

Guide for filling in the application form of the Short-Term Camp Exchange

In Rotary Youth Exchange, an exchange student that is going to leave for exchange is called an Outbound or OB student for short. This designation is used in this Guide.

You generate your application by entering the necessary information into our YEAH student database program, after which the program will produce your application for us. (YEAH = Youth Exchange Administration Hub). YEAH will advise you step by step what information you need to enter, so there is no need for detailed instructions or manuals to use it. However, here are the main points of the process that we hope will make your job easier.

YEAH will send you some emails at different stages of filling. Because they are sent by a machine, the filter in your email client may redirect them to the spam box. If you don't see messages in your inbox, check your spam box as well.

Before filling in the application, you must reserve the following information available.

1. The legal name of the club you are applying for (you can get that information from the club).
2. The Rotary district number to which the club belongs to (you can get that information from the club). The district number is 1385, 1390, 1410, 1420 or 1430.
3. Guardians' mobile phone numbers and email addresses.
4. Professions (occupations) of guardians **in English**
5. Emergency contact information. This is a person, such as, for example. a relative, friend, etc., who can be contacted if your guardians cannot be reached.
6. Student Letter: answer 13 questions in English, e.g. using first Word and then copy-paste to the application. Max. 6000 characters (use Word character counter). You can see the questions at the end of this instruction. If you have previously been on a youth exchange (through Rotary or someone else), mention it in the student letter.
7. Face Portrait. Image either JPEG or PNG.
 - Your photo must be a recent, good-quality color photo of yourself, a head-and-shoulders shot, with some blank space around your head and no other people or objects in the picture. The photo should enable the facial recognition of you.
 - Its dimensions must be 8x10 vertical (taller than it is wide), with a minimum size of 200x250 pixels.
 - Maximum file size < 1MB.

Filling in the application

To start the application, click this link: <https://yehub.net/FIN-ctapp>

You can open the link in your preferred internet browser (Chrome, Firefox, Edge, etc.). When you open the link, you'll see a page in your browser that looks like this (with current exchange year displayed instead of 2023-24 shown in this example):

