

All exchange students are selected in exactly the same way across the world and complete a broadly similar application form. As soon as possible after a student is accepted for an exchange by a host overseas district, the relevant DYEO completes and remits the student's Guarantee Form to the sponsor DYEO, giving the name and contact details of the (first) Host family and the Counsellor.

The Inbound Youth Exchange student 'belongs' to his/her Host Club them and so the Counsellor takes the lead in assisting the student with the arrangements to come here and settle down.

However, Youth Exchange is a district project and as such the DYEO is accountable to the District Governor for all the students on Exchange.

It is the DYEO's obligation to provide Orientation for the student, and to ensure that the student enters the country without any difficulty.

See [L3/ S3/ C\(O\)3: 'The Role of the District YE Team for.....'](#) for each of the individual Exchange programmes .

### Letter for Visa Purposes

If the student is coming into the country from a non-EEC country it may be necessary very early on to provide a letter which enables him/her to apply for a visa. Examples of the content of such a letter are at [IB1A: Letters for Visas](#).

### Letter of Introduction/Welcome

Immigration officials may randomly detain under age students travelling alone at our airports so it is good practice to provide students with a letter of welcome which indicates briefly why they are coming here, who is going to be responsible for them and most important who is there on there on the ground to meet them, with contact details for airport officials.

The letter should be on official letter-headed paper with a signature (not an email). It can be scanned in and sent on email to the student.. It instructs the student to carry it with his/her passport into the country in case there should be a problem at Immigration or with being met. (See [PM2 – 'Merchandising & Corporate Identity'](#) for an adaptable '[Letterhead](#)' for use by DYEOs)

An example is can be seen at [C\(I\)5A: Welcome for Inbound Student at Port of Entry](#).

This letter was actually aimed at Camps & tours students but can be adapted as necessary. It has also been found to be extremely useful for older students entering the country. There have been cases recently at Heathrow Airport where such a letter has been well used:

A student was detained by Immigration as 'looking too young' to travel alone. She was actually 18 years old.

One student 'looked nothing like her photograph'.....!

An LTEP student ignored the Rotary roundel as she came out of Customs, was not recognized by the person meeting her despite holding a photograph and was rescued by a airport volunteer and restored to Rotary.

## Minors travelling in the charge of the Airline

Most of our students travel by themselves in and out of the country but a few will arrive under a protection scheme by an airline. There will be time spent on the bureaucracy of releasing this student into the hands of the assigned Rotarian as well as a need for that person to have at least photo ID. It is important that whoever is arranging to deal with Arrivals should know well in advance if this is going to happen in order to allow for enough assistance on the ground with supervising and meeting other students at the same time.

## Orientation of the Inbound Student

All students experience Outbound Orientation in their home country but valuable though this may be inevitably the information given then cannot be specific to the situations in which the students will find themselves. Every Rotary district or Multidistrict has its own code of behaviour over and above the rules imposed by Rotary International and there will be practical and cultural advice which only local people can give. It is expected therefore for the host district to prepare the students for what they are coming to and then give more detail when they arrive.

Inbound Orientation is in two parts, with supporting materials available in convenient packs of documents.

### (a) Orientation before the student arrives:

*L10A / S10A / C(I)10A: 'The Preparation Pack for Inbound.....Students'* is ready for the DYEO to begin the Orientation process before the student leaves home. The Preparation Pack provides advice as well as important permission documents which require to be signed and returned by parents. The packs are downloadable and may be customised.

### (b) Orientation when the student has arrived:

*L10B / S10B / C(I)10B: 'The Welcome Pack for Inbound.....Students'* contains much of the information which Certification requires to be given to inbound students on specific programmes, including local information about Rotary. DYEOs will need to supply information for this pack before it goes out to the student. The packs are downloadable so that they may be personalised and customised.

The contents of each pack are programme specific and details are given in

*L10 / S10 / C(I)10: Orientation of the Inbound .....Student.*

The packs themselves are downloadable from there. They are also distributed to the Counsellor and to the Host Parents of the student in order that both parties are aware of what is being communicated to the student.

By the nature of Youth Exchange in RIBI the Welcome phase of Inbound Orientation will generally be done on a 1:1 or a 1: few basis. The exception to this is in the case of an Inbound Camp where a Welcome/Orientation Session should be timetabled into the programme at the earliest opportunity and may be combined with team building activities.

*The host club or district provides an orientation program for inbound students. The orientation includes guidance for students should they encounter any aspects of neglect, physical, sexual or emotional abuse and contact information for local resources and their appointed counselors.*

*Because local laws and customs in one country may differ greatly from those in others, orientation for students includes information on local laws and customs, which may apply to young people.*