

Dear Parents,

CIEE welcomes you and your son or daughter to the USA High School program!

As the leader in international education and exchange, for more than 65 years CIEE has provided transformative cultural exchange experiences that increase global understanding and intercultural knowledge. Through the highest-quality programs available, including USA High School, we provide students, professionals, and educators with skills, competencies, and experiences that elevate their ability to contribute positively to our global community. We're excited for the opportunity to do the same for your child.

As parents of a CIEE USA High School applicant, it is important that you understand all policies and information regarding your child's participation in the program. Please carefully review all of the materials and forms included in this packet and share them with your son or daughter.

All forms must be completed for your child to participate in the USA High School program. Each should be completed, signed, and dated where necessary, and returned to our partner office according to the arranged schedule. It is essential that all information provided on the forms is accurate and complete. Please also review the enclosed policies regarding homestay placement, driving, and illegal drugs. Your cooperation and support will assist our staff in planning and carrying out this exciting exchange, ensuring everyone involved has the best possible experience during your child's time in the U.S.

Please note that acceptance into the CIEE USA High School program does not guarantee placement. In the event that your child is not placed by August 31, 2014, he or she may not participate in the program and you will be refunded, in U.S. dollars, all program fees paid to CIEE. All CIEE host families are volunteers and do not expect compensation. They open their homes out of a genuine desire to introduce a new culture into their family and community.

We look forward to reviewing your child's application materials and to the opportunity to provide him or her with a transformative—and educational—cultural exchange experience!

Best regards,

Vickie McCormack
Vice President, Global High School Programs

COMMUNITY PROJECT

Dear USA High School Student,

Your time in America will be an intense learning experience: studying in a new school, perfecting your English, and getting a taste of everyday life in the United States. Community service and volunteering is an important aspect of daily life for many Americans. CIEE strongly believes in giving back to your host community through service projects. As part of the CIEE USAHS program, you will need to complete and document at least 8 hours of community service per semester.

Community service means donating your time, energy, and skills to a specific cause in your area. Your project should focus on supporting and improving your community, and building relationships with its residents. Here are some suggestions of projects and organizations to work with. In giving your time and energy, you will involve yourself in the American way of life, and make a difference in your community!

Below are three suggested categories from which to draw ideas for your project. Think about what interests you, and what you can contribute to your community. Remember, community service can and should be fun! Successful completion of your Community Service Project is necessary to receive your Certificate of Completion for the CIEE USA High School Program.

- Volunteer at your local government offices, town hall, or political headquarters. Keep in mind the beliefs that are important to you when choosing where to volunteer. Work with a state or local agency that applies the laws that the government makes. Contact your local congressperson or check out www.firstgov.gov for more information.
- If you want to use your energy and skills to help improve the natural environment you can join or even create organizations that are dedicated to environmental causes such as conservation, recycling, local cleanup projects, land and air purification, and wildlife preservation. Some local and national organizations that will welcome your help include 4-H, National Wildlife Federation, the Sierra Club, or the National Audubon Society. These are just a few! To find ideas and more organizations to consider, talk to your host family, or visit online websites for your state. You might also want to look at www.webdirectory.com for a long list of volunteer opportunities with environmental organizations.
- Consider your unique qualities, abilities, and interpersonal skills that you can put to use in your community. Do you like to cook? Inquire with a local soup kitchen about serving a special dish from your home country. Do you play soccer? Organize an all-day soccer clinic for local children. Teach community members your native language, or give a workshop about your country. Contact a mentoring or tutoring program to help a child with schoolwork. Help someone learn to read through a literacy program (and practice your English at the same time!). Volunteer your time at a local retirement home helping an elderly person buy groceries or just playing a game.

Virtually any ability you have can be turned into a community service project. To get started, visit local churches or community centers to inquire about organizing a workshop or clinic like the ones mentioned above. Many of them will have bulletin boards where you can advertise your project. These bulletin boards also often have information posted about existing projects, such as literacy or tutoring programs. You can also visit a local retirement home, and ask them what volunteering needs they have. Be creative, and have fun!

Applicant's Name:

For Office Use Only. Student ID #:

REQUIRED PIECES/PORIONS

ATLAS ONLINE APPLICATION

- ☐ Student Profile
- ☐ Host Family Letter & Introduction Message (Located on USA HS Student Profile Page)
- ☐ Grade Transcripts/English Ability
(All course names appearing on the original school transcripts must be translated into English on this form. Grades must be listed using your country's grading scale, not U.S. conversions.)
- ☐ Letter of Introduction for Parent(s) (Located on USA HS Student Profile Page)
- ☐ One smiling headshot uploaded into Atlas
- ☐ Family Photo Album (Submitted digitally though flickr.com. You may also additionally send a link to a youtube.com video.)
(Located on USA HS Student Profile Page)

PAPER APPLICATION

- ☐ English Teacher's Recommendation
- ☐ SLEP or ELTiS Test
Administered and scored by a program representative.
- ☐ Statement of Applicant's Health
This statement cannot be completed or signed by a physician related to the applicant.
- ☐ Vaccination Agreement
- ☐ Permission for Medical/Emergency Treatment / Privacy and Confidentiality Release (HIPAA)
- ☐ USA High School Program Rules and Student-Parent Agreement
This form outlines the responsibilities students incur as USA High School Participants.
- ☐ Agreement and Release Form
CIEE cannot accept any exceptions or alterations to the outlined conditions.
- ☐ Signed Explanation of Basic Visa Regulations
- ☐ Copy of Passport
Clear copy of Information Personal Data page of passport (usually located in beginning of the passport). This page provides the student's photo, legal name, date, city and country of birth, country of citizenship country of residence, and the passport number.
- ☐ Student Interview Form
A program representative must conduct a personal interview in English.
- ☐ Copies of Official School Transcripts (Last three years)

Please Note: Student's application will not be accepted until fully complete.

MISSING INFORMATION

- ☐ If pieces of information are missing from student application, please state why below.

Applicant's Name:
(Please enter information below as it appears in passport and **do not include accent marks, umlauts, etc.**)

For Office Use Only. Student ID #:

Last Name:		Program Start
First Name:		
Middle Name:		
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		
City of Birth:	Country of Birth:	
Date of Birth (Day/Month/Year):		Month:
		Year:
		<input type="checkbox"/> Five Month
		<input type="checkbox"/> Ten Month

Country of Citizenship:

Country of Legal Permanent Residence:

Passport Number (Optional):

Passport Expiration Date (Optional):

CONTACT INFORMATION

Address:

Post Code:

City:

Region (Optional):

Country:

Phone Number (Begin with Country Code):

Mobile (Optional):

Address Valid Until (Optional) (Day/Month/Year):

E-mail (List e-mail address where your future host family can contact you):

FAMILY INFORMATION (You must list all family members)

Last Name	First Name	Middle Name (opt.)	Age	Occupation	Relationship	Interests

Do all family members live with you? ☐ Yes ☐ No If not, please explain below

Explanation:

PREVIOUS VISAS

Have you ever received a J-1 or F-1 Visa to enter the USA? ☐ Yes ☐ No

OTHER VISA INFORMATION

Have you ever applied for a visa to immigrate permanently to the United States of America?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been arrested or convicted of a crime in your home country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been arrested or convicted of a crime in the U.S.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been refused a visa by a U.S. Embassy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered "yes" to any of these questions, please submit explanatory documentation here.

