatures on all sets must be ORIGINAL and with BLUE ink.** To accomplish this:

1. Complete the application form. Do not sign it.
2. Print the required number of sets of the completed application (if using a typewriter, make good-quality photocopies of your original).
3. Sign all of the sets yourself, then have your parents/legal guardians sign all sets.
4. Medical and dental forms: Ask your physician and dentist to make the appropriate number of photocopies of the completed medical/dental form *before* signing it and then to sign each copy in blue ink.

The photo of yourself that you attach to Section A, page 1, and the photos required by Section B, **must be original photographs or good quality color prints** on all sets. You may digitally insert the photos into the document, or physically attach them with glue or two-sided tape (no staples).

Additional Instructions

1. The deadline for this application will be established by the sponsoring Rotary District and local Rotary Club. Applications WILL NOT be accepted after the deadline date. They will also dictate the number of copies you are required to submit.
2. Hand-written applications will not be accepted. Use Acrobat Reader to complete your application, or, if necessary, a typewriter.
3. Collate the sets appropriately, attach all photos where indicated, include your letters/photos (Section B), and your checklist (final page). Do not submit this instruction page or the cover page that precedes it.
4. It is the student's responsibility to ensure that the School Reference Form (Section H) is completed and sent in by the teacher/administrator in time for the application deadline.
5. When putting the applications together, **use only PAPER CLIPS**. Do not staple or otherwise bind your applications.

Questions?

If you have any questions about completing this application, check with your local Rotary club's Youth Exchange Officer. Once you've completed your application, return it to your local Rotary club/district as they've instructed.

Statement of Conduct for Working with Youth

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.

Adopted by the Rotary International Board of Directors, November 2006



Rotary District _____
Rotary Youth Exchange
Long-Term Exchange Program
Section A: Personal Information

Smile!

Provide a recent, good-quality color photo of yourself (head and shoulders). Make sure your entire head is fully visible. Do not include other people or props in the photo.

Insert the photo digitally into the document, or attach with glue or double-sided tape; do not staple.

Size: 2 x 2½ in. (5 x 6.5 cm)

Before you begin your application, be sure to read all instructions on the prior page.

1. Applicant Information

Full Legal Name as on passport or birth certificate (<i>use uppercase for your FAMILY name; e.g., John David SMITH</i>)		Name You Wish to be Called			<input type="checkbox"/> Male <input type="checkbox"/> Female
Home Address – Street	City	State/Province	Postal Code	Country	
Postal Address (<i>if different</i>) - Street	City	State/Province	Postal Code	Country	
E-mail Address		Home Phone Number		Mobile Phone Number	
Place of Birth (<i>City, State/Province, Country</i>)		Citizen of (<i>Country</i>)		Date of Birth (<i>e.g., 25/Jan/1999</i>)	

2. Parent/Legal Guardian Information

Full Name of Father/Legal Guardian		Rotarian? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, name of Rotary Club		
Address – Street	City	State/Province	Postal Code	Country	
E-mail Address		Home Phone Number		Mobile Phone Number	
Occupation		Business Phone Number		Fax Phone Number	
Full Name of Mother/Legal Guardian		Rotarian? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, name of Rotary Club		
Address – Street	City	State/Province	Postal Code	Country	
E-mail Address		Home Phone Number		Mobile Phone Number	
Occupation		Business Phone Number		Fax Phone Number	
In the event of an emergency, which parent or legal guardian should be contacted first (you must select one)? <input type="checkbox"/> Father <input type="checkbox"/> Mother		<input type="checkbox"/> Check here if your parents are divorced or separated. <i>Authorizations must be obtained from all parents/legal guardians and others who have legal rights to decisions affecting the student's participation. Explanation is required if signatures of two parents or legal guardians are not provided.</i>			

3. Sponsor District and Rotary Club

Sponsor District Number	Name of Sponsor District Youth Exchange Chair	E-mail Address
Sponsor Rotary Club	Name of Sponsor Club Youth Exchange Officer	E-mail Address

Applicant Name

4. Personal Background

Religion	Dietary Restrictions (<i>Enter "None", or explain with details – e.g., vegetarian, vegan, allergic to...</i>)
Do you smoke or use tobacco products? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.
Do you drink alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.
Have you ever used illegal drugs? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain.
Do you have a steady boy/girlfriend? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how long have you been together, and how often do you go out?

Answering yes to these questions will not automatically eliminate you as a candidate; however, it may require special consideration of host family or country assignments.

