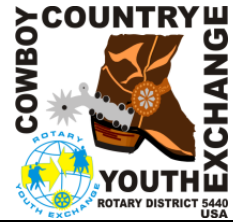




Dirk Miller, District 5440 YE Chair
Cowboy Country Rotary Youth Exchange
300 Comanche Drive
Cheyenne, WY 82009
307-274-2812 (cell)
dirkdmiller@gmail.com



ROTARY DISTRICT 5440 USA

OUTBOUND STUDENT APPLICATION – STUDENT INSTRUCTIONS

TO: Outbound Youth Exchange Applicants
FROM: Dirk Miller, District 5440 Youth Exchange Chair
DATE: August 2025
SUBJECT: **Year-Long Outbound Youth Exchange Student Instructions – 2026-2027 Exchange Year**

Cowboy Country Rotary Youth Exchange is pleased that you are interested in going outbound on youth exchange in the 2026-2027 school year. These instructions are intended to guide you through the application process. If you have questions about any of the forms or requirements please check with your local Rotary Club Youth Exchange Officer (YEO). If you cannot resolve the problem with them then please contact me (dirkdmiller@gmail.com).

Your application, support documents, and application fee (as described on the application submission checklist) shall be received by the District Committee no later than October 31, 2025. Failure to have the completed application and fee to the District Committee by this date may jeopardize your acceptance to the program. Promptness and receipt of a complete application packet requiring no follow-up is a factor in the final selection and country placement process.

The District Youth Exchange Committee uses an online data system called Rotary YEAH (Youth Exchange Administration Hub). A link to the online application is provided in the instructions in the pages that follow. Please complete that application as quickly as possible, within a week of receiving these instructions. Once you submit the initial application you will receive instructions and a link to complete the remaining forms online (most of the work is after the initial application).

In addition to the online application, there are several forms that you must complete, scan and submit online (details on each form are attached). Many of those forms require action by other people. The medical and dental forms must be completed by a doctor or dentist and require an office visit so you should schedule those appointments immediately. You need to obtain 3 letters of recommendation and an official copy of your transcripts. **I urge you to begin working immediately to insure that you complete everything by the application deadline.**

Your local YEO is available to assist you with the application process. Please keep them informed as you progress through the application process. Please carefully review and follow the instructions attached to this document.

Thank you for your interest in youth exchange. I look forward to meeting you at the District Interviews.

Use of email

Electronic mail (email) is the most efficient way to communicate internationally. Our computer system uses email to communicate with you. The first communications you receive from your host country and host family will be using email and almost all communications from the District 5440 Youth Exchange Committee will be by email. If you do not have your own email address you should get one now (gmail and yahoo are 2 free systems). If you only have a school email please get a gmail or yahoo account now as those school accounts may not work while you are on exchange. Please do not start your online application using a school email address. Once you have an email you should start checking it. Our database system uses email as well. One of the biggest challenges we have with exchange students (besides not reading the instructions) is them not checking their email.

Use your legal name

Be sure to use your full legal name throughout the application process and on all forms. This needs to be your name as it appears on your birth certificate and passport. If you have changed your name legally be sure that your passport is consistent with your legal name and use your legal name on all of our forms.

General instructions about submitting your application packet

Please assemble all the materials described on the “Outbound Applicant’s Check List”. You need to submit one copy of everything except the Sponsor Guarantee Form which requires two copies.

Assemble your packet in the order of the check list. Do not staple anything except for the application. Use paperclips or other means to clip the various documents together. Do not submit the packet until it is complete and all the documents are included. Be sure that all of your documents have been uploaded and approved before sending them.

Once the packet is complete (all forms and ALL original signatures) mail it to:

Kellie Kegerreis, Rotary District 5440
Cowboy Country Youth Exchange
9200 Meadow Farms Dr
Milliken, CO 80543

If you have it completed by the deadline, it is acceptable to send it via USPS “regular mail”. Please have the post office provide tracking information so that you know when it was delivered.

General Instructions about the forms

When you submit the online application (described below) you will receive an email with a link to a web page that has all the required documents. This web site is unique to you and is the place where you will upload all of the documents after you have completed them. Blank copies of the required forms can be downloaded from that web page (e.g., medical, dental, school acceptance, etc.).

Please use a computer to fill in as many details as possible on the various forms so that the only hand-written items are signatures and dates or information completed by a doctor or dentist. You must download the forms onto your computer and then open them with Adobe to edit the forms. If you view them with your web browser you will not be able to enter information into the form as they are designed. Be sure to read carefully and fill the forms out completely.