Applicant's Name:

For Office Use Only. Student ID #:

RELIGIOUS INFORMATION

Religion:

How often do you attend services: ☐ Regularly ☐ Occasionally ☐ Never

Is it important to you to attend services of your own faith while in the U.S.? ☐ Yes ☐ No

DIET

Do you follow a special diet (e.g. vegetarian, kosher)? ☐ Yes ☐ No

If yes, please describe:

Could you alter your diet to fit in with the regular eating habits of your host family? ☐ Yes ☐ No

ENVIRONMENT

Do you smoke? ☐ Yes ☐ No

If you don't smoke, could you adjust to a family that smokes? ☐ Yes ☐ No

Do you like and can you live with pets? ☐ Yes ☐ No

Please provide further information (can live with dogs, but not cats; allergic to dogs, e.g.):

Do you have allergies? ☐ Yes ☐ No

If you do have allergies, please tell us what kind:

INTERESTS

List your 5 favorite interests in order of preference by using the numbers 1, 2, 3, 4, 5, with "1" being most preferred

Billiards/pocket pool	Cinema/movies	Discussing ideas	Music-Classical	Sewing/needlework
Board games/cards	Cooking	Discussing politics	Music-Contemporary	Singing
Body building	Crafts	Drama/theater	Photography/video	Stamp collecting
Bowling	Dance-ballet	Drawing/painting	Scuba Diving	Watching sports
Camping/backpacking	Dance-modern/jazz	Gardening	Reading	
Chess/backgammon	Dance-social/ballroom	Museum/galleries	Playing an instrument, if yes which instrument:	
Other, specify:				

SPORTS

List your 5 favorite sports in order of preference by using the numbers 1, 2, 3, 4, 5, with "1" being most preferred

Badminton	Golf	Ice skating	Skateboarding	Track/running
Board games/cards	Gymnastics	Inline skating	Snow skiing/boarding	U.S. Football
Basketball	Hiking	Martial arts	Soccer	Volleyball
Bicycling	Horseback riding	Raquetball/Squash	Swimming	Water skiing
Field hockey	Hunting	Sailing	Tennis	Windsurfing
Fishing	Ice hockey	Other, specify:		

Applicant's Name:

For Office Use Only. Student ID #:

PERSONAL QUESTIONS

Do you currently play any team sports? ☐ Yes ☐ No

If yes, what sports do you currently play as a team member?

What are your favorite subjects at school?

Do you have any work or volunteer experience? ☐ Yes ☐ No

If yes, please describe the experience you have had:

Have you decided on a career or course of future study? ☐ Yes ☐ No

If yes, please describe:

Have you ever lived, studied or traveled abroad? ☐ Yes ☐ No

If yes, please describe your experience. Specify countries visited, purpose of travel and if you stayed with a host family:

Have you ever hosted a foreigner in your home? ☐ Yes ☐ No

If yes, please describe the circumstances:

List the foreign languages you speak and the number of years you have studied each language:

What languages are spoken in your home?

Applicant's Name:

For Office Use Only. Student ID #:

PERSONAL QUESTIONS

What do you think you can contribute to your community and high school in the United States?

What do you expect to learn from your academic homestay?

How will you adjust to a family of different economic status?

What will be the best part of coming to the United States? What will be the hardest part?

Community project. Please tell us what you would like to do for your community project and why.

Please tell us what the United States could gain from having you as an ambassador:

What is your family like? What are some of your favorite things about your family?

How many years have you studied English?

Extracurricular activities are very popular in the U.S. High Schools. What activities would you like to join? (Examples: soccer, drama club, student government...)

Applicant's Name:

For Office Use Only. Student ID #:

Please write a one to two page letter to your future host family telling them why they should choose you. What will you bring to their family life? What do you hope to learn? In your letter, tell your family about your day to day life—what you like to do for fun and what makes you unique. This letter is the best way for your future host family to learn about who you are.

(It is advisable to provide your agent with a word file of your host family letter.)

Please do not include last name (family name), date of birth, birthplace or home city/town, first or last names of parents/siblings/friends, or contact information, home address, email address, telephone numbers, social media site addresses etc.

Please provide in 3-4 sentences an introduction to your host family. This can include information about your interests, how you like to spend your free time, potential career interests, or a description of your personality.

INTRODUCTION MESSAGE

Write three or four sentences that tell prospective host families about you (maximum 1000 characters). Be sure to describe:

- Your personality
- How you like to spend your free time, including any activities you *currently* enjoy (sports, music, etc.) Please be specific.
- Potential career interests, if applicable.
- Example: *I love laughing and everybody says that the good things on me is that I can turn a bad situation into a good. I love to stay busy by participating in a dance and swim club. I also enjoy skating, beach volleyball and skiing. While on my program I would like to join a volleyball or dance team, and volunteer with kids because I love children. I have stayed with a host family in the Netherlands during a school trip, and my family has also hosted a student. I am an only child, but I have a dog at home and I love pets. I am looking forward to cooking and baking traditional Slovakian foods for my host family.*

The host families will use this introduction to decide whether you and their family will be a good match.

☐ Introduction message is complete.

Applicant's Name:

For Office Use Only. Student ID #:

SCHOOL INFORMATION

Name of current school:

Courses required to receive credit for school year in U.S. (optional):

Student's current grade level in home country:

Approximate U.S. equivalent grade:

How many years of primary and secondary school, exclusive of kindergarten, will the student have completed prior to this program?:

Date student will graduate from secondary school (Day/Month/Year):

ENGLISH ABILITY SCORES

ELTiS test ☐ Score:

SLEP test ☐ Score:

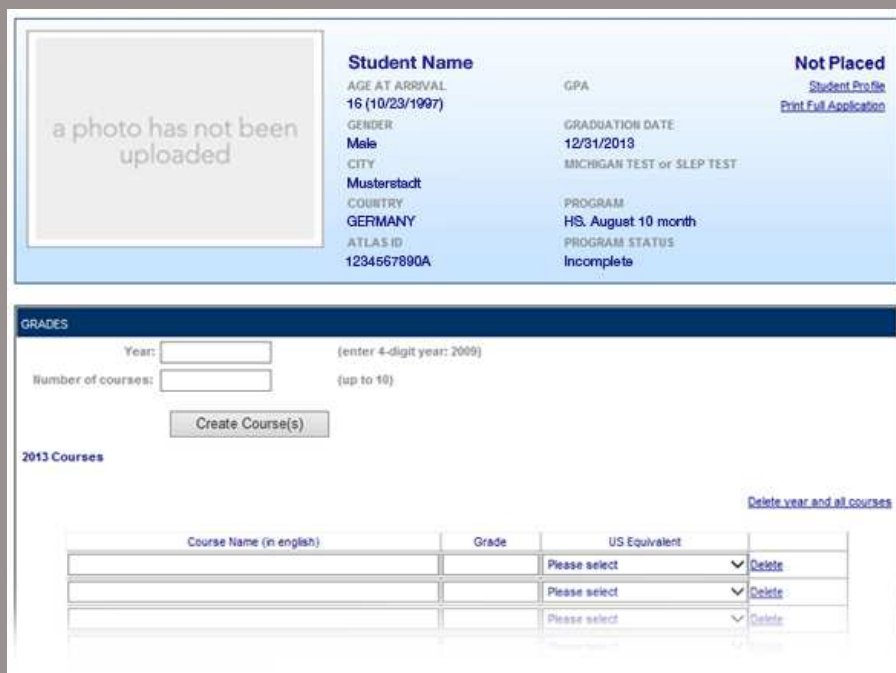
Native English Speaker ☐

TRANSCRIPTS

Please include with your application original school transcripts. At least three years of final grades must be included. If current year's grades are not yet available, include grades from three previous years (as seen here from Atlas).

Instructions: Enter at least three years of grades into Atlas in the following location:

Grades should be entered as the year the student completed the grade level (not the year they started the school year). For example, grades from the 2011-2012 school year must be labeled as "2012".



The screenshot displays the Atlas application interface. At the top, there is a placeholder for a student photo with the text "a photo has not been uploaded". To the right of the photo placeholder, the student's profile information is listed:

- Student Name**
- AGE AT ARRIVAL: 16 (10/23/1997)
- GENDER: Male
- CITY: Musterstadt
- COUNTRY: GERMANY
- ATLAS ID: 1234567890A
- GPA
- GRADUATION DATE: 12/31/2013
- MICHIGAN TEST or SLEP TEST
- PROGRAM: HS. August 10 month
- PROGRAM STATUS: Incomplete

On the right side of the profile, there is a "Not Placed" status with links for "Student Profile" and "Print Full Application".

Below the profile, the "GRADES" section is visible. It includes input fields for "Year:" (with a hint "(enter 4-digit year: 2009)") and "Number of courses:" (with a hint "(up to 10)"). A "Create Course(s)" button is located below these fields.

Under the "2013 Courses" heading, there is a table with the following columns: "Course Name (in english)", "Grade", and "US Equivalent". The table contains three rows, each with a "Please select" dropdown menu for the US Equivalent column. To the right of the table, there is a "Delete year and all courses" link.

If the home school has its own grade translation, please provide a copy of the translation on school letterhead.

As stated in the program rules, students must be prepared to enroll in the following classes during their exchange program: English (other than English as a second language), an American History course and two other academic courses.