5. Siblings (add pages as necessary)

Name	Gender	Age	Occupation or School Grade/Level	Living at Home?
	<input type="checkbox"/> Male <input type="checkbox"/> Female			<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Male <input type="checkbox"/> Female			<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Male <input type="checkbox"/> Female			<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Male <input type="checkbox"/> Female			<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Male <input type="checkbox"/> Female			<input type="checkbox"/> Yes <input type="checkbox"/> No

6. Languages

Your Native Language	Proficiency in Non-Native Language(s) <i>(indicate Poor, Fair, Good, or Fluent)</i>			
Non-Native Language(s)	Years Studied	Speaking	Reading	Writing

7. Secondary School Information

Name of Secondary School You Currently Attend		School Phone Number		School Fax Number	
Address – Street		City		State/Province	Postal Code
Country					
Number of grades/levels at your school	Your current grade level (<i>e.g., 10th, 11th</i>)	Month and year you expect to graduate	No. of years you've attended this school		
List the courses you are currently taking					
<i>Consult with a school official or guidance counselor to find out the following information:</i>					
Total number of students at your school		Number of students in your grade level		Your approx. class ranking (<i>e.g., top 10%, 12th of 56</i>)	
Name and title of school official or counselor that you consulted			E-mail address of school official or counselor		

Attach a transcript, in English, of all secondary school courses completed with grades you received. Also attach your most recent grade report from the current year.



Rotary District _____

Applicant Name _____

Rotary Youth Exchange – Long-Term Exchange Program

Section B: Letters and Photos

Student's Letter

Write a letter introducing yourself to your future host club and host families. Keep in mind that this will be their first impression of you. Incorporate your answers to the following questions in your letter, providing as much detail as possible (if you need help generating details, also consider the italicized questions in parentheses).

Specifications: Type your letter on a separate sheet (or sheets) of paper, and include your name on each. Attach your letter to this page. Maximum length: 3 pages.

1. What do you do when you have free time?
2. What you do at your school? (*How many subjects do you take? What are they? How long are the classes? What is your daily schedule during the school year? Start with when you wake-up and discuss only one typical day's schedule.*) Are you able to choose courses at your school? If so, which courses did you choose, and why?
3. What are your school interests and activities? What leadership positions have you held?
4. How would you describe your home? (*Do you have your own room, or do you share your room with others? Where in your house do you study? How far is your home from your school? Do you drive, ride a bus, or walk to school?*)
5. What are the occupations of your mother and father? (*What product or service does each make or perform? What is her/his position or title?*)
6. How would you describe your community? (*Is it in or near a major city? What is the population? industry? economy?*)
7. What are your interests and accomplishments? (*Are you interested in art, literature, music, sports, other activities? How did you become interested in the activity? How long have you been interested? How much time do you devote to the activity?*)
8. What trips have you taken outside your country? Why did you take these trips, with whom, for how long?
9. What things do you dislike? (*Do you dislike certain foods, animals, treatment by other people, etc.?*)
10. What do you feel are your strong, and weak, characteristics?
11. What are your plans and ambitions for your education and career? Why?
12. What do you specifically hope to accomplish as an exchange student, both during your exchange and when you return?

Parent's Letter

Write a letter to your child's host club and families, incorporating your answers to the following questions in your letter.

Specifications: Type your letter on a separate sheet (or sheets) of paper, and include your child's name on each. Attach your letter to this page. Maximum length: 2 pages.

1. How would you describe your child's relationship with you and your family? with his/her friends?
2. How does your child react to disagreement, discipline, and frustration?
3. How does your child handle challenging or difficult situations?
4. What amount of independence do you give to your child? What is your child's level of maturity?
5. What makes you proud of your child?
6. Why do you want your child to be an exchange student?
7. Are there any other comments you would like to share with the host families?

Applicant Name

Student's Photos

Select a color photograph for each topic below, and digitally insert or attach each photo to this page with glue or double-sided tape (do not staple). Include brief captions, to describe the photos.

MY FAMILY	MY SPECIAL INTEREST
<p data-bbox="370 667 578 789"><i>Photo that includes members of your immediate family</i></p>	<p data-bbox="1008 667 1292 789"><i>Photo of you participating in your favorite hobby or activity</i></p>
SOMETHING IMPORTANT TO ME	MY HOME
<p data-bbox="334 1465 613 1539"><i>Photo of your friends, pet, musical instrument, etc.</i></p>	<p data-bbox="1040 1444 1260 1562"><i>Photo of your house or building where you live</i></p>



Rotary District _____

Applicant Name _____

Rotary Youth Exchange – Long-Term Exchange Program

Section G: Rules and Conditions of Exchange

As a Youth Exchange student sponsored by a Rotary club or district, you must agree to the following rules and conditions of exchange. Violation of any of these rules may result in dismissal from the program and immediate return home, at student's expense. Please note that districts may edit this document or insert additional rules if needed to account for local conditions.

