

YEO info

From: Mary Kostka (marykostka@aol.com)

To: garymschuster@yahoo.com

Date: Friday, May 24, 2019, 11:18 AM PDT

Good Day!

We are finally at the point where you as the Club Youth Exchange Officer must prepare the paperwork for our Inbound Coordinator (IC) who will assemble the package that will be sent to your student's home country for issue of a visa for their year in District 5060. This is the most time-consuming work you will have before your student arrives and we ask that you start it immediately because the sooner the forms can get to the IC, Carter Fjeld, the sooner the bureaucracy on the other end can start and the sooner you will be able to initiate communication with your student. We have also sent some advice about getting ready to receive your student.

First, please check that I have provided the following to you:

- 1) Student Guarantee Form. this is the page titled Long-Term Exchange Program Guarantee Form (in the original application sent.)
- 2) A Student Profile Form for your use as you do the paperwork (1 page)

If any of this information is missing, please contact me and I can email it to you.

As Youth Exchange Chairman, you must now:

- (a) Print **2 copies** of the Guarantee Forms for completion.
- (b) Visit the school the student will attend and have the school authority sign, in **blue ink**, and stamp the form. You may want to register the student at the same time.
- (c) The U.S. Dept. of State requires that U.S. clubs have the following completed, per R.I. standards, before the Student's visa application (DS 2019) can be issued by the District's Alternate Responsible Officer:
 - i. First host families identified – including everyone over 18 living in the home – and fully vetted on the YEAH site.
 - ii. The Student's Club Counselors identified and vetted with data entered on the YEAH site.
 - iii. Your inbound student's data entered into YEAH.
- (d) Complete the remainder of the form at the Club level, ensuring that original signatures are in blue **ink only**. You should:
 - i. indicate the Arrival Airport. The date and location of arrival is your decision, not the student's.;

- ii. indicate the Student's Allowance;
- iii. **Note:** The District Chairperson will add his signature when you send the otherwise completed package in.

Once these forms are complete, please **make a copy** to retain with the original application. Forward the two pages of the two original guarantee forms, to Carter Fjeld in a 9x12 envelope. This must be done by courier. The address for Carter is:

Carter Fjeld

c/o Halverson Northwest

405 E. Lincoln Avenue

Yakima, WA, USA

98901

It is essential that these guarantee forms are accurate as this is the information that your student will use to obtain their visas.

VISA INFORMATION

The application for visa should be issued by April 15th, or within several weeks thereafter, to assure that the student's entry into the U.S. happens on a timely basis.

The application process can take multiple months in some countries. If the process is delayed due to tardiness in completing the above requirements by the end of April, there is a chance that your student will arrive after school begins, with the added possibility that they will miss their first District orientation.

As soon as you have identified your first host family, please notify Gary Schuster, YEAH & U.S. Youth Protection Officer, so that he can track your progress, being of assistance in the vetting process, thereby expediting the issuance of your student's visa application.

Gary can be reached by email (garymschuster@yahoo.com) or phone: 509-763-1502

CONTACTING YOUR STUDENT

Some districts don't seem to care if you contact the student immediately but others do not want you talking to the student until they have been given the news by their own District Youth Exchange Chairman. At the same time you receive this, a "Student Placement" email was sent to the sending country's Youth Exchange Chairman. We would suggest that you wait a week or so after receiving the Student Placement email before contacting the student directly.

When the student paperwork is complete, the Inbound Coordinator will e-mail each club chair the same PDF version of the GF & District Packet that is emailed to the sponsoring District YE Chair and the individual student the same day that the hard copy is mailed out. Please ensure that your student has received their welcome letter and package. The student will also want to know who their host families are going to be, so the sooner you are able to get in contact the better. Students should have provided an e-mail address to use.

The student will need to select courses at school. Some courses the school will suggest and others the student needs to select. If the school has a course selection form or booklet or website, it is worthwhile to obtain a copy and mail it to the student or to send them a link. This will allow the student to pre-select the courses they are interested in. Any changes in these selections can be made once the student arrives.

DOCUMENTS CHECK

We also want you to check the following information with your student **prior** to their arrival. While our District sends all these requirements to the Sponsoring District's Youth Exchange Chairman, "you are the double check".

a) US Student Visa

b) Canadian multi-entry visitor visa (for travel to Canada)

Note: Some inbound students may not require a visa to travel between Canada and the US. If your student indicates to you that they do not require a Visa, please check with the Inbound Coordinator to ensure that this information is correct.

c) Expiration dates of both visas, making sure that both are valid for at least one (1) year

d) Expiration date of passport.

Things to do upon their arrival:

Personally re-check passport and travel documents to insure all required documents list above have been provided. Incorrect or incomplete documentation can result in your student being unable to attend some of the District functions planned for them. Trying to acquire visas once your student is here can be very difficult and time consuming. The District Committee has forewarned the Inbound student and sponsoring District Chairman that failure to have a necessary US visitors visa will result in an additional \$500 charge to the student to cover the cost of the visa, travel to and from an appropriate Consulate, lodging, and possible lost wages.

There is a **STUDENT PROFILE** form in the package you have received. It is a working form for your own use and as you fill it out it helps to check that your student has the proper documentation, airline tickets, etc. In addition, it is an excellent information sheet to copy for each of the Host Families.

It is essential that your student have the following:

(a) Return airline ticket

(b) Emergency Funds

(c) Proper medical insurance – check their insurance card ASAP

(d) Valid passport (expiration date must not be prior to the end of the exchange year)

(e) J-1 Student Visa

(f) Valid US student visa and Canadian multi-entry visa (check expiration dates)

H Have fun and remember that the District Committee is there to help you with any problems.

Anne Marie Kirby

Inbound Placement - District 5060