Applicant's Name:

For Office Use Only. Student ID #:

Please write a one-page letter to your son or daughter's host family, describing your family and activities you do as a family, your child's interests and study habits, and your child's ability to deal with difficult situations. What are your child's responsibilities (duties, chores, curfews, behavior, etc.)? How does she/he deal with disappointment? **(It is advisable to provide your agent with a word file of your letter of introduction.)**

Please do not include last name (family name), date of birth, birthplace or home city/town, first or last names of parents/siblings/friends, or contact information, home address, email address, telephone numbers, social media site addresses etc.

Applicant's Name:

For Office Use Only. Student ID #:

This student is applying to the USA High School Program in order to spend five to ten months living with a U.S. host family and attending classes full time at a local high school. Please answer the following questions to assist us in determining if this student is qualified to become a participant in the USA High School Program.

Please check the answer that most reflects the applicant's academic and social skills:

Overall academic standing	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Ability to interact well with peers	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Ability to interact well with teachers	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Open-mindedness	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Willingness to cooperate	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Friendly personality	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Ability to cope with problems	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
Maturity	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor

What are the applicant's strengths and weaknesses?

Do you recommend this applicant for the USA High School Program? ☐ Yes ☐ No

Comments:

Please choose a number on the following chart to rate the student's English ability.

10	<input type="checkbox"/>	Absolute proficiency in English. Student is able to both understand and converse, dealing with abstract terms. Thinks in English.
9	<input type="checkbox"/>	Student possesses near fluency. Sentence structures are near perfect. Can understand and respond to difficult questions. English knowledge includes abstract terms. Will have no problem at all in communication when he/she arrives in the USA.
8	<input type="checkbox"/>	English responses, although not perfect, come naturally. In other words, student responds evidently in English. Has good vocabulary and understands almost everything. Can respond intelligently, but needs practice.
7	<input type="checkbox"/>	Student can understand most conversations. Speaking ability is good, but needs practice. Student can go beyond basic responses and elaborate thoughts. Knows many words, but needs to think before responding.
6	<input type="checkbox"/>	Student understands and participates in basic English conversations, but needs practice. Vocabulary deals with everyday terms. Thinks quickly, but evident that he/she is translating. Gets lost when conversation departs from basics. Makes mistakes, but is understandable.
5	<input type="checkbox"/>	Student understands and participates in basic English conversations, but has to put forth a lot effort. Can respond in some sentence forms even if grammar and structure are not perfect.
4	<input type="checkbox"/>	Student evidently understands basic English sentences and is able to respond even if only in words. Grammar and sentence construction are poor but understandable. A few weeks of total immersion in English will improve his/her ability.
3	<input type="checkbox"/>	Student understands words, but not sentence thoughts. Speaking ability is limited to a few words.
2	<input type="checkbox"/>	Student understands a few words, but has little or no ability to communicate. Student may also refuse to use English at all.
1	<input type="checkbox"/>	Student cannot understand and knows little or no English.

Teacher's Name (Please Print):

How long have you known the applicant?

Number of years teaching English to the applicant:

Number of hours per week of English course:

School Name:

School Address:

Teacher's Signature:

Date:

Applicant's Name:

For Office Use Only. Student ID #:

To be completed by attending physician.

Has the applicant ever had any of the following:

Any disease, impairment, abnormality of:

Yes	No		Yes	No		Yes	No	
		Allergies to Drugs			Hepatitis			Blood, Endocrine System
		Food Allergies			Hernia			Bones, Joints, Locomotor System
		Pet Allergies			Learning or Speech Defect			Brain, Nervous System
		Smoke Allergies			Malaria			Digestive System/Abdominal Organs
		Appendicitis			Measles (Rubeola)			Ears or Hearing
		Asthma			Parasites (intestinal, other)			Eyes or Vision
		Cough (persistent, recurring)			Rheumatic Fever			Genito-Urinary System
		Diabetes			Rubella			Heart or Blood Vessels
		Eating Disorder			Scarlet Fever			Respiratory System, Lungs
		Enuresis			Seizure Disorder			Skin (Acne, etc.)
		Goiter (Struma)			Sleepwalking			Tonsils, Nose, or Throat
		Headache (persistent, recurring)			Vertigo, Dizziness			Varicose Veins

Height (required):

Weight (required):

Blood Type (if known):

If "Yes", was checked for any of the above, physician must provide **full details and dates of treatment**:

Has student ever been hospitalized? ☐ Yes ☐ No If yes, please explain:

Has applicant ever been advised to have surgery which has not been done? ☐ Yes ☐ No If yes, please explain:

Has applicant ever consulted a neurologist, psychiatrist, psychologist, or any other specialist in nervous or emotional disorders?
☐ Yes ☐ No If yes, please explain:

When and for what reason did the student last consult a physician?

What diseases, ailments, or injuries has the student had in the last year?

Please mention any allergies, the **severity of the allergy**, and indicate if and how they are currently being treated.

Should the student be restricted from any type of physical activity? ☐ Yes ☐ No If yes, please explain:

Applicant's Name:

For Office Use Only. Student ID #:

To be completed by attending physician.

Please indicate any medication the student is currently taking and the purpose of using these drugs. If student will continue to take medication in the United States, please indicate required dosage. (Note: a supply of medication should be taken in clearly labeled containers indicating the drug's generic name.)

If there are any drugs (prescription or nonprescription) that should not be administered, please list them here.

Please indicate any other pertinent medical information that may have been omitted. (Such as abnormal blood pressure, weight problems, etc.)

Immunization Record

Pupils enrolled in kindergarten through grade 12 are required to have written proof on file at their public or nonpublic school that they have been immunized against DTP (diphtheria, tetanus, pertussis), poliomyelitis, measles, mumps, rubella, and hepatitis B. Failure to do so is cause for exclusion from school. Additional immunizations requirements vary by state and student may also need to provide written proof of Hepatitis A and Meningococcal vaccinations.

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Polio (Trivalent-Oral-TOPV), three or more doses of trivalent oral polio vaccine (TOPV) (An additional dose is required if last dose was received before the age of four years) 2. Diphtheria-tetanus-pertussis (DTP) or diphtheria-tetanus (TD), four or more doses of DPT, DT (pediatric) or TD (adult) vaccine or a combination thereof, including a booster within the past 10 years. Booster within the past 10 years must include Pertussis (DTaP) 3. Measles (rubeola, ten-day measles), two doses, or physician-verified disease | <ol style="list-style-type: none"> 4. Rubella (three-day measles), two doses, or physician-verified disease 5. Mumps vaccine, two doses, or physician-verified disease 6. TB test, or chest x-ray, must be within 12 months of student's arrival 7. Hepatitis-B, three doses 8. Chicken Pox (Varicella), two doses 9. Hepatitis A, 2 doses (state dependent) 10. Meningococcal (state dependent) |
|---|---|

Vaccine **Date each dose was given. Do not use brackets ({}) or quotation marks (") to complete the chart—each vaccination date must be written out in the space provided in month/day/year format.**

	1st month/day/year	2nd month/day/year	3rd month/day/year	4th month/day/year	Most Recent month/day/year
Polio (TOPV)					
DPT and/or TD and/or DTaP (diphtheria, tetanus, and pertussis or whooping cough and/or tetanus and diphtheria only)					
Hepatitis B					

	1st Dose	2nd Dose	Most Recent Dose	Date of Illness
Measles (rubeola—10 day, red measles)				
Rubella (German measles—3 day, measles)				
Mumps				
Chicken Pox				
Hepatitis A				
Meningococcal				

Tuberculin skin test ☐ + ☐ - **Date test administered:** **Date results read:**

If positive, report of negative X-ray & copy required.

Chest X-Ray ☐ + ☐ - **Date of X-Ray:**

Your opinion of the state of the candidate's health ☐ Excellent ☐ Good ☐ Fair ☐ Poor

I, the undersigned, have reviewed the medical history of the applicant and given a thorough physical examination and certify that all important medical information has been noted on this form and that nothing relevant has been omitted

Physician's Signature*: Name (print):

Address: Date:

*Signing physician cannot be a family relation of the applicant.

Applicant's Name:

For Office Use Only. Student ID #:

Important Vaccination Information for Exchange Students

This information is intended to clarify the various vaccinations required to attend High School in the United States. To participate in the CIEE USA High School exchange program, students must have the vaccinations listed below completed before they may enter a school.

Polio (TOPV)

Typically this series of vaccinations is completed at a young age. Three or more doses are required with the final one administered AFTER the age of four years. Otherwise one more booster is necessary.

