

## Guide for filling in the application form of the Long-Term 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. Your school information (you can get it from e.g. student counsellor)
  - School name, preferably **in English**
  - School address
  - The total number of students in your school and the number of students in your grade level
7. 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.
8. Parent's letter: your guardians answer 7 questions in English. Max. 6000 characters. You can see the questions at the end of this instruction.
9. 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.
10. 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-obapp>

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):



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 Long 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 [mikko.mannikko@netikka.fi](mailto:mikko.mannikko@netikka.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](#)

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

Figure 3

Enter your email address, the temporary password you received, select "Long Term (year exchange)" 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.

u. It will look like this:

u. It will look like this:

Figure 4

exit the program at any time while still entering data by

**your Rotary Club. Select the club from the drop-down  
 section right at the beginning of your fill-in, because  
 to follow the progress of your application or to help**

at any time, and by clicking on its "Log Me In" button, can continue entering new data.

page you've already filled in, pause the filling as above, click on the **Apply** button 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 must be 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, have ever used illegal drugs and have a regular boy/girlfriend. 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. Drugs are illegal in every country.
5. Select your school from the drop-down menu. If your school has not been pre-deposited in the YEAH database, a warning is prompted, but you can ignore it and insert your school information manually in the form. Ask your YEO to add your school to the database.
6. Student Letter: copy-paste your text in the box provided.
7. Parent's letter: copy-paste the text in the box provided.
8. Add captions to your photos on the dedicated page.
9. Read the instructions and greetings on the last page (page 10, in Figure 5) and press "Submit" if you consider yourself ready and all the required 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 10 (see point 9 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 three links titled **FIRST**, **SECOND**, and **THIRD**. They all require action from you, so take your time to go through them one by one. You can do SECOND and THIRD before FIRST because these two are 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**



rotary

youth

exchange

**Finnish-Estonian Multidistrict**  
**Outbound Applicant Required Documents**  
**Applicant: Ville Vuosivaihtari**

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>Medical History &amp; Examination (Section C-1)</b> After physician's examination color scan the Medical Report to one 3-page A4-size pdf-file and upload.	<b>Required</b> <a href="#">Upload it</a>
<b>Dental Health and Examination (Section D)</b> After dentist's examination color scan the DEntal Report to A4 size pdf and upload.	<b>Required</b> <a href="#">Upload it</a>
<b>Student, Parent &amp; Sponsor Endorsement</b> Endorsement form signed by applicant, guardians and the sponsor Rotary Club. After signing color scan to A4 size pdf and upload. Alternatively the signing can be done electronically using PDF editor.	<b>Required</b> <a href="#">Get Blank Form</a> <a href="#">Upload it</a>
<b>Rules and Conditions (Section G)</b> Fill the blank pdf. Sign in 5 places by applicants and guardians and 3 places by witness. Thereafter color scan to one 4-page A4-size pdf-file and upload. Electronic signing is fine too.	<b>Required</b> <a href="#">Get Blank Form</a> <a href="#">Upload it</a>
<b>School transcript (Annex to application)</b> Color scan your original native language school report and its English translation to a single 2-page A4 size pdf file and upload. Orig. report is your todistus/betyg from peruskoulu/grundskola.	<b>Required</b> <a href="#">Upload it</a>
<b>Passport (Annex to application)</b> Color scan (to A4 size pdf) and upload the photograph page of your passport.	<b>Required</b> <a href="#">Upload it</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 it</a>
<b>Receipt of Admin Fee</b> Upload the receipt of paid Administration Fee (in pdf).	<b>Required</b> <a href="#">Upload it</a>

Figure 5

## 1. Medical History & Examination

- Get the blank 3-page machine fillable pdf form from [rye.fi page](#). Save the pdf in your computer, fill it there with your personal data + district number, save it, print it out and take the paper form with you when you go to meet the physician. The physician then fills out the form when examining you, stamps and signs it.
- When you are back from the physician, color scan the completed and signed form with all 3 pages into an A4-size 3-page pdf file and upload it to your application using the "Upload" function of the page.
- **IMPORTANT:** Make sure that the physician ticks the appropriate boxes in the CERTIFICATION section of page 3.

