

## Guide for filling in the application form of the Short-Term Family-to-Family (Homestay) 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 parents 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. Parent's letter: your guardians answer 7 questions in English. Max. 6000 characters. You can see the questions at the end of this instruction.
8. 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.
9. Also have other pictures (4 pcs) ready. Images in either JPEG or PNG. Max file size < 1MB.
  - My Family - a photo that includes members of your immediate family
  - My Special Interest - a photo of you participating in your favorite hobby or activity
  - Something Important to me - a photo of your friends, pet, musical instrument, etc.
  - My Home - a photo of your house or the building where you live

## Filling in the application

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

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 2021-22 shown in this example):

The screenshot shows the Rotary Youth Exchange application page. At the top, there is the Rotary International logo (a yellow gear with 'ROTARY' and 'INTERNATIONAL' text) and the 'rotary youth exchange' logo in blue. Below the logos, the title 'Finnish-Estonian Multidistrict Short Term Student Application for 2021-22' is displayed in blue. The main content area has a blue header 'Congratulations on your ambition to become a Rotary Youth Exchange student!' followed by instructions to follow all instructions carefully and check the bottom of each page for contact links. Below this, there are two buttons: 'Set Me Up' (labeled 'It's my first time here!') and 'Log Me In' (labeled 'I'm back!'). At the bottom, there is a horizontal line and a text link: 'If you need assistance, send an e-mail to [chair@rye.fi](mailto:chair@rye.fi)'.

**Rotary**  **rotary youth exchange**

## Finnish-Estonian Multidistrict Short Term Student Application for 2021-22

**Congratulations on your ambition to become a Rotary Youth Exchange student!** As you begin this process, be sure that you follow all instructions carefully and completely. Should you run into any problems or have any questions, check the bottom of each page for contact links.

So ... what now?

If you have already started your application, please click the "**Log Me In**" button below.

If this is your first time here, you will need to create an account so that your application information can be stored and retrieved for you as you work through the steps. Click the "**Set Me Up**" button below.

**Important Notes:**

- This application process will require you to complete several pages of information, upload a number of photos, and follow up with supplemental forms and instructions that will be e-mailed to you after your completed application is received. Those additional documents will include medical and dental report forms, program fee information, and more. Be sure to read them thoroughly and take all appropriate action as required.
- If your application is not submitted and is inactive for 30 days, it will be deleted from our files. So make sure you complete it in a timely manner.

**It's my first time here!**  
**Set Me Up**

**I'm back!**  
**Log Me In**

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If you need assistance, send an e-mail to [chair@rye.fi](mailto:chair@rye.fi)

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 Short Term Exchange 2021-22

### 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:

If you need assistance, send an e-mail to [chair@rye.fi](mailto:chair@rye.fi)

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? ☐

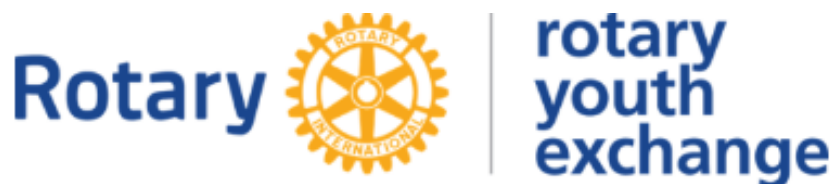
[Forgot Password](#)

Figure 3

Enter your email address, use the temporary password you received, select "Short Term (homestay)" 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:



## 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 9 - Personal Information

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

\*First Name(s): Kaisa

Middle Name(s): Leena

\*Last Name(s): Kesävahtari

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

#### More About You

Nickname, or name you prefer to be called: Kaisa

\*Gender: Female

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

\*Which country were you born in? Finland

\*Which country are you a citizen of? Finland

\*Date of Birth: July 9 2006

\*Your Email Address (you must have your own): OutboundStudent@sample.com

Home Phone:

Mobile Phone:

#### Home Address

\*Street Address: Home Address

Apartment No or Address Continued: Suite/ Apt. Number

\*City, St/Prov, PostCode: City State

Postal Code

\*Country: Finland

#### Postal Address (If different than above)

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

Postal Address: Postal Address

Apartment No or Address Continued: Suite/ Apt. Number

City/State/Zip: City State

Postal Code

Country: Finland

Next Page

Figure 4

There are a total of 9 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 2-9.