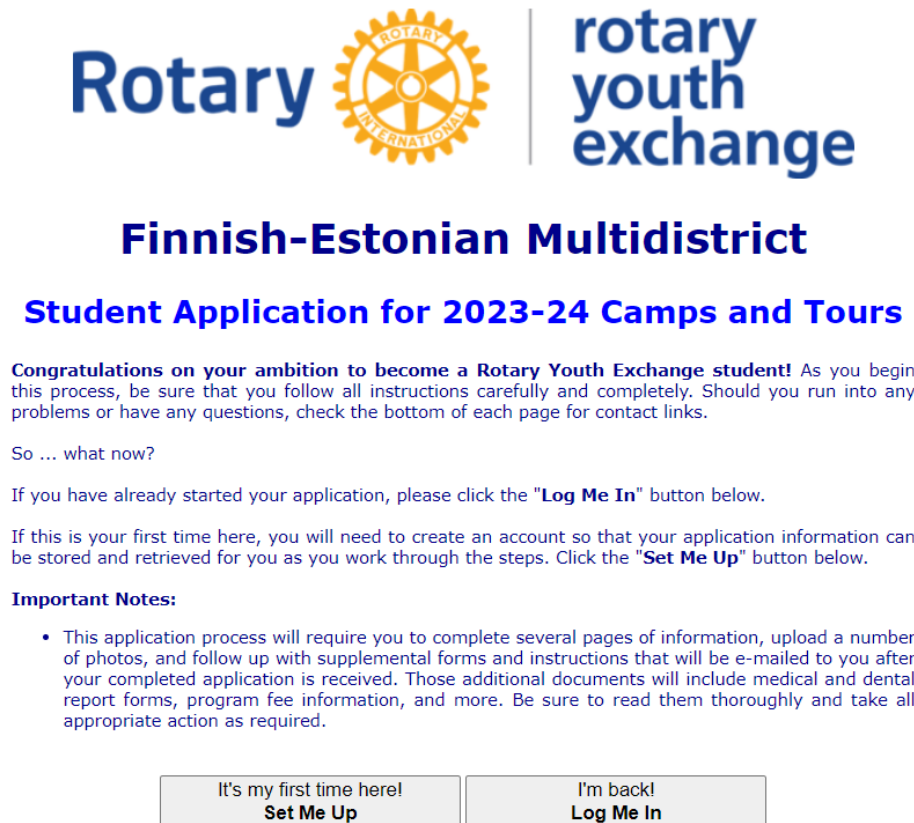


Figure 1

Since you're on the move for the first time, click the box on the left at the bottom ("Set Me Up").

It will open a window that looks like the one below.



Finnish-Estonian Multidistrict

Application for 2023-24 Camps/Tours

Establish Your Account

To begin your application, enter your e-mail address (you must have your own e-mail). Then, select the Rotary District in which you live from the list, and click "Submit".

An e-mail will be sent to you with a temporary password that you can use to get started. You will be required to change that password upon first use.

Enter your e-mail address (you must have your own):

Please select the Rotary district to which you are applying:

Figure 2

Enter your email address, select the Rotary District number you received and press "Submit".

Next, you will receive a temporary password in your email. Open the link again (i.e. open the Figure 1 window) and now click on the box to the right ("Log Me In"). The following window will open:



Finnish-Estonian Multidistrict

Outbound Student Application Login

Please enter your login credentials below.

Your E-mail Address:

Your Password:

Select Program:

Remember Me? ☐

[Forgot Password](#)


Figure 3

Enter your email address, use the temporary password you received, select "Short Term (camp/tour)" as the exchange program (Select Program) and finally press "Login".

Firstly, the program wants you to change the temporary password you received to a permanent one. Do it.

After that, the first page of data entry will open for you. It will look like this:

Rotary



**rotary
youth
exchange**

Finnish-Estonian Multidistrict

Outbound Student Application for 2023-24

Please provide all of the information requested below. If you need to stop before completing the entire application, you can return at a later time, and any information on pages that you've submitted will be preserved.

Page 1 of 6 - Personal Information

Your legal name, as it appears on your passport or birth certificate.

*First Name(s):

Middle Name(s):

*Last Name(s):

Suffix (Jr, III, etc.), if any:

More About You

Nickname, or name you prefer to be called:

*Gender:

*What city and state/province were you born in?

*Which country were you born in?

*Which country are you a citizen of?

*Date of Birth:

*Your Email Address (you must have your own):

Home Phone:

Mobile Phone:

Home Address

*Street Address:

Apartment No or Address Continued:

*City, St/Prov, PostCode:

*Country

Postal Address (if different than above)

Leave blank if your mailing address is the same as your home address.

Postal Address:

Apartment No or Address Continued:

City/State/Zip:

Country

Figure 4

There are a total of 6 similar kind of pages. You can exit the program at any time while still entering data by clicking the buttons at the bottom of pages 2-6.

At the beginning of the third page, you will be asked your Rotary Club. Select the club from the drop-down menu. It is important that you make your club selection right at the beginning of your fill-in, because without club information, your YEO will not be able to follow the progress of your application or to help you if needed.

With the same link you can open the page of Figure 1 at any time, and by clicking on its "Log Me In" button, you can correct the previously entered data or you can continue entering new data.

If you noticed that you want to change the data of a page you've already filled in, pause the filling as above, redo your Login, get back to the beginning of your application and make the corrections you want. Changes you make to the page are saved in the system when you press the "Next Page" or "Save the data and continue" button at the bottom of the page.

Data entry takes place page by page according to the instructions. Below you can find some practical tips for filling:

1. Telephone numbers are provided in international format, e.g. +358 44 1234567 (with spaces)
2. PostCode = Finnish or Estonian postal code. State: this item remains empty in Finland/Estonia
3. The siblings' occupation is pupil if in elementary school and student, if in high school or other higher education institution.
4. Tick the box if you smoke (or snuff), consume alcohol or have ever used illegal drugs. Add explanations if you answered something other than "No". Note! In most countries, people under the age of 18 are prohibited by law from smoking or consuming alcohol.
5. Student Letter: copy-paste your text in the box provided.
6. Read the instructions and greetings on the last page (page 6, see Figure 5) and press "Submit" if you consider yourself ready and all the requested information has been entered.