DPT and/or TD and/or DTaP (diphtheria, tetanus, and pertussis or whooping cough and/or tetanus and diphtheria only)

Four doses are required, including a booster within the past 10 years. The last booster must be dated August 2004 or later and must contain pertussis (DTaP).

MMR (Measles, Mumps, Rubella)

Two doses of MMR vaccination. First dose should be at 12 months or after. If a student needs both vaccinations before arrival in the U.S. the second dose may be administered 28 days after the first dose, according to U.S. regulations. OR Physician certified disease.

Hepatitis B

This is a required vaccination administered in a three vaccination series. Most high schools now require this series of vaccinations. The schedule for this vaccination is as follows: first dose at any time, second dose one to two months after first dose, third dose 4-6 months after first dose. This is a three part series and the schedule must be maintained.

TB Test

This must be administered within the past year. If the test is positive, a negative chest x-ray must be on file. Both must be dated no earlier than August 2013.

Chicken Pox (Varicella)

If student cannot produce dates of chickenpox illness (varicella), they may be asked to get the varicella vaccine. Two doses required, one year apart.

Hepatitis A

Vaccination may be required depending on the state where student is placed. Hepatitis A vaccination occurs in a series of 2 to 3 doses depending on the vaccine brand.

Meningococcal

Vaccination may be required depending on the state where the student is placed. If first dose was administered before age 16, a booster is recommended between the ages of 16 and 18. If the first dose is administered at or after the age of 16 a booster is not necessary.

Any student who arrives in the United States without one or more of the necessary vaccinations will be required to obtain the vaccination(s) before starting school. The expense of a vaccination is not covered by the student health insurance and the expense is the responsibility of the student/natural family. For students who arrive without completing all their vaccinations, the signature below will serve as the natural parent(s)/guardian(s) acknowledging their financial responsibility.

I/We understand that my/our son/daughter will not be able to participate in this program or attend school in the United States without the above-mentioned vaccination(s). Further, I/we understand that the health insurance provided in this program does not provide coverage for such vaccination(s) and I/we will promptly pay the physician or clinic that provides the vaccination(s) to my/our child.

Further, I/we understand that should my/our son/daughter's high school require any additional vaccination(s) for enrollment beyond those required in the CIEE student application, I/we are financially responsible for these vaccination(s). This also applies to physical examinations or vaccinations required by the school for elective activities (i.e. - high school sports).

Name:

Relationship to Student:

Signature:

Date:

Applicant's Name:

For Office Use Only. Student ID #:

PERMISSION FOR MEDICAL/EMERGENCY TREATMENT

On rare occasions, an emergency requiring hospitalization and/or surgery develops. Since minors may not, as a rule, be administered an anesthetic or be operated upon without the written consent of the parent or guardian, we request that parents or guardians sign the following statement. Every effort will be made to contact the parent or guardian before any major treatment. This form is to prevent a dangerous delay in case an emergency does occur and we are unable to contact parents.

Please note, this form must be signed as is; no changes to the form will be accepted.

In the event of injury or illness or if missing vaccinations and health examinations are needed for our son/daughter/ward,

(student name)

(date of birth dd/mm/yyyy)

we hereby authorize CIEE representatives, their offices, and/or agents, to secure whatever is deemed necessary, including the administration of an anesthetic and surgery. We assume all financial responsibility for applicable co-pays, co-insurance, and/or all unpaid medical bills.

Signature of Parent/Guardian:

Date:

Parent/Guardian Name (print):

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

By completing this form, you give consent to CIEE, your parents or guardian, your physicians, and/or other medical providers to discuss your medical and/or insurance issues with CIEE. You also consent to CIEE utilizing any such material in and as necessary in treating any medical condition which may arise. You also consent that CIEE may notify your emergency contact listed in this application of any situation that we deem to be an emergency. In addition, you consent that CIEE may notify the official CIEE designated agency from whom you purchased this program of any situation that we deem to be an emergency.

This authorization is valid for two years from the date signed.

I give CIEE permission to release any or all of the following information in and as appropriate in the event of a medical condition.

Please check each box.

☐ All financial and claim information related to medical bills or Claimant's Statement and Authorization.

☐ Provider name, date of service, total charge, total paid and date of payment.

☐ Insurance ID number and/or social security number.

Under no circumstances can CIEE release medical information from your physician or provider of service to you or anyone. Your medical information has been disclosed to us from your physician or provider of service and we are prohibited by federal law from further disclosure. Please contact your physician or provider of service for your medical information.

Signature of Student:

Date:

Student Name (print):

Signature of Parent/Guardian:

Date:

Parent/Guardian Name (print):

Applicant's Name:

For Office Use Only. Student ID #:

Program Rules

1. Obey the regulations of the J-1 Exchange Visitor Visa and the U.S. State Department.
2. Abide by the federal, state, and local laws of the United States and host town. Under these laws, consumption of alcoholic beverages by anyone under the age of 21, and the use or possession of illegal drugs is prohibited. These laws may also include local curfews. Be aware of these laws, and be mindful that they may be different from laws in your home country and that violations may lead to serious punishment.
3. Attend the arrival orientation.
4. Accept placement with a family of any race, creed, or color. Live as a member of your host family, respect your host family and their rules and customs, and accept the responsibilities given to you. CIEE, in its sole discretion, is responsible for choosing a student's host family placement.
5. Consider your personal health and safety needs when applying for or accepting a place in the Program. If you suffer from any health or other condition that would create a risk for you while abroad, you should not apply.
6. Read and carefully consider all materials made available that relate to safety, health, legal, environmental, political, cultural and religious conditions in your host town. Be aware of local conditions that may present health or safety risks when making daily choices and decisions.
7. Respect the host high school's guidelines and policies, including those with regard to conduct, delinquency, grade levels, participation in graduation ceremonies, and issuance of a high school diploma.
8. Maintain a C+ average or higher in all courses at the host high school. Courses must include English (other than English as a second language) and an American History course and two other academic courses. Attend school every day that it is in session and follow school policies with regards to absences.
9. Students may be required to hire tutors, at their expense, if they cannot maintain passing grades through the regular course of study.
10. Travel only with adult members of the Host Family, the Local Coordinator, official school, or group organized trips. Students must obtain written permission from CIEE's national office if traveling by air, travelling internationally and/or if travel results in school absences. Travel with or visits from natural family members are not permitted before January of the ten month program and not at all during a five-month program. Any visit from the natural family must be approved by CIEE before the family members travel to the U.S. Visits from friends from your home country are not permitted at any time during the program. Travel to your home country is not permitted during the program, unless approved by CIEE.
11. Driving or purchasing a motorized vehicle (car, motorcycle, boat, or any other vehicle requiring a driver's license) is prohibited. Driving is permitted with the instructor of an official driver's education course and only during class hours. This is solely for the purpose of obtaining a driving license and does not allow the student to drive after a license is obtained.
12. Have access to a minimum of \$150 to \$250 U.S. dollars per month to cover personal expenses. Do not borrow money from your host family. Do not lend money to your host family.
13. Students who indicate that they do not smoke on their application may not smoke during the program year. Students who indicate that they do smoke must follow any and all guidelines their family and community may have in regards to smoking. In some States, communities and schools, it is against the law for students under a certain age to smoke or possess tobacco or tobacco related items.
14. The program terminates within two weeks after the last day of school, and arrangements must be made to return home within this time.
15. Student should not have previously participated on an academic year or semester high school program in the U.S. in either the J-1 or F-1 category.
16. Participation in extra-curricular activities or athletics is not guaranteed. Employment is not allowed on either a full or part-time basis while on the J-1 visa high school program. However, students may accept sporadic or intermittent employment such as babysitting or yard work.
17. Student's primary intention for participation in the program, and primary focus during the program, should be the cultural exchange experience and not graduation from an American high school or enrollment in an American college or university.
18. Students may not initiate any life-changing decisions or actions while on the program, including changing religions (though a student is free to explore the tenets of any religion), pregnancy or marriage. Students may not alter their body in any way while on the program (for example, with tattoos or body piercings).
19. Students may be dismissed from the program if they suffer from a life-threatening medical condition or debilitating psychological condition.
20. Refrain from obscene, indecent, violent or disorderly conduct while on the program. Students shall also refrain from perpetrating any form of sexual harassment, or engaging in any self-endangering behaviors. In addition, students shall refrain from any other conduct likely to bring the U.S. State Department or CIEE into notoriety or disrepute.
21. Any material that a student publishes on the internet (such as on social networking sites or blogs) that violates Program Rules will be grounds for student dismissal.
22. Acknowledge that CIEE reserves the right to dismiss any student who fails to uphold any and all of the above rules. In the event that a student is dismissed from the program, the parent or natural guardians are responsible for all additional expenses incurred above those of the regular program costs. In the case of early dismissal, program fees will not be reimbursed.
23. Acknowledge that CIEE is not acting in the capacity of in loco parentis with respect to you, and that your natural parents still retain all of their rights and obligations and are expected to maintain regular and frequent (once or twice per month) contact with you telephonically, electronically or in person (if possible, after five months of your program start date).