**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. Parent's letter: copy-paste the text in the box provided.
7. Add captions to your photos on the dedicated page.
8. Read the instructions and greetings on the last page (page 9, in Figure 5) and press "Submit" if you consider yourself ready and all the requested information has been entered.

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



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

After clicking Submit in page 9 (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 two links titled **FIRST** and **SECOND**. Both require action from you, so take your time to go through them one by one. You can do SECOND before FIRST because it is quick and easy to complete.

### 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:



rotary

youth

exchange

**Finnish-Estonian Multidistrict**

**Outbound Applicant Required Documents**

**Applicant: Kaisa Kesävaihtari**

Your application form has been received by Rotary Youth Exchange, but there are several other documents that must be submitted in order for your file to be complete.

The table below shows each of the required documents, with its description and status. Click the corresponding Upload button to provide Rotary with that form.

Required Documents	
<b>Health Information</b> Health Information Form filled by the applicant. Fill-in, save and upload.	<b>Required</b>
<a href="#">Get Blank Form</a>	<a href="#">Upload file</a>
<b>Student, Parent and Sponsor Endorsements</b> Endorsement form signed by applicant, parents, YEO and President of the sponsor Rotary Club. After signing color scan to A4 size pdf and upload. Electronic signing is fine too.	<b>Required</b>
<a href="#">Get Blank Form</a>	<a href="#">Upload file</a>
<b>Rules and Conditions</b> Document is filled and signed by applicant and guardians (2 places) and rotary witness (1 place). After signing color scan to ONE 3-page A4 size pdf-file and upload. Electronic signing is OK	<b>Required</b>
<a href="#">Get Blank Form</a>	<a href="#">Upload file</a>
<b>Guarantee Form</b> Fill-in district, club and personal data, save the file and Upload it. Leave Host District/Club, Club Counselor and Host Family sections BLANK.	<b>Required</b>
<a href="#">Get Blank Form</a>	<a href="#">Upload file</a>
<b>Passport copy (Annex to Application)</b> Color scan (to A4 size pdf) and upload the photograph page of your passport.	<b>Required</b>
	<a href="#">Upload file</a>
<b>Commitment Form (signed)</b> After signing the Commitment Form, scan it into a color A4 pdf and upload.	<b>Required</b>
	<a href="#">Upload file</a>
<b>Receipt of Admin Fee</b> Upload the receipt of paid Administration Fee (in pdf).	<b>Required</b>
	<a href="#">Upload file</a>

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-sized pdf file and attach to your application using the "Upload" button.

### 3. Rules and Conditions STEP

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

### 4. OB Guarantee Form

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

### 5. Passport

- 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 exchange, 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.
- 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 it to a pdf and attach to your application.

### 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

- a. 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.

#### **SECOND link**

Clicking this link opens a page where you enter your six (6) preferred exchange countries or a single choice of “Any Country” in case you are willing to go to any country of our Rotary country list. Make sure that your guardians support your country choices. By signing the application form you and your guardians agree that you commit to go to exchange to any of your country choices.

The page contains a list of our long-term exchange countries. In the column on the left side (Ranking), mark the numbers 1, 2, ... 6 for the countries in order of preference (1= first desired country, 2=next most desired country, etc.). The rest of the cells of the page are left blank.

#### **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 tell you in which country he/she is seeking an exchange place for you.



## Page 4 of 9 - Student Letter to Hosts

**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

## Page 5 of 9 -Parent Letter to Hosts

**Parents:** In the box below, write a letter to your child's host club and families, incorporating your answers to the following questions in your letter. Do not copy the questions, themselves.

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

1. How would you describe your child's relationship with you and your family? with his/her friends?
2. How does your child react to disagreement, discipline, and frustration?
3. How does your child handle challenging or difficult situations?
4. What amount of independence do you give to your child? What is your child's level of maturity?
5. What makes you proud of your child?
6. Why do you want your child to be an exchange student?
7. Are there any other comments you would like to share with the host families?

Figure 8: Parent Letter questions