



Outbound Applicant's Check List
Cowboy Country Rotary Youth Exchange
Rotary International District 5440
2026-2027 School Year



Name of Student: _____ Sponsor Club: _____

- _____ 1. Complete the online application. Upon successful completion a PDF copy will be emailed back to you. If you have not received a copy you should contact the District Youth Exchange Committee (dirkdmiller@gmail.com).
Submit one printed copy of the completed PDF application in the packet you submit.
- _____ 2. One copy of each of the following Rotary forms (with original signatures in blue ink).
Review the instructions we sent you if you have questions about any of these forms.
 - Medical Report (including any attachments)
 - Dental Report
 - Rules, Attestations, Permissions, Releases & Consents
- _____ 3. Two copies of the Sponsor Guarantee Form (with original signatures in blue ink).
- _____ 4. One copy of passport or birth certificate (This needs to be a high quality color copy).
- _____ 5. One copy of Rules and Conditions of Exchange with ALL original signatures.
- _____ 6. One copy of Mandatory Interview/Orientation Notice with ALL original signatures.
- _____ 7. One copy of Acknowledgement of Fees and Payment Schedule with ALL original signatures.
- _____ 8. One copy of School Agreement To Accept An Exchange Student with original signature.
- _____ 9. One copy of your school transcripts and class standing.
- _____ 10. One copy of activities and accomplishments form.
- _____ 11. Three letters of recommendation (submit one original copy of each letter).
- _____ 12. One copy of Host Family Referral Form.
- _____ 13. You have completed the online country preference form.
- _____ 14. Your Secondary School Personal Reference has responded to the email request for a reference.
- _____ 15. You have uploaded all the forms onto your Outbound Applicant Required Documents web page and they have all been accepted.
- _____ 16. Application Fee of \$800. Fee and refund details are in the Acknowledgement of Fees and Payment Schedule.
 - Make check payable to “CCRYE District 5440”

I have checked that everything is complete and enclosed.

Signature of Applicant

Date

Signature of Club Officer

Date

Please refer to the student instructions that were emailed to you if you have any questions about anything on this check list.
Blank forms and instructions are also available online at <http://rotary5440.org/SitePage/outbound-application-process>