STUDENT-PARENT AGREEMENT

Conditions of Participation

I have read all program rules, and I am aware that my participation in the CIEE USA High School Program is contingent upon the following:

- acceptance into the program according to the established selection procedure
- completion of all necessary forms as indicated on the Application Checklist
- my agreement to uphold standards of acceptable behavior while abroad, as outlined in the USA High School Program Rules

Signature of Student:

Date:

I am aware of, and approve of, my ☐ Daughter's ☐ Son's ☐ Ward's decision to apply for participation in USA High School, and I have read the program rules and understand the conditions of participation established for this program.

Signature of Parent/Guardian:

Date:

Applicant's Name:

For Office Use Only. Student ID #:

REGIONAL CHOICE

With the CIEE USA High School Program - you can choose your region!

- **Please note that there is an additional fee to choose your region.** Please ask your partner office for more details.
- If you are not placed in your region of choice you will be refunded.

Referring to the map located below, please indicate your choice:

- ☐ Region 1 – Northeast
- ☐ Region 2 – South
- ☐ Region 3 – Southwest
- ☐ Region 4 – Midwest
- ☐ Region 5 – Northwest



SINGLE ROOM PLACEMENT

CIEE offers the option for a student to select a single room guarantee versus a standard placement. **Before deciding which option you prefer, please check with the partner for more details.**

☐ Standard Placement

☐ Single Room Placement

GUARANTEED PLACEMENT

CIEE makes every effort to find a suitable host family placement for all accepted participants, however, we do not guarantee that we will be able to secure a placement by the Department of State deadline of August 31st, 2014. For an additional fee, CIEE offers a guarantee that a placement will be secured by July 31, 2014. **Before deciding which option you prefer, please check with the Partner for more details.**

☐ Standard Placement

☐ Guaranteed Placement

Applicant's Name:

For Office Use Only. Student ID #:

CIEE PROGRAM PARTICIPANT CONTRACT, WAIVER, ARBITRATION AGREEMENT, AND BLANKET TRAVEL AUTHORIZATION

This form is important. It includes terms and conditions and releases CIEE from legal liability.

All participants and their parent(s)/guardian(s) MUST sign this form.

I understand and agree that this agreement shall constitute a binding contract between the undersigned and "CIEE". "CIEE" is defined to include: the Council on International Educational Exchange, its affiliates, and their owners, directors, officers, and employees.

- I hereby waive and release CIEE to the maximum extent permitted by law, from any claims, causes of action, and liability for any loss or damage (including, without limitation, damage to property, personal injury, illness, or death) suffered or incurred in connection with the Program, by me (or my dependant), whether based on breach of contract, statutory duty or warranty, negligence, or any other grounds.
- I will indemnify CIEE for any loss or damage incurred or suffered by it and caused by me (or my dependant) in connection with the Program.
- CIEE does not own or operate any entity which is to or does provide goods or services for the Program (except that it employs regional directors and staff and may cover participant with CIEE affiliated travel insurance), including, for example, arrangements for or ownership or control over houses, apartments, or other lodging facilities, airline, vessel, bus, or other transportation companies, local ground operators, visa processing services, providers or organizers of optional excursions, food service, or entertainment providers, etc. All such persons and entities are independent contractors. As a result, CIEE is not liable for any negligent or willful act or failure to act of any such person or entity, or of any other third party. Without limitation, CIEE is not responsible for any injury, loss, or damage to person or property, death, delay, or inconvenience in connection with the provision of any goods or services occasioned by or resulting from, but not limited to, acts of God, force majeure, acts of war or civil unrest, insurrection or revolt, strikes or other labor activities, criminal, terrorist or threatened terrorist activities of any kind, overbooking or downgrading of accommodations, structural or other defective conditions in houses, apartments, or other lodging facilities (or in any heating, plumbing, electrical, or structural problem therein), mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely, dangers associated with animals, sanitation problems, food poisoning, epidemics or the threat thereof, disease, lack of access to or quality of medical care, difficulty in evacuation in case of a medical or other emergency, or for any other cause beyond the direct control of CIEE.
- I understand that perceived or actual epidemics (such as, but not limited to, H1N1, SARS, or bird flu) can delay, disrupt, interrupt, or cancel programs. I agree to assume all risk of any such problems which could result from any such occurrences.
- CIEE retains the right, in its sole discretion, to contact participant's school, parents, and/or guardian with regard to health issues or any other matter whatsoever which relates to participant or participant's program. These rights transcend any and all privacy regulations that may apply.
- In the event of a medical emergency, CIEE will attempt to cause appropriate treatment to be administered. However, it makes no warranty that it will be able to cause effective (or any) emergency treatment to be administered.
- CIEE, in its sole discretion, can approve or disapprove of any participant's housing.
- CIEE reserves the right to decline, accept, dismiss, or retain any person as a participant in any program at any time before or during the program for any reason. If a participant is removed by CIEE from a program for cause, or if the participant voluntarily leaves the program, there will be no refund of any payments made.
- I agree that all of the information provided in the application is true to the best of my knowledge and that any falsification of information may lead to immediate dismissal from the program.
- All program applications are subject to acceptance by CIEE in Portland, Maine, U.S.A.
- I give CIEE permission to use any written, photographic, or video images of me (or my dependant) in the course of reporting on and/or promoting CIEE programs.
- Participant and parent(s)/guardian(s) are responsible for all fees and charges associated with this program. This includes, but is not limited to, any private school tuition, fees, or other associated costs incurred.
- I give my son/daughter permission to travel with the host family, organized and adult supervised school or organizational function, or CIEE organized trip.
- In the event any part of this "CIEE Program Participant Contract and Waiver" is found to be legally void or unenforceable, then such part will be stricken but the rest of this document will be given full force and effect.
- COMPULSORY ARBITRATION:** I agree that any dispute concerning, relating, or referring to this contract, any literature concerning this program, or the program itself shall be resolved exclusively by binding arbitration in Portland, Maine, according to the then existing commercial rules of the American Arbitration Association. The arbitrator and not any federal, state, or local court or agency shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability, conscionability, or formation of this contract, including but not limited to any claim that all or any part of this contract is void or voidable. Such proceedings will be governed by substantive Maine law, without reference to its conflict of laws provisions.

Signature of Student:

Date:

Signature of Parent/Guardian:

Date:

Signature of Parent/Guardian:

Date:

Applicant's Name:

For Office Use Only. Student ID #:

Dear Parents of USA High School Program Participant:

Your child is about to depart on an exciting adventure—a five or ten month academic stay in the United States. He/she will have many challenges facing them as they adapt to a new culture, community and family.

It is important that each participant and their natural families understand the regulations of the U.S. State Department concerning the J-1 visa which your child will receive in order to enter the United States and participate in the USA High School Program. CIEE will issue your child a DS2019 form, and this form will be used by the U.S. Consulate in your area to issue a J-1 visa.

The visa that your child receives will allow him/her to stay in the United States as a participant on the USA High School Program only for the period from August of the program year to January of semester program year or June of the ten month program year. The CIEE policy is that your child return home to you, his/her natural parents, within two weeks after the close of the American high school he/she attends. During the academic year, your child cannot "switch" to another program or leave the program. Both actions would make his/her visa invalid.

Any student who does not return home before his/her visa expires will be reported to the United States Immigration and Naturalization Service and the U.S. State Department; department of the U.S. Government. To remain in the country is illegal and a federal offense that may lead to strict repercussions. Participants will not only be deported, and risk prosecution, but may be banned from entering the United States for ten years or more.

While CIEE issues the DS2019 Form, the U.S. government issues the J-1 Visa through its consulates and embassies. CIEE cannot guarantee the issuance of a J-1 Visa, even if a student has been fully accepted on the program.

CIEE feels that it is important for you to be aware of the United States Government regulations before your child begins his/her participation in the USA High School Program. In order to complete your child's application, we ask that your child and one of his/her natural parents sign below that you understand the regulations and agree to abide by them and by CIEE policies.