Finnish-Estonian Multidistrict Outbound Student Application for 2025-26

Page 6 of 6 -Submit Your Application

Congratulations! You've completed this application process, but there is still a lot more to do before you can pack your bags and head overseas as a Rotary exchange student. So, what happens next?

→ Your application will be initially reviewed to make sure that it's complete. If any required information is missing, or if you've not yet uploaded your letters or photos, you'll know that immediately.

→ If your application is complete, you'll be sent an e-mail with additional instructions and documents that will require your prompt attention. So be sure to check your e-mail regularly!

→ Please note that once your application is submitted, you will not be able to change or add to it, so be sure you're happy with what you've done before you click the Submit button.

On behalf of the Rotary Youth Exchange program and Rotarians all around the world, welcome to what may truly be called the adventure of a lifetime.

I'm ready to go! Submit my Application!

No, I'm not finished yet. I'll be back another time.

Figure 5: "Submit" button is the top one of the two buttons shown.

You have now successfully completed the first stage of your application.

After clicking Submit in page 6 (see point 8 above), you will receive an email in a few moments telling you what to do next. The same message will be sent to your YEO, so s/he can track your progress and help you if needed.

The message has a link titled **FIRST**. It requires action from you, so take your time to go it through.

FIRST link

Use this link to upload the MANDATORY annexes that your application needs.

Clicking the link will open a page in your browser that looks like this:



The screenshot shows the Rotary Youth Exchange website for a Finnish-Estonian Multidistrict Outbound Applicant. The page title is "Finnish-Estonian Multidistrict Outbound Applicant Required Documents" and the applicant's name is "Lauri Leirivaihtaja". The page explains that the application form has been received but several other documents must be submitted. A table lists the required documents, each with a description and an "Upload" button. The documents are: Health Information, Student, Parent and Sponsor Endorsements, Rules and Conditions, Supplemental Information Form, Passport copy (Annex to Application), Commitment Form (signed), and Receipt of Admin Fee.

Required Documents	
Health Information Health Information Form filled by the applicant. Fill-in, save and upload.	Required
Get Blank Form Upload file	
Student, Parent and Sponsor Endorsements Endorsement form signed by applicant, parents, YEO and President of the local (sponsor) Rotary Club. After signing color scan to A4 size pdf and upload. Electronic signing is fine too.	Required
Get Blank Form Upload file	
Rules and Conditions Document is filled and signed by applicant and guardians (2 places) and rotary witness (1 place). After signing color scan to ONE A4 size pdf-file and upload. Electronic sign is OK.	Required
Get Blank Form Upload file	
Supplemental Information Form Store blank pdf in your computer, fill-in personal data, answer the questions and upload.	Required
Get Blank Form Upload file	
Passport copy (Annex to Application) Color scan (to A4 size pdf) and upload the photograph page of your passport.	Required
Upload file	
Commitment Form (signed) After signing the Commitment Form, scan it into a color A4 pdf and upload.	Required
Upload file	
Receipt of Admin Fee Upload the receipt of paid Administration Fee (in pdf).	Required
Upload file	

Figure 6

1. Health Information STEP

- Click the "Get Blank Form" button to get a blank pdf form. Save it on your computer.
- Fill-in your personal data and Health Information and save the pdf.
- Attach the pdf to your application using the "Upload" button.

2. Student, Parent & Sponsor Endorsement form

- Click the "Get Blank Form" button to get a pre-filled form. Print it out on paper and agree on its signing with your club YEO.
- The form requires the signatures of the following persons (sign with a blue ballpoint pen)
 - Club YEO
 - Club President
 - The signature of the district youth exchange chairperson is ready on the template.
- After signing, color scan the form into an A4-size pdf file and attach it to your application using the "Upload" button.

