

# Outbound Applicant Required Documents

The required documents page is fairly simple. There are just a few things to know.

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When you first start all the documents will show required

<b>Outbound Country Selection Form</b>	Required
Country selection form	
<input type="button" value="Get Blank Form"/>	<input type="button" value="Upload ↓"/>

Some documents require a blank form that must be completed  
Those documents will have the “get blank form” button  
See next page for additional details on downloading forms

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Those forms that do not have a blank template will not have the “get blank form” button

<b>Letters of Recommendation</b>	Required
Obtain 3 letters and upload them as one document	
	<input type="button" value="Upload ↓"/>

If you click the “Upload” button the “choose file” and “upload” buttons will appear

<b>School agreement to accept IB student</b>	Required
School agreement to accept an inbound student	
To upload your required documents, please click the browse button and then click upload:	
<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
<input type="button" value="Get Blank Form"/>	<input type="button" value="Cancel ↑"/>

When you first upload a document the status will change to “Submitted”

<b>Outbound Rotary Sponsor Guarantee Form</b>	Submitted
This form must be completed by your sponsoring Rotary Club	
<input type="button" value="Get Blank Form"/>	<input type="button" value="Upload ↓"/>

Once the District Committee has reviewed your document it will either be Accepted or Rejected.  
Once it is accepted the upload and blank form buttons will disappear.

<b>Outbound student medical report</b>	Accepted
This must be completed by a doctor	
<input type="button" value="Get Blank Form"/>	<input type="button" value="Upload ↓"/>

  

<b>Outbound dental report</b>	Rejected
This must be completed by a dentist	
<input type="button" value="Get Blank Form"/>	<input type="button" value="Upload ↓"/>

### **Additional details on downloading forms**

When you choose “Get Blank Form” the form will open in another browser window or a popup window, depending on the web browser you are using. A couple things to note.

- Be sure to save the file to your computer prior to entering any information into the form. Then open it with Word or Adobe to enter information. The version in the browser window will not work correctly.
- If the form is not opening in another window after you click “Get Blank Form” it is because your web browser is blocking the popup window from yehub.net. You need to tell your web browser to allow popups from yehub.net. See below for how to do this with Google Chrome. A similar process should work in other browsers. An internet search for “How to enable pops in *your browser*” should help you find directions for other browsers such as Firefox, Opera, Safari, Internet Explorer, Edge, etc.

In Google Chrome there are a couple ways to allow popups.

- Go to Settings, Advanced, Privacy, Content settings, Popups. Add <https://yehub.net> to the “allow” list.
- Another way to do the same thing is when you attempt to “Get Blank Form” there will be a little box that appears in the upper right corner of your browser window right by the star that allows you to bookmark the page. If you click on that box it will open a dialog box where you can tell the system to allow popups from <https://yehub.net>.



# Cowboy Country RYE

## Outbound Applicant Required Documents

**Applicant: *STUDENT NAME***

Your application form has been received by Rotary Youth Exchange, but there are several other documents that must be submitted in order for your file to be complete.

The table below shows each of the required documents, with its description and status. Click the corresponding Upload button to provide Rotary with that form.

You should have received instructions about all of these documents. If you need another copy please go to <http://rotary5440.org/SitePage/outbound-application-process> where you will find the Student Instructions in the download list.

<b>Required Documents</b>	
<p><b>Outbound student medical report</b></p> <p>This must be completed by a doctor</p>	<b>Accepted</b>
<p><b>Outbound dental report</b></p> <p>This must be completed by a dentist</p>	<b>Rejected</b>
<input type="button" value="Get Blank Form"/> <input type="button" value="Upload ↓"/>	
<p><b>Outbound Rotary Sponsor Guarantee Form</b></p> <p>This form must be completed by your sponsoring Rotary Club</p>	<b>Submitted</b>
<input type="button" value="Get Blank Form"/> <input type="button" value="Upload ↓"/>	
<p><b>Rules and conditions of exchange</b></p> <p>This must be signed by the student and both parents and witnessed by a Rotarian</p>	<b>Required</b>

	<a href="#">Get Blank Form</a> <a href="#">Upload ↓</a>
<b>Mandatory Interview/Orientation Notice</b> Agreement by student and parents to attend interviews and orientation	<b>Required</b>  <a href="#">Get Blank Form</a> <a href="#">Upload ↓</a>
<b>School agreement to accept IB student</b> School agreement to accept an inbound student	<b>Required</b>  <a href="#">Get Blank Form</a> <a href="#">Upload ↓</a>
<b>Outbound Country Selection Form</b> Country selection form	<b>Required</b>  <a href="#">Get Blank Form</a> <a href="#">Upload ↓</a>
<b>School Transcripts</b> Original high school transcripts, including current courses and class rank	<b>Required</b>  <a href="#">Upload ↓</a>
<b>Letters of Recommendation</b> Obtain 3 letters and upload them as one document	<b>Required</b>  <a href="#">Upload ↓</a>
<b>Passport or Birth Certificate</b> Prefer passport but need birth certificate if you don't have a passport yet.	<b>Submitted</b>  <a href="#">Upload ↓</a>
<b>Host family referrals</b> Provide names of people who would serve as host families	<b>Required</b>  <a href="#">Get Blank Form</a> <a href="#">Upload ↓</a>
<b>Outbound Applicant Checklist</b> Checklist of all the documents that must be mailed to District 5440	<b>Required</b>  <a href="#">Get Blank Form</a> <a href="#">Upload ↓</a>
<b>Outbound Fee Agreement</b> Acknowledgement by student and parents of the fee structure	<b>Required</b>  <a href="#">Get Blank Form</a> <a href="#">Upload ↓</a>