Sincerely,

CIEE USA High School Staff

IMPORTANT VISA INFORMATION

Please type or clearly print all of the information in order to ensure the DS-2019 is correctly issued, and to prevent delays in Visa acquisition.

Last Name (as it appears on passport):

First Name (as it appears on passport):

Middle Name (as it appears on passport):

Born on Day: Month: Year:

Citizenship (as it appears on passport):

The student is a legal permanent resident of:

Signed by Participant:

Date:

Signed by Natural Parents:

Date:

Applicant's Name:

For Office Use Only. Student ID #:

Each student must be personally interviewed by a representative of CIEE or a representative of a partner agency. The interview should be conducted in English in order for the interviewer to assess the student's English language proficiency. The interviewer will sign the statement at the end of this form to confirm that the student understands his or her responsibilities on the USA High School Program. **Please complete all sections.**

Applicant's Name:

Agency:

Interview Date:

Present Secondary School Level:

Years of English Study - in secondary school:

In Private English Classes:

EXPECTATIONS AND ADAPTABILITY

Why do you want to study in the U.S.?

Have you ever had to change schools or move to a new city? Describe this experience. What was most difficult in making new friends?

What responsibilities do you have at home?

ACADEMIC PERFORMANCE

What do you like about your present school? What makes it a special place?

Describe your study habits? How many hours of homework do you do in an average day?

Please explain the reason for any poor grades you've received in the last 3 years.

OTHER QUESTIONS

Describe yourself!

Describe your closest friend:

Describe a "normal" week and weekend (with friends/family):

Applicant's Name:

For Office Use Only. Student ID #:

Do you enjoy any outdoor activities?

What is your favorite activity/hobby/sport?

Do you play an instrument or participate in a musical activity?

Are you involved in arts (drawing/painting, drama, dancing...)?

PLACEMENT CONSIDERATIONS

Host Family Makeup: Is the student willing to accept the following placement types?

Double Placement ☐ Yes ☐ No Single Person ☐ Yes ☐ No Same Sex Couple ☐ Yes ☐ No

If the student CANNOT live with pets, please list which pets (cats, dogs, etc.) and explain why. Detailed information is most helpful:

ENGLISH LANGUAGE PROFICIENCY

Oral Comprehension ☐ Poor ☐ Fair ☐ Average ☐ Good ☐ Excellent

Verbal Expression ☐ Poor ☐ Fair ☐ Average ☐ Good ☐ Excellent

Comments:

PERSONALITY

Independence ☐ Low ☐ Average ☐ High

Flexibility ☐ Low ☐ Average ☐ High

Talkativeness ☐ Low ☐ Average ☐ High

Sociability ☐ Low ☐ Average ☐ High

Maturity ☐ Low ☐ Average ☐ High

Comments:

Applicant's Name:

For Office Use Only. Student ID #:

Please check all boxes which best describe the student's character (interviewer only):

- | | | | | | |
|--------------------------------------|------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Sociable | <input type="checkbox"/> Polite | <input type="checkbox"/> Responsible | <input type="checkbox"/> Spontaneous | <input type="checkbox"/> Quiet | <input type="checkbox"/> Reserved |
| <input type="checkbox"/> Traditional | <input type="checkbox"/> Talkative | <input type="checkbox"/> Active | <input type="checkbox"/> Mature | <input type="checkbox"/> Optimistic | <input type="checkbox"/> Shy |
| <input type="checkbox"/> Patient | <input type="checkbox"/> Serious | <input type="checkbox"/> Informal | <input type="checkbox"/> Calm | <input type="checkbox"/> Dependent | <input type="checkbox"/> Insecure |
| <input type="checkbox"/> Adaptable | <input type="checkbox"/> Emotional | <input type="checkbox"/> Formal | <input type="checkbox"/> Open | <input type="checkbox"/> Independent | <input type="checkbox"/> Sensitive |
| <input type="checkbox"/> Friendly | <input type="checkbox"/> Neat | <input type="checkbox"/> Ambitious | <input type="checkbox"/> Humorous | <input type="checkbox"/> Warm | <input type="checkbox"/> Quick Tempered |
| <input type="checkbox"/> Personable | | | | | |

Comments:

PERSONAL MOTIVATION

Why has the applicant chosen to apply to the CIEE USA High School program?

- | | | | |
|--|------------------------------|----------------------------------|-------------------------------|
| Genuine interest in cultural exchange | <input type="checkbox"/> Low | <input type="checkbox"/> Average | <input type="checkbox"/> High |
| Parental/friend's influence | <input type="checkbox"/> Low | <input type="checkbox"/> Average | <input type="checkbox"/> High |
| Wish to improve English/academic ability | <input type="checkbox"/> Low | <input type="checkbox"/> Average | <input type="checkbox"/> High |
| Other | <input type="checkbox"/> Low | <input type="checkbox"/> Average | <input type="checkbox"/> High |

Comments:

INTERVIEWER'S OPINION

In your opinion, what are the student's strengths?

What should host families know about the student that may not be captured in the application?

I verify that the interview of the above student was conducted primarily in English and that this student is capable of communicating in English and functioning in an American host family and high school. I believe this student understands the USA High School program rules and that his/her expectations are compatible with the program's expectations. **He or she understands that the host high school will determine the appropriate grade levels for the student, and that a high school diploma is never guaranteed to exchange students even when a student is placed in the 12th grade.**

Interviewer's Name (Please Print):

Title:

Interviewer's Signature:

Date:

The student completed the SLEP Test on, Date:

and the test form is enclosed with application.

U.S. Department of State

Exchange Visitor Program - Secondary School Students

22 CFR Section 62.25
(November 26, 2010)

(a) Purpose. This section governs Department of State designated exchange visitor programs under which foreign secondary school students are afforded the opportunity to study in the United States at accredited public or private secondary schools for an academic semester or an academic year, while living with American host families or residing at accredited U.S. boarding schools.

(b) Program sponsor eligibility. Eligibility for designation as a secondary school student exchange visitor program sponsor is limited to organizations:

- (1) With tax-exempt status as conferred by the Internal Revenue Service pursuant to section 501(c)(3) of the Internal Revenue Code; and
- (2) Which are United States citizens as such term is defined in § 62.2.

(c) Program eligibility. Secondary school student exchange visitor programs designated by the Department of State must:

- (1) Require all exchange students to be enrolled and participating in a full course of study at an accredited academic institution;
- (2) Allow entry of exchange students for not less than one academic semester (or quarter equivalency) and not more than two academic semesters (or quarter equivalency) duration; and
- (3) Ensure that the program is conducted on a U.S. academic calendar year basis, except for students from countries whose academic year is opposite that of the United States. Exchange students may begin an exchange program in the second semester of a U.S. academic year only if specifically permitted to do so, in writing, by the school in which the exchange student is enrolled. In all cases, sponsors must notify both the host family and school prior to the exchange student's arrival in the United States whether the placement is for an academic semester, an academic year, or a calendar year.

(d) Program administration. Sponsors must ensure that all organizational officers, employees, representatives, agents, and volunteers acting on their behalf:

- (1) Are adequately trained. Sponsors must administer training for local coordinators that specifically includes, at a minimum, instruction in: Conflict resolution; procedures for handling and reporting emergency situations; awareness or knowledge of child safety standards; information on sexual conduct codes; procedures for handling and reporting allegations of sexual misconduct or any other allegations of abuse or neglect; and the criteria to be used to screen potential host families and exercise good judgment when identifying what constitutes suitable host family placements. In addition to their own training, sponsors must ensure that all local coordinators complete the Department of State mandated training module prior to their appointment as a local coordinator or assumption of duties. The Department of State training module will include instruction designed to provide a comprehensive understanding of the Exchange Visitor Program; its public diplomacy objectives; and the Secondary School Student category rules and regulations. Sponsors must demonstrate the individual's successful completion of all initial training requirements and that annual refresher training is also successfully completed.
- (2) Are adequately supervised. Sponsors must create and implement organization-specific standard operating procedures for the supervision of local coordinators designed to prevent or deter fraud,

abuse, or misconduct in the performance of the duties of these employees/agents/volunteers. They must also have sufficient internal controls to ensure that such employees/agents/volunteers comply with such standard operating procedures.

