



PREPARATION CHECKLIST FOR OUTBOUND STUDENTS

Preparation Check list for Outbound Students and Parents Upon notification and acceptance of a Rotary Youth Exchange “County Placement” students and their parents should begin to accomplish the following tasks (not in any specific order)

- Review expiration date on student’s passport and parent’s passport. The date should be at least 6 months beyond the expected return date of student from exchange. Parent passport is needed in case of emergency involving the student while on exchange. If no passports have been issued then apply no later than March of the outbound year.
- CONTINUE language training. You will be expected to introduce yourself and say where you will be exchanging in the language of your host country when attending the JUNE Training and Orientation.
- Contact your school academic advisor to tell them you have been selected for exchange. Request assistance to possibly realign your classes for the second half of your current school year to receive necessary credits normally received during the year you will be on exchange.
- Begin to study and learn about your new host county. Upon receiving your Guarantee Form you will then know the region and city where you will live. Learn about that region and city. Be sure to learn and understand about you sponsor country and state/province government. Learn what is important in current world activities so that you may appear knowledgeable when speaking with others.
- Begin to gather or make pins for trading while on exchange. These can help you remember people and places.
- Purchase your home country flag
- Gather family and hometown pictures of interest. You will need to develop a presentation to show to your host Rotary club. This should include information about your family, the city where you live, your state/province and the economy and major businesses. Presentation should be on a CD/DVD or Thumb drive. Do not expect to use cloud or internet access to make your presentation. Not all areas and buildings have available public internet access.
- When preparing for your exchange limit the clothing that you pack. You may be going to a different climate and will want to get appropriate clothing after arrival. Also, styles are different in other countries. This too is a reason to not take excess North American style clothes.
- As you near your time to depart be sure to say good bye to extended family members such as Aunts, Uncles and Grand Parents. You will be gone 10-11 months, accidents happen and it is possible that elderly relatives may die while you are on exchange.

- Be sure to pack your easily recognizable envelopes. Each should contain:
 - Photo copies of your passport
 - Spare passport pictures
 - Photo copy of your insurance card and how to contact the insurance provider
 - List names and telephone numbers email addresses of Rotary District 5050 contacts
 - Emergency contact phone numbers and email addresses of family back home
 - Pack your Orientation Binder, it is a good place for your documents and information

- Upon receiving your country assignment and your acceptance begin to download the visa requirements from the embassy of your host country. Review the document and fill in the information you have at the time. It will be necessary to receive your Guarantee Form after it is returned from you host country to have the additional information required to complete the visa application. It may be necessary to visit the nearest consulate or embassy of your host country to complete a Bio-Metric visa application (finger prints, photograph and in-person interview). It is necessary to have your passport in hand when visiting the consulate or embassy. In some cases it is possible to mail the application and passport by secure carrier to the consulate or embassy to receive your visa. Very few other countries will allow you to arrive in country and then apply for a student occupancy permit at a local police station or designated official office.
- Contact your medical doctor and ask what special vaccinations or booster shots may be required for your stay in you host country. If your doctor is unsure you might want to contact other agencies such as World Health Organization and request their recommendations.
- If you do not control your own financial budget currently begin now. Learn to control your spending as to what is necessary and what is fun spending. You will have to budget yourself while on exchange and into your future.
- When you receive your guarantee form it will have names of your host club contacts and your first host family. Begin to correspond (email) with them. It will make your arrival much easier if they have learned about you before landing. Be sure to send a recent photo just before you take off so they will know whom to look for at the airport.
- If you plan to take your own laptop computer be sure to check airline regulations before packing in your luggage. Recent changes may restrict how you transport battery operated items.
- Think about your host family gifts; if you are making gifts- start early.