3. Rules and Conditions STEP

- Click the "Get Blank Form" button to get a blank pdf form. Store it in your computer, enter your personal information + district number + names of your guardians, save it, print it on paper and agree on its signing with your club YEO.
- The form requires the signatures of the following persons (sign with a blue ballpoint pen)
 - Applicant (2 signatures)
 - Guardians of the applicant (2 signatures)
 - Witness signature by a club representative (1 signature)
- After signing, color scan all the pages in one A4-size 3-page pdf file and attach it to your application using the "Upload" button.

4. Supplemental Information Form

- Click the "Get Blank Form" button to get a blank pdf form.
- Store it in your computer.
- Type your personal information in the pdf and answer the questions.
- Save the pdf.
- Attach the pdf in your application using the "Upload" button.

5. Passport copy

- Color scan the photo page of your passport into an A4-size pdf and attach it to your application with the "Upload" button.
- If your passport has expired or will expire before the end of or soon after the expected camp, add its copy to your application anyway. We can replace the copy later when you have got the new passport. Make a note in the copy that the passport has expired or will expire soon.
- If you do not have a passport now, write on a sheet of paper "I have no passport now, but I will apply for a new one which will be available by xxx", scan the paper to a pdf and attach to your application using the "Upload" button.

6. Commitment Form (signed)

- Get the blank machine fillable Commitment Form (Sitoumuslomake) template (pdf) from rye.fi page.

- After filling and signing color scan the form into an A4-size pdf and upload it using the “Upload” button.

7. Receipt of Admin Fee

- Receipt of the paid administration fee (Järjestelymaksun kuitti)
- Scan the receipt in pdf and upload using the “Upload” button.
- A receipt from the online bank is fine.

If you need to correct an attachment after uploading, ask your YEO to re-upload the corrected one. You cannot do it yourself.

Congratulations!

Your application is now ready.

Keep the signed paper attachments just in case.

Your Rotary District will review your application and accept it if everything is found in order. Our correspondent will contact you in due course and instruct you how to continue towards finding a camp for you.

Student: In the box below, write a letter introducing yourself to your future host club and host families. Keep in mind that this will be their first impression of you. Incorporate your answers to the following questions in your letter, providing as much detail as possible (if you need help generating details, also consider the italicized questions in parentheses). Do not copy the questions. Please use these questions as a suggested guide for topics to include in your letter.

Enter your letter in the "Student's Letter" box below by keying in your text or using "copy and paste". Use clear sentences that can be easily understood by your future hosts. Even if they understand English well, you should avoid abbreviations, idioms, contractions, slang and local jargon. If you include local names (company, store, town) you may need to provide additional information.

1. What do you do when you have free time?
2. What you do at your school? (*How many subjects do you take? What are they? How long are the classes? What is your daily schedule during the school year? Start with when you wake-up and discuss only one typical day's schedule.*) Are you able to choose courses at your school? If so, which courses did you choose, and why?
3. What are your school interests and activities? What leadership positions have you held?
4. How would you describe your home? (*Do you have your own room, or do you share your room with others? Where in your house do you study? How far is your home from your school? Do you drive, ride a bus, or walk to school?*)
5. What are the occupations of your parents? (*What product or service does each make or perform? What is her/his position or title?*)
6. How would you describe your community? (*Is it in or near a major city? What is the population? industry? economy?*)
7. What are your interests and accomplishments? (*Are you interested in art, literature, music, sports, other activities? How did you become interested in the activity? How long have you been interested? How much time do you devote to the activity?*)
8. What trips have you taken outside your country? Why did you take these trips, with whom, for how long?
9. What things do you dislike? (*Do you dislike certain foods, animals, treatment by other people, etc.?*)
10. What do you feel are your strong, and weak, characteristics?
11. What are your plans and ambitions for your education and career? Why?
12. If you have previously been on any exchange write about your experiences, the host country you went to and the length of your exchange.
13. What do you specifically hope to accomplish as an exchange student, both during your exchange and when you return?

Figure 7: Student Letter questions