- (3) Have been vetted annually through a criminal background check (which must include a search of the Department of Justice's National Sex Offender Public Registry);
- (4) Place no exchange student with his or her relatives;
- (5) Make no exchange student placement beyond 120 miles of the home of the local coordinator authorized to act on the sponsor's behalf in both routine and emergency matters arising from that exchange student's participation in the Exchange Visitor Program;
- (6) Make no monetary payments or other incentives to host families;
- (7) Provide exchange students with reasonable access to their natural parents and family by telephone and email;
- (8) Make certain that the exchange student's government issued documents (i.e., passports, Forms DS-2019) are not removed from his/her possession;
- (9) Conduct the host family orientation after the host family has been fully vetted and accepted;
- (10) Refrain, without exception, from acting as:

- (i) Both a host family and a local coordinator or area supervisor for an exchange student;
- (ii) A host family for one sponsor and a local coordinator for another sponsor; or
- (iii) A local coordinator for any exchange student over whom he/she has a position of trust or authority such as the student's teacher or principal. This requirement is not applicable to a boarding school placement.

(11) Maintain, at minimum, a monthly schedule of personal contact with the exchange student. The first monthly contact between the local coordinator and the exchange student must be in person. All other contacts may take place in-person, on the phone, or via electronic mail and must be properly documented. The sponsor is responsible for ensuring that issues raised through such contacts are promptly and appropriately addressed.

(12) That a sponsor representative other than the local coordinator who recruited, screened and selected the host family visit the exchange student/ host family home within the first or second month following the student's placement in the home.

(13) Maintain, at a minimum, a monthly schedule of personal contact with the host family. At least once during the fall semester and at least once during the spring semester, (i.e., twice during the academic year) the contact by the local coordinator with the host family must be in person. All other contacts may take place in person, on the phone, or via electronic mail and must be properly documented. The sponsor is responsible for ensuring the issues raised through such contacts are promptly and appropriately addressed.

(14) That host schools are provided contact information for the local organizational representative (including name, direct phone number, and e-mail address), the program sponsor, and the Department's Office of Designation; and

(15) Adhere to all regulatory provisions set forth in this Part and all additional terms and conditions governing program administration that the Department may impose.

(e) Student selection. In addition to satisfying the requirements of § 62.10(a), sponsors must ensure that all participants in a designated secondary school student exchange visitor program:

- (1) Are secondary school students in their home countries who have not completed more than 11 years of primary and secondary study, exclusive of kindergarten; or are at least 15 years of age, but not more than 18 years and six months of age as of the

program start date;

(2) Demonstrate maturity, good character, and scholastic aptitude; and

(3) Have not previously participated in an academic year or semester secondary school student exchange program in the United States or attended school in the United States in either F-1 or J-1 visa status.

(f) Student enrollment.

(1) Sponsors must secure prior written acceptance for the enrollment of any exchange student in a United States public or private secondary school. Such prior acceptance must:

- (i) Be secured from the school principal or other authorized school administrator of the school or school system that the exchange student will attend; and
- (ii) Include written arrangements concerning the payment of tuition or waiver thereof if applicable.

(2) Under no circumstance may a sponsor facilitate the entry into the United States of an exchange student for whom a written school placement has not been secured.

(3) Under no circumstance may a sponsor charge a student private school tuition if such arrangements are not finalized in writing prior to the issuance of Form DS-2019.

(4) Sponsors must maintain copies of all written acceptances for a minimum of three years and make such documents available for Department of State inspection upon request.

(5) Sponsors must provide the school with a translated "written English language summary" of the exchange student's complete academic course work prior to commencement of school, in addition to any additional documents the school may require. Sponsors must inform the prospective host school of any student who has completed secondary school in his/her home country.

(6) Sponsors may not facilitate the enrollment of more than five exchange students in one school unless the school itself has requested, in writing, the placement of more than five students from the sponsor.

(7) Upon issuance of a Form DS-2019 to a prospective participant, the sponsor accepts full responsibility for securing a school and host family placement for the student, except in cases of voluntary student withdrawal or visa denial.

(g) Student orientation. In addition to the orientation requirements set forth at § 62.10, all sponsors must provide exchange students, prior to their departure from their home countries, with the following information:

- (1) A summary of all operating procedures, rules, and regulations governing student participation in the exchange visitor program along with a detailed summary of travel arrangements;
- (2) A copy of the Department's welcome letter to exchange students;
- (3) Age and language appropriate information on how to identify and report sexual abuse or exploitation;
- (4) A detailed profile of the host family with whom the exchange student will be placed. The profile must state whether the host family is either a permanent placement or a temporary arrival family;
- (5) A detailed profile of the school and community in which the exchange student will be placed. The profile must state whether the student will pay tuition; and
- (6) An identification card, that lists the exchange student's name, United States host family placement address and telephone numbers (landline and cellular), sponsor name and main office and emergency telephone numbers, name and telephone numbers (landline and cellular) of the local coordinator and area representative, the telephone number of Department's Office of Designation, and the Secondary School Student program toll free emergency telephone number. The identification card must also

contain the name of the health insurance provider and policy number. Such cards must be corrected, reprinted, and reissued to the student if changes in contact information occur due to a change in the student's placement.

(h) Student extra-curricular activities. Exchange students may participate in school sanctioned and sponsored extracurricular activities, including athletics, if such participation is:

- (1) Authorized by the local school district in which the student is enrolled; and
- (2) Authorized by the state authority responsible for determination of athletic eligibility, if applicable. Sponsors shall not knowingly be party to a placement (inclusive of direct placements) based on athletic abilities, whether initiated by a student, a natural or host family, a school, or any other interested party.
- (3) Any placement in which either the student or the sending organization in the foreign country is party to an arrangement with any other party, including receiving school personnel, whereby the student will attend a particular school or live with a particular host family must be reported to the particular school and the National Federation of State High School Associations prior to the first day of classes.

(i) Student employment. Exchange students may not be employed on either a full or part-time basis but may accept sporadic or intermittent employment such as babysitting or yard work.

(j) Host family application and selection. Sponsors must adequately screen and select all potential host families and at a minimum must:

- (1) Provide potential host families with a detailed summary of the Exchange Visitor Program and of their requirements, obligations and commitment to host;
- (2) Utilize a standard application form developed by the sponsor that includes, at a minimum, all data fields provided in Appendix F, "Information to be Collected on Secondary School Student Host Family Applications". The form must include a statement stating that: "The income data collected will be used solely for the purposes of determining that the basic needs of the exchange student can be met, including three quality meals and transportation to and from school activities." Such application form must be signed and dated at the time of application by all potential host family applicants. The host family application must be designed to provide a detailed summary and profile of the host family, the physical home environment (to include photographs of the host family home's exterior and grounds, kitchen, student's bedroom, bathroom, and family or living room), family composition, and community environment. Exchange students are not permitted to reside with their relatives.
- (3) Conduct an in-person interview with all family members residing in the home where the student will be living;
- (4) Ensure that the host family is capable of providing a comfortable and nurturing home environment and that the home is clean and sanitary; that the exchange student's bedroom contains a separate bed for the student that is neither convertible nor inflatable in nature; and that the student has adequate storage space for clothes and personal belongings, reasonable access to bathroom facilities, study space if not otherwise available in the house and reasonable, unimpeded access to the outside of the house in the event of a fire or similar emergency. An exchange student may share a bedroom, but with no more than one other individual of the same sex.
- (5) Ensure that the host family has a good reputation and character by securing two personal references from within the community from individuals who are not relatives of the potential host family or representatives of the sponsor (i.e., field staff or volunteers),

attesting to the host family's good reputation and character;

(6) Ensure that the host family has adequate financial resources to undertake hosting obligations and is not receiving needs-based government subsidies for food or housing;

(7) Verify that each member of the host family household 18 years of age and older, as well as any new adult member added to the household, or any member of the host family household who will turn eighteen years of age during the exchange student's stay in that household, has undergone a criminal background check (which must include a search of the Department of Justice's National Sex Offender Public Registry);

(8) Maintain a record of all documentation on a student's exchange program, including but not limited to application forms, background checks, evaluations, and interviews, for all selected host families for a period of three years following program completion; and

(9) Ensure that a potential single adult host parent without a child in the home undergoes a secondary level review by an organizational representative other than the individual who recruited and selected the applicant. Such secondary review should include demonstrated evidence of the individual's friends or family who can provide an additional support network for the exchange student and evidence of the individual's ties to his/her community. Both the exchange student and his or her natural parents must agree in writing in advance of the student's placement with a single adult host parent without a child in the home.