Rules and Conditions of Exchange

- 1) You must obey the laws of the host country. If found guilty of violating any law, you can expect no assistance from your sponsors or native country. You must return home at your own expense as soon as released by authorities.
- 2) You will be under the host district's authority while you are an exchange student and must abide by the rules and conditions of exchange provided by the host district. Parents or legal guardians must not authorize any extra activities directly to you. Any relatives you may have in the host country will have no authority over you while you are in the program.
- 3) You are not allowed to possess or use illegal drugs. Legal medications that are prescribed to you by a physician are allowed.
- 4) The illegal drinking of alcoholic beverages is expressly forbidden. Students who are of legal age should refrain. If your host family offers you an alcoholic drink, it is permissible to accept it under their supervision in the home. Excessive consumption and drunkenness is forbidden.
- 5) You may not operate a motorized vehicle, including but not limited to cars, trucks, motorcycles, aircraft, all-terrain vehicles, snowmobiles, boats, and other watercraft, or participate in driver education programs.
- 6) Smoking is discouraged. If you state in your application that you do not smoke, you will be held to that position throughout your exchange. Your acceptance and host family placement is based on your signed statement. Under no circumstances are you to smoke in your host family's bedrooms.
- 7) Body piercing or obtaining a tattoo while on your exchange, without the express written permission of your natural parents, host parents, host club, and host district, is prohibited, for health reasons.
- 8) You must make every effort to learn the language of the host country, and may be responsible for any costs for tutoring, language camps, or other instruction.
- 9) Limit your use of the Internet and mobile phones, as directed by your host district, host club, and host family. Excessive or inappropriate use is not acceptable. Accessing or downloading pornographic material is expressly forbidden.
- 10) You must attend school regularly and make an honest attempt to succeed.
- 11) You must have health and accident or travel insurance that provides coverage for accidental injury and illness, death benefits (including repatriation of remains), disability/dismemberment benefits, emergency medical evacuation, emergency visitation expenses, 24-hour emergency assistance services, and legal services, in amounts satisfactory to the host Rotary club or district in consultation with the sponsor Rotary club or district, with coverage from the time of your departure from your home country until your return.
- 12) You must also have liability coverage through a travel insurance or other applicable policy, in amounts satisfactory to the host Rotary club or district in consultation with the sponsor Rotary club or district.
- 13) You must have sufficient financial support to assure your well-being during your exchange. Your host district may require a contingency fund for emergency situations. Unused funds will be returned to you or to your parents or legal guardians at the end of your exchange.
- 14) You must follow the travel rules of your host district. Travel is permitted with host parents or for Rotary club or district functions authorized by the host Rotary club or district with proper adult chaperones. The host district and club, host family, and your parents or legal guardians must approve any other travel in writing, thus exempting Rotary of responsibility and liability.
- 15) You must return home directly by a route mutually agreeable to your host district and your parents or legal guardians.
- 16) Any costs related to an early return home or any other unusual costs (language tutoring, tours, etc.) are the responsibility of you and your parents or legal guardians.
- 17) Visits by your parents or legal guardians, siblings, or friends while you are on exchange may only take place with the host club's and district's consent and within their guidelines. Typically, visits may be arranged only in the last quarter of the exchange or during school breaks and are not allowed during major holidays.
- 18) Serious romantic activity is to be avoided. Sexual activity is forbidden.
- 19) Talk with your host club counselor, host parents, or other trusted adult if you encounter any form of abuse or harassment.

Recommendations for a Successful Exchange

- 1) You should communicate with your first host family prior to leaving your home country. The family's information will be provided to you by your host club or district prior to your departure.
- 2) Respect your host's wishes. Become an integral part of the host family, assuming duties and responsibilities normal for a student of your age or for children in the family.
- 3) Learn ahead of time as much of the language of your host country as possible, and use the language regularly. Teachers, host parents, Rotary club members, and others you meet in the community will appreciate the effort. It will go a long way in your gaining acceptance in the community and with those who will become lifelong friends.
- 4) Attend Rotary-sponsored events and host family events, and show an interest in these activities. Volunteer to be involved; do not wait to be asked. Lack of interest on your part is detrimental to your exchange and can have a negative impact on future exchanges.
- 5) Get involved in your school and community activities. Plan your recreation and spare-time activities around your school and community friends. Don't spend all your time with other exchange students. If there is a local Interact club, you are encouraged to join it.
- 6) Choose friends in the community carefully. Ask for and heed the advice of host families, counselors, and school personnel in choosing friends.
- 7) Do not borrow money. Pay any bills promptly. Ask permission to use the family phone or computer, keep track of all calls and time on the Internet, and reimburse your host family each month for the costs you incur.
- 8) If you are offered an opportunity to go on a trip or attend an event, make sure you understand any costs you must pay and your responsibilities before you go.