



Rotary Youth Exchange – Long-Term Exchange Program

Section Z: Application Checklist

Use this checklist to ensure that you have all of the necessary parts for your application. All copies must meet RYE Sponsor District signature requirements; all photographs must be inserted digitally and be of good quality. Submit the proper number of complete sets, as directed by your sponsor Rotary Club or District.

Sec.	Application Component
A	Personal Information pages completed with photo digitally inserted
B	Letters & Photos completed , with 4 photos digitally inserted
C-1	Medical History & Examination completed and signed by physician, parents and applicant. <i>Letter(s) of explanation and other additional pages, if any, should be appended following physician signature page.</i>
C-2	Copies of Original Vaccination Record(s) digitally inserted .
D	Dental Health and Examination completed and signed by dentist
E	Endorsements-Sponsor Club; Guarantees-Student & Parents completed and signed by all persons
F	Endorsements-Host Club, District & School top of form completed , remainder left blank
G	Rules & Conditions; Medical Permissions & Releases signed by student and parents/legal guardians; Alternative Emergency Contact data provided
H-1	Secondary School Personal Reference form and pre-addressed stamped envelope given to your teacher or administrator (do not submit this form with your application).
H-2	Copy of school transcript (with translation into English if transcript is in another language)
I	Consent to Personal Data Policy of <u>Sponsor District</u> completed and signed by student and parents/legal guardians
J	Consent to Personal Data Policy of <u>Host District</u> – heading completed . Remainder left incomplete (until Host District Privacy Policy on Use and Disclosure of Confidential Information is obtained).
K	Consent-Rotary Photography/Recording Release signed by student and parents/legal guardians.
L	Passport/Birth Certificate: Copy of passport (valid at least 6 months beyond the estimated end of exchange) or birth certificate (if valid passport is not available)
Additional Forms Required by Sponsor District (if any)	

Final Instructions: When you have completed entry of the required fields in the application form, you are ready to print the document. Remember to print the proper number of copies, as directed by your sponsor Rotary Club/District. Then, you can obtain additional information and signatures where required, and use the checklist above to make sure everything is complete.

Assemble your application Sections A through Z into complete collated sets (excluding Section H-1). Include this checklist. Do not include the cover page or instructions page. Please do not staple or bind your application or any part of it; use paper clips or clamps instead. Submit the number of paper application originals specified by your local sponsor Rotary Club or District. If your RYE Sponsor District also requires an electronic copy of this application in addition to (or instead of) the paper application, you will receive specific instructions for electronic preparation and submission.

Good luck!

Application produced and endorsed by
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