<b>CERTIFICATION</b> I certify that I hold a valid current license to practice medicine and am not an immediate relative of the patient, and that I have personally examined the applicant and reported my findings as noted above and the attached page(s) (if additional pages are attached, please check here <input type="checkbox"/> ). I find the applicant:  <input type="checkbox"/> In good health and not suffering from any mental or medical condition(s) that would preclude participation in the Rotary Youth Exchange program. <input type="checkbox"/> Suffering from mental or medical condition(s) as noted in my report that could impact his/her participation. Additionally, I find the applicant in good health and not suffering from any condition(s) that would preclude participation in sporting/physical activities of the applicant's choice <input type="checkbox"/> Yes <input type="checkbox"/> No  Physician address, phone, fax and E-mail   Physician Name	
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## 2. Dental Health & Examination

- Get the blank 1-page machine fillable pdf form from [rye.fi page](#). Save the pdf in your computer, fill it there with your personal data + district number, save it, print it out and take the paper form with you when you go to meet the dentist. The dentist then fills out the form when examining you, stamps and signs it.
- When you are back from the dentist, color scan the completed and signed form into an A4-size 1-page pdf file and upload it to your application using the "Upload" function of the page.

## 3. Student, Parent & Sponsor Endorsement form

- Clicking "Get Blank Form" button will give you 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)
  - Applicant
  - Guardians of the applicant
  - Witness signature from a club representative
    - **Note ! The sign dates must be the same for applicant, guardians and witness.**
  - 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 to your application using the "Upload" button.

## 4. Rules and Conditions Form

- By signing this form, you and your guardians agree to the rules of the exchange program, give permission for the use of personal data and your guardians give permission for medical treatment if the situation so requires. You and your guardians also confirm that the information given in "Medical History & Examination" and "Dental Health & Examination" are true and accurate according to your best knowledge.



- 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 guardians, 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 (sign with a blue ballpoint pen)
  - Applicant (5 signatures)
  - Guardians of the applicant (5 signatures)
  - Witness signatures from a club representative (3 signatures)
    - **Note ! The sign dates must be the same for applicant, guardians and witness.**
- After signing, color scan all the pages in one A4-size 4-page pdf file and attach it to your application using the "Upload" button.

#### 5. School Transcript

- This is a copy of your final certificate from the comprehensive school.
- If you receive a certificate from your school in English
  - color scan it into pdf and attach it to your application with the "Upload" button.
- If you do not receive an English certificate from your school
  - take a color copy of the original Finnish/Swedish/Estonian certificate
  - write by hand (clearly) on the copy the names of the subjects and the description of the grading scale in English
  - color scan your translation and original **into one** A4-size 2-page pdf file and attach it to your application by using the "Upload" button.

#### 6. 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.
- The passport must be valid for at least 6 months after the end of the exchange.

#### 7. Commitment Form (signed)

- Get the blank machine fillable 2-page Commitment Form template (pdf) from [rye.fi page](https://rye.fi/page).
- After filling and signing color scan the form into an A4-size 2-page pdf and upload it using the Upload button.

#### 8. 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.



## **SECOND link**

Clicking this link opens a window where you shall enter the name and email address of the teacher or the student counsellor of your **current** school that gives the school report on you. When you click the "Submit" button on the page, the report request is sent by email to the teacher you have designated. The message he/she receives contains a link where the teacher enters the report.

The teacher that gives the report should be a one who knows you and your academic performance. Agree with the teacher in advance so that he/she is prepared for the matter.

## **THIRD link**

Clicking this link opens a page where you enter your four (4) preferred exchange countries. Make sure that your guardians support your country choices. By signing the application 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, 3 and 4 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.

## Finnish-Estonian Multidistrict

### Outbound Student Application for 2025-26

#### Page 5 of 10 - 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 do 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 6: Student Letter questions*

## **Finnish-Estonian Multidistrict Outbound Student Application for 2025-26**

### **Page 6 of 10 -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 7: Parent Letter questions*