



Cowboy Country Rotary Youth Exchange
Rotary International District 5440
Long-Term Youth Exchange
2027-2028 School Year



OUTBOUND APPLICATION PROCESS

The outbound student application process that Cowboy Country Rotary Youth Exchange (CCRYE) remains the same. The following overview is provided to help clubs and students better understand how things will work. The students will receive detailed instructions that expand greatly on the details of each requirement.

- Clubs select a student or students to sponsor.
- Clubs notify CCERYE Chair John Sheltren of the name and email address for the student (no later than October 1).
- CCERYE sends an email to the student inviting them to complete an online application. The YEO will be copied on this email. The email will include a link to the web form along with detailed instructions.
- The student completes the application (information on the application listed below). When they complete their application it will be reviewed by CCERYE.
- When the application is approved the student will receive an email with a PDF of the application that was submitted.
- The student will receive an email with links to 2 other web pages. One includes a list of all the forms that must be completed and provides a place to download blank forms and upload completed forms. The other page provides a place for the student to submit the name and email address for a secondary school reference (teacher, counselor, administrator).
- The student will be required to scan and upload all the completed documents.
- The deadline for the student to complete the application and upload all the required documents is October 31.
- The Club YEO should assist the student with all of the forms and be sure they are on track to complete the documents by the deadline.

Information included in the online application includes:

- Personal information - name, birth date, birth place, address, school, grade, phone, email, etc.
- Parent information - names, contact info, occupations, marital status, etc.
- Other information - emergency contact, tobacco, drug and alcohol use, languages spoken, siblings
- School information - name, location, size, classes taken
- Photos (uploaded by student) - family, home, special interest, something important to me
- Parent and Student letters - entered into this form. Can be typed directly or cut and pasted.

Forms that are uploaded/downloaded on the web site by the student provide (all are described in the instructions)

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|-----------------------------------|---------------------------------------|
| • Outbound application check list | • Country Preferences |
| • Guarantee Form | • Interview/Orientation Notice |
| • Rules and Conditions | • School Student Acceptance Agreement |
| • Medical (requires doctor visit) | • Host Family Referral Form |
| • Dental (requires dentist visit) | • Outbound Fee Agreement |

Other things the student must provide (all are described in the instructions)

- Birth Certificate / Passport
- School Transcripts and class standing
- Letters of recommendation