

### THE APPLICATION FORM (AF)

Each Exchange programme has its own Application Form (AF).

#### STEP and Camps & Tours Application Forms

STEP and Camps & Tours use the application WEBAPP to generate an online AF. It may be accessed by the candidate after being accepted on to the programme by a Club using the number which was allocated when the student registered interest at the website. Also given access are the DYEO and the CYEO as well as the Multidistrict Coordinators who administer the system.

All the initial personal information which the student gives at registration is populated (automatically transferred) on to an AF which becomes activated once the DYEO has changed the status of the candidate to 'accepted'. The student then completes all fields relevant to him/her. Alongside this the DYEO and the CYEO insert their district and club contact details.

When complete the CYEO prints off one copy of the signature page and takes it to the student's home and then to the club for signatures, then scans and sends the page on to the DYEO who adds his/her signature and uploads the completed page to join the rest of the AF. Some programmes this will require other addition uploads. It ends up as a pdf file which is sent to a potential host district for the student to be placed.

The stage by stage operation of WEBAPP is given in detail in [OS5: The Online Application System in GB & Ireland](#).

One of the few problems of the online AF is that an interviewer can't readily see it and this makes it difficult to prepare the student for completing it. [OB3C/OB3S: The Applicant's Guide to Youth Exchange](#) for each programme addresses this problem.

### LTEP APPLICATION FORM

As soon as the student has successfully passed the interview the DYEO should download (**BUT NOT PRINT OFF**) BOTH [OB5A: LTEP Application Form \(download here\)](#) AND [OB5B: Guide for Completing the LTEP Application Form \(download here\)](#) and READ both of them thoroughly so as to keep on track with this complex form.

This AF is interactive pdf and may be saved and edited but this will work ONLY IF using a recent version of Adobe Reader. Data will populate across the AF when it is needed more than once. It should be completed electronically. NOTHING SHOULD BE PRINTED OFF UNTIL YOU ARE TOLD TO DO SO.

The DYEO:

downloads and customises then send the student the document [OB3L: The LTEP Applicant's Guide to Youth Exchange](#), which among other information contains a copy of [OB5B](#). The DYEO should stress to the student the need to read this document before attempting to fill in the AF.

The DYEO:

inserts the District and Cub information on the AF as indicated in [OS5B](#), then sends it electronically to the student. It is a good idea for the DYEO to set a strict but realistic deadline for the student to insert their required information and not let it slip.

The DYEO:

prompts the student to arrange appointments for medical and dental appointment examinations and asks for contact details to insert in the accompanying introductory letters. [OB5C Introductory Letters for LTEP](#) are downloadable here. Once customised they need to be sent to the student to be printed off and taken with the page from the AF (signatures may be may be electronic or be 'real' and then the paper scanned in). The student may handle these documents in each direction and needs to return them electronically to the DYEO. These letters are important as they authenticate Rotary's involvement in gathering personal data from the student.

The DYEO:

prompts the student to print off the two copies of each of pages 8 and 11 ready to be signed and arranges for the CYEO to visit and witness the family signatures, then take them to club for signing there and then remit them to the DYEO.

The DYEO:

receives the AF together with letters, photographs and all reports etc and scans them together into one complete AF, then send this to the LTEP Coordinator for placement.

## THE GUARANTEE FORM (GF)

The Guarantee Form (GF) is contained in the outbound student's AF. The host DYEO where the student will be placed removes and prints off the GF. S/he completes the District and Club information, including details of the student's Counsellor and Host family (the First host family for LTEP), arranges for the relevant signatures and returns it to the Sending district. A copy is passed on to the student who may need it for visa purposes. Scanned documents are mostly acceptable but be aware that for some visa applications some countries may still require hard copies of the Guarantee Form with 'real signatures'.

[The DYEO signs the GF for the Inbound student, remits it to his/her sending district and also sends a copy electronically to RI one month before the student arrives.](#)

### Receiving AFs from the Inbound Student's District

Some districts still post out hard AFs with stuck-on photographs. A few districts send very poor scans but will send hard copies on request – do not be afraid to ask because not only do you need to be able to read the information but it also includes the Guarantee Form (GF) which you will need to sign and return as well as sending a copy to Rotary International. RI accepts scanned documents but they need to be legible so you need a good quality copy to begin with.