Because of visa requirements, both parents' signatures are necessary on all forms requiring parental signatures. If divorced, the signature of the custodial parent and a complete copy of the divorce decree are sufficient if the custodial parent has sole custody and the absent parent has no child support responsibility or visitation rights. There is an additional form that is required if parents are divorced, please request a copy from rotary5440@yahoo.com and include it with your application packet.

The forms all have instructions on them. Please read and follow them carefully. There are additional instructions below for all the required documents.

You must scan and upload all documents into our database. Please scan all files into high quality color PDF format (do NOT take pictures and call that a scan). All pages of each document must be scanned into a single file before uploading (e.g., all the recommendation letters into one file, all the pages of the medical including immunization and tuberculosis test, etc.). Before you upload each file, please check the quality of the scan to be sure that it is legible, it is in color, are the pages are oriented correctly (top up), etc.? Open the file on your computer to be sure what it looks like before you upload it. Illegible or incomplete forms will be rejected. If you are selected to go on exchange these documents will eventually be sent to your host country, a high-quality scan will make a better first impression. Finally, the system will not accept files that are larger than 10 MB so check the file size if you get an uploading error and reduce the file size to fit if that is the case.

DON'T PROCRASTINATE – Start as soon as you can on these forms. Some of the steps take time to complete. Scan and upload documents as you go, do not wait to upload until you have everything in hand. This allows the district committee to review the documents and give you feedback if anything needs to be corrected. Remember that everything must be submitted by the end of October.

Application

You must complete the application online. The link to the web form is

<http://yehub.net/CBY-obapp>

When working on the form you can stop and come back as often as you wish. But you must press the “Next Page” or “Click here to leave this form and continue another time” button at the bottom of each page before it will save the information you entered. Each page is checked for errors before saving so be sure to complete and save a page if you've entered information. One of the documents you received with these instructions includes a shot of every screen that you will encounter in the online application that will help you know what you need before starting the application (StudentApp_ScreenShots.pdf). This is only intended to show you what the application includes, do NOT try to edit this document or click on any links in the document.

After you submit the application it will be reviewed by the District Youth Exchange Committee. When it is approved you will receive an email with a PDF of the application that you submitted. Print one copy of this application and include it with your package.

The student letter and parent letter both have a 5,000 character limit (including spaces). We suggest that you use the character counting feature in your word processor to be sure each letter is under the limit. If you write the letter in Word or another program and paste it into the webform be sure to proof read the letter after you paste it in the form. Sometimes parts are

truncated and there are some characters that get messed up when you cut and paste that will require editing (most often a problem with apostrophe and quote marks). Once you complete the online form, the database system will create a PDF copy of your application that is eventually sent to your host country. That program adds blank lines between paragraphs, so please delete any extra blank lines between paragraphs in your letter (leave one blank line).

Please complete the online application within a week of receiving these instructions. After you complete the application you will receive an email with additional instructions and links to other information that you will need to complete. ***It is very important that you complete the initial application in a timely manner as the vast majority of the time to complete the process comes after the initial application is submitted.***

Outbound Applicant Required Documents web page

Nearly all of the documents that you must submit are listed on a web page. The link to that page is sent to you when you complete the initial online application. The email also has these instructions and some guidance about that web page. The following instructions apply to the documents that you upload on that page.

Medical History and Examination (Section C)

Fill in your name, using the computer, at the top and your full legal name, date of birth and gender. Print it out and take it with you to your doctor appointment.

It is important to have a complete immunization history. Please include a copy of your immunization records with this form. Be sure the immunization information is legible and has a doctor's signature.

People sometimes forget to have a Tb (tuberculosis) test. Be sure to get that done on the first visit to avoid a second appointment. Be sure the results are reported on the medical form or that you have a separate results sheet.

Remember that there is a spot on the last page for you and your parents to sign (blue ink) and date.

Submit one copy with the Doctor's original signature in blue ink, include any extra sheets with Tb results and immunization history.

Dental Health and Examination (Section D)

Fill in your name, using the computer, at the top and your full legal name, date of birth and gender. Print it out and take it with you to your appointment.

Submit one copy with the Dentist's original signature in blue ink.

Rules, Attestations, Permissions, Releases & Consents (Section G)

We suggest that you sit down with your parents and read through the entire document together. There are 4 different places that you need to sign and date. Wait to sign the form until you are with a Rotary club representative since 3 of those signatures require a witness. Have everyone sign in blue ink. Scan and submit 4 pages of this document.

