Rotary Youth Exchange Short Term programs use two different forms

- **STEP-Application F2F** (Family to Family) - Updated **2024-03-19**
- **STEP-Application Camps** - unchanged since 2023-04-10

  Note: Rotary New Generations Service Exchange is a separate program. STEP forms longer apply to NGE.

March, 2024 - The Rotary Youth Exchange Long Term Application Form has been updated.

The **2024-03-28** update includes the **2023 revisions described below** plus some necessary corrections.

Students applicants have options for successfully completing the form using free on-line web tools offered by **Smallpdf**. This provides intuitive methods for completing the form using any system. This also works for Chromebook users unable to use Adobe Reader to insert images. Accordingly, student tips now cover both **Smallpdf** and **Adobe Acrobat Reader**.

The medical section (C-1) has been updated based on suggestions and input from several physicians.

Non-sequential page number gaps are now avoided by using "a, b, c, d, ..." page suffixes for sections with variable numbers of pages. This includes Sections B (letters), C-2 (immunizations) and H-2 (transcripts).

There are no substantial changes to overall application **content**. However, please note that medical certification statements have been **moved** from the bottom of "Section C-1: Medical History & Examination" and are now located within the medical portion of "Section G: Rules, Attestations, Permissions, Releases & Consents". Database administrators should assure that both **Section C-1** and **Section G** are **updated at the same time.**

Small corrections have been applied to almost every section of the LT application form. Lower left corners show the latest update for each section of the form. Some sections with new updates may appear unchanged. This happens when improvements affect only how the form interacts on-screen during information entry.

Please use the information below to **DOWNLOAD THE CURRENT VERSIONS** of the
Short Term Forms; Long Term Application Form (or selected sections) and supporting materials:

Rotary Youth Exchange – Short Term (STEP) and Long Term (LTEP) Application Forms
HOW TO GET THE LATEST VERSION OF ANY RYE APPLICATION FORM

- **Primary Access to everything in ONE PLACE. Click Here: RYE APP FORMS**
  - https://drive.google.com/file/d/1QjItCk-MfTrI_k81hLEAMLPjAcOYFgKz/view?usp=share_link
  - The above link should be **ALWAYS CURRENT, providing access to the most recent update(s)**
  - Includes link to **ST & LT Application Forms** (ready to be prepared by Sponsor District)
  - Includes link to **YEO Form Preparation Instructions for LT Application Form - Updated 2024**
    - How to enter required District-specific information before use by students.
  - Includes link to LT App **TIPS for students and instructions with examples**
  - For RYE databases: Separate links for Individual Sections of the LTAF
  - Includes links to ST App Family to Family and Camps applications + guidelines and checklist
  - Supporting Documents are the most recent versions when using the links provided.
- **Backup Access to everything in a SECOND PLACE. Click Here: RYE APP FORMS** (backup database)
  - https://drive.google.com/file/d/13BTqXTUVE0XH_F0bYxn05Nxz5dq7Uidx/view?usp=share_link
  - **Use backup access only if the Primary Access is not working/unavailable.**

Questions, problem reports and suggestions may be E-mailed to: forms.rotary@gmail.com

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These application forms have been endorsed by Rotary Youth Exchange leaders from multiple international regions. While individual Rotary Districts are free to use other forms, these forms offer assurance they will be acceptable to any prospective RYE exchange partners. Any substitutes for portions of these forms should provide substantially equivalent content and page organization including Sponsor District Number and Full Legal Name of the applicant at the top of every page.