(k) Host family orientation. In addition to the orientation requirements set forth in § 62.10, sponsors must:

- (1) Inform all host families of the philosophy, rules, and regulations governing the sponsor's exchange visitor program, including examples of "best practices" developed by the exchange community;
- (2) Provide all selected host families with a copy of the Department's letter of appreciation to host families;
- (3) Provide all selected host families with a copy of Department of State promulgated Exchange Visitor Program regulations;
- (4) Advise all selected host families of strategies for cross-cultural interaction and conduct workshops to familiarize host families with cultural differences and practices; and
- (5) Advise host families of their responsibility to inform the sponsor of any and all material changes in the status of the host family or student, including, but not limited to, changes in address, finances, employment and criminal arrests.

(l) Host family placement.

- (1) Sponsors must secure, prior to the student's departure from his or her home country, a permanent or arrival host family placement for each exchange student participant. Sponsors may not:
 - (i) Facilitate the entry into the United States of an exchange student for whom a host family placement has not been secured;
 - (ii) Place more than one exchange student with a host family without the express prior written consent of the host family, the natural parents, and the students being placed. Under no circumstance may more than two exchange students be placed with a host family, or in the home of a local coordinator, regional coordinator, or volunteer. Sponsors may not place students from the same countries or with the same native languages in a single home.
- (2) Prior to the student's departure from his or her home country, sponsors must advise both the exchange student and host family, in writing, of the respective family compositions and backgrounds of each, whether the host family placement is a permanent or arrival placement, and facilitate

and encourage the exchange of correspondence between the two.

(3) In the event of unforeseen circumstances that necessitate a change of host family placement, the sponsor must document the reason(s) necessitating such change and provide the Department of State with an annual statistical summary reflecting the number and reason(s) for such change in host family placement in the program's annual report.

(m) Advertising and Marketing for the recruitment of host families. In addition to the requirements set forth in § 62.9 in advertising and promoting for host family recruiting, sponsors must:

- (1) Utilize only promotional materials that professionally, ethically, and accurately reflect the sponsor's purposes, activities, and sponsorship;
- (2) Not publicize the need for host families via any public media with announcements, notices, advertisements, etc. that are not sufficiently in advance of the exchange student's arrival, appeal to public pity or guilt, imply in any way that an exchange student will be denied participation if a host family is not found immediately, or identify photos of individual exchange students and include an appeal for an immediate family;
- (3) Not promote or recruit for their programs in any way that compromises the privacy, safety or security of participants, families, or schools. Specifically, sponsors shall not include personal student data or contact information (including addresses, phone numbers or email addresses) or photographs of the student on Web sites or in other promotional materials; and
- (4) Ensure that access to exchange student photographs and personally identifying information, either online or in print form, is only made available to potential host families who have been fully vetted and selected for program participation. Such information, if available online, must also be password protected.

(n) Reporting requirements. Along with the annual report required by regulations set forth at § 62.15, sponsors must file with the Department of State the following information:

- (1) Sponsors must immediately report to the Department any incident or allegation involving the actual or alleged sexual exploitation or any other allegations of abuse or neglect of an exchange student. Sponsors must also report such allegations as required by local or state statute or regulation. Failure to report such incidents to the Department and, as required by state law or regulation, to local law enforcement authorities shall be grounds for the suspension and revocation of the sponsor's Exchange Visitor Program designation;
- (2) A report of all final academic year and semester program participant placements by August 31 for the upcoming academic year or January 15 for the Spring semester and calendar year. The report must be in the format directed by the Department and must include at a minimum, the exchange student's full name, Form DS-2019 number (SEVIS ID #), host family placement (current U.S. address), school (site of activity) address, the local coordinator's name and zip code, and other information the Department may request; and
- (3) A report of all situations which resulted in the placement of an exchange student with more than one host family or in more than one school. The report must be in a format directed by the Department and include, at a minimum, the exchange student's full name, Form DS-2019 number (SEVIS ID #), host family placements (current U.S. address), schools (site of activity address), the reason for the change in placement, and the date of the move. This report is due by July 31 for the previous academic school year.

I understand that the following conditions are applicable to exchange visitors:

TWO-YEAR HOME-COUNTRY PHYSICAL PRESENCE REQUIREMENT (SECTION 212(E) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED): Exchange visitors and their dependents may be subject to the two-year home-country physical presence requirements. **RULE:** Exchange visitors whose programs are financed in whole or in part, directly or indirectly by either their government or by the U.S. Government, are required to reside in their home-country for two years following completion of their program before they are eligible for immigrant status, temporary worker (H) status, or intracompany transferee (L) status. Likewise, if exchange visitors are acquiring a skill which is in short supply in their home country (these skills appear on the "Exchange Visitor Skills List") they will be subject to the same two-year home-country residence requirement. The requirement also is applicable to alien physicians entering the U.S. to receive graduate medical education or training. The U.S. State Department reserves the right to make the final determination. **NOTE: MARRIAGE TO A U.S. CITIZEN OR LEGAL PERMANENT RESIDENT, OR BIRTH OF A CHILD IN THE U.S., DOES NOT REMOVE THIS REQUIREMENT.**

Extension of Stay/Program transfers: A complete Form DS 2019 is required in order to apply for a program extension or program transfer, and must be obtained from or with assistance of the sponsor.

Limitation of Stay: Students - as long as they pursue a full course of study towards a degree, or if engaged full-time in a nondegree program, up to 24 months. Students for whom the sponsor recommends academic training may be permitted to remain for an additional period of up to 18 months after receiving their degree or **TRAINEES** - 18 months; **FLIGHT TRAINEES** - 24 months; **TEACHERS, PROFESSORS**, and **RESEARCH SCHOLARS** - 3 years; **SHORT-TERM SCHOLARS** - 6 months; **SPECIALIST** - 1 year; **INTERNATIONAL VISITORS** - 1 year; **ALIEN PHYSICIANS** - the time typically required to complete the medical specialty involved but limited to 7 years with the possibility of extension if approved by the Director of the U.S. Information Agency; **GOVERNMENT VISITOR** - up to 18 months; **CAMP COUNSELOR** - up to 4 months; **SUMMER TRAVEL/WORK** - up to 4 months.

Documentation Required for Admission/Readmission as an Exchange Visitor: To be eligible for admission/readmission to the U.S., an exchange visitor must present the following at the port of entry: (1) a valid nonimmigrant visa, unless exempt from nonimmigrant visa requirements; (2) a passport valid for 6 months beyond the anticipated period of admission, unless exempt from passport requirements; (3) a properly executed Form DS 2019. Copies 1 and 2 of Form DS 2019 must be surrendered to a U.S. Immigration Officer upon arrival in the U.S. Copy 3 must be retained by the visitor for re-entries within the period of previously authorized stay.

Change of Status: Exchange visitors are expected to leave the U.S. upon completing their program objective. Exchange visitors who are subject to the two-year home-country physical presence requirements are not eligible to change their status while in the U.S. to any other nonimmigrant category except, if applicable, that of official or employee of a foreign government (A) or an international organization (G) or member of the family or attendant of either of these types of officials or employees.

Insurance: Exchange visitors are required to have medical insurance in effect for themselves and any accompanying spouse and dependents on J visas during the duration of their exchange program. At a minimum, insurance coverage shall include: (1) medical benefits of at least U.S. \$50,000 per person per accident or illness; (2) repatriation of remains in the amount of U.S. \$7,500; and (3) expenses associated with medical evacuation in the amount of U.S. \$10,000. A policy secured to fulfill the insurance requirements shall not have a deductible that exceeds U.S. \$500 per accident or illness, and must meet other standards specified in the Exchange Visitor Program regulations, 22 CFR 62.14. For details, consult your program's Responsible Officer (see item 7 on the front side of this form).

EXCHANGE VISITORS CERTIFICATION: I have read and understand the foregoing, including the two-year Home-Country Physical Presence Requirement, and agree to comply with the Exchange Visitor Program regulations, as amended (22 CFR Part 62). I certify that all the information on the Form DS2019 is true and correct to the best of my knowledge. I agree that I will maintain compliance with the insurance regulations as specified in 22 CFR 62.14, including maintaining insurance coverage for myself and my J-2 dependents throughout my J-1 program. I understand that it is my responsibility to maintain my exchange visitor status. For the purpose of 20 U.S.C. 1232g and 22 CFR Part 62, I authorize the designated sponsor and any educational institution named on the DS 2019 to release information to the U.S. Department of State relating to compliance with Exchange Visitor Program regulations.