Submit one copy with ALL original signatures.

CCRYE Rules and Conditions of exchange

This is the other document to review in detail with your parents. Submit one copy with ALL original signatures. Scan the entire document, not just the signature page.

Endorsements-Sponsor Club; Guarantees-Student & Parents (Section E) – generally known as the sponsor guarantee form

This form is the most difficult to complete. It is also the most critical to your exchange. It is required to obtain your student visa which allows you to enter a foreign country.

Get started early so that you can obtain all of the information about your Rotary Sponsor Club. Your Club YEO will help you. Please fill the form out completely using a computer (including the Rotary information) before printing it and obtaining signatures.

All of the email addresses are critical to get correct. Because this is an international program the most efficient way to communicate is by email. The first communication you receive from your host country and host family will be using the email address provided on this form.

Be sure to obtain the signatures for the Club YEO and President, you do not need to obtain the District Chair signature. The chair will sign those after they are submitted.

This is the only form that we need 2 copies of. Each with original signatures in BLUE ink. When you upload a scanned copy you only need to scan ONE copy, not both. This scanned copy will not have the signature of the District Chair.

Outbound Fee Agreement

This is an acknowledgement by the student and both parents that they understand the fees and payment structure. Scan both pages. Submit one copy.

Mandatory Interview/Orientation Notice

It is critical that both of your parents attend the interviews in December and the orientation in April. If you cannot make those dates then you cannot go on exchange. Please check the dates to be sure you will all be able to attend. Then sign the form acknowledging your availability.

Submit one copy with ALL original signatures.

School Agreement To Accept An Exchange Student

In order for you to go on exchange your school must agree to accept a foreign exchange student. Please take this form in and have your school principal sign that they agree to accept an exchange student. Please have them list any special requirements for exchange students.

Submit one copy with the school Principal's original signature in blue ink.

Academic and scholastic accomplishments

Follow the instructions on the form. Summarize your high school accomplishments, including academic, civic/humanitarian activities and academic/scholastic activities. Submit one copy.

School transcripts and class standing

This must be an official school transcript of your high school courses, including the courses you are currently enrolled in. It also needs to include your class standing. The list of current classes does not need to be an official transcript, a printout from your online grade system is sufficient. Combine the prior year and current year classes into one file. Submit one copy.

Letters of recommendation

Three from any of the following: School teacher, Counselor, Clergy, Employer, Club Director, etc. Do not ask the person who provides your school reference to also write one of these letters of recommendation.

These letters should NOT refer to any specific country. Do not provide college reference letters, get recommendations related to youth exchange. Furnish one original SIGNED copy of each letter.

Passport or birth certificate

We need one or the other. The passport is preferred if you have one. You will need a passport when you start on the student visa process next spring but it is not necessary to have one for these interviews so do not rush out and pay an expediting fee for the purposes of this application. Please check the expiration date on your passport, it must be valid for 6 to 12 months after the end of your exchange year. Once your country has been assigned at the District interviews in December you can inquire about the specific requirements of that country.

This needs to be a high-quality color copy. Submit one copy.

Secondary School Personal Reference

You will receive a link after submitting the initial application where you will be asked to enter the name, phone number and email address for someone from your school. They will receive an email asking them to complete a reference online. Select a school official who is willing to provide a reference for you (Teacher, Counselor or Administrator are all acceptable). When you ask for their assistance, please tell them (nicely) that you have a deadline and ask that they watch for the email and complete it as quickly as possible. Do not ask for a school reference from someone who you asked for one of your 3 letters of recommendation.

When they complete the reference, you will receive an email telling you that it was submitted.

Country preference selections

You will receive an email with a link to an online form where you can indicate your country preferences. The options available will depend on your age. Please follow the instructions in that email and pay attention to the language and other requirements when you make your selection.

Host Family Referral Form

Please complete this form to help us find host families. We would like the names and contact information for 3 families in your community.

All forms uploaded

Have all required forms been uploaded and accepted?

Application Fee

The application fee of \$800.00 should be submitted with your packet. Details on the fees and refund procedures are included on the Outbound Fee Agreement.

Make the check payable to “CCRYE District 5440” and put it on top of the packet.

Applicant’s Check List

Schedule a meeting with your YEO to review your packet when you think you have everything done. If it is all complete you are ready to submit the application. Remember to keep a scanned copy of everything. When you assemble your packet put the checklist and your check for the application fee on the top of the stack that you mail to Kellie Kegerreis (address on page 2).