

## Guide for filling in the application form of the Family-to-Family (Homestay) exchange

11.3.2024

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 (you can get that information from the club).
3. Parents' mobile phone numbers and email addresses (if not available, you can still apply, leave the field blank)
4. Professions (occupations) of parents **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 parents 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.
  - 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 complete the application, provide your club's Youth Exchange Officer (YEO) with your email address and ask him/her to send you a link where to start your application. If your YEO sends you the link from the YEAH student database program, you'll receive a message that looks like this.

To whom it may concern,

The following link(s) may be used to access Rotary Youth Exchange pages and forms:  
Outbound Application: <https://yehub.net/FIN-stapp>

Finnish-Estonian Multidistrict

**Just in case, the same link is also here:** <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):



## 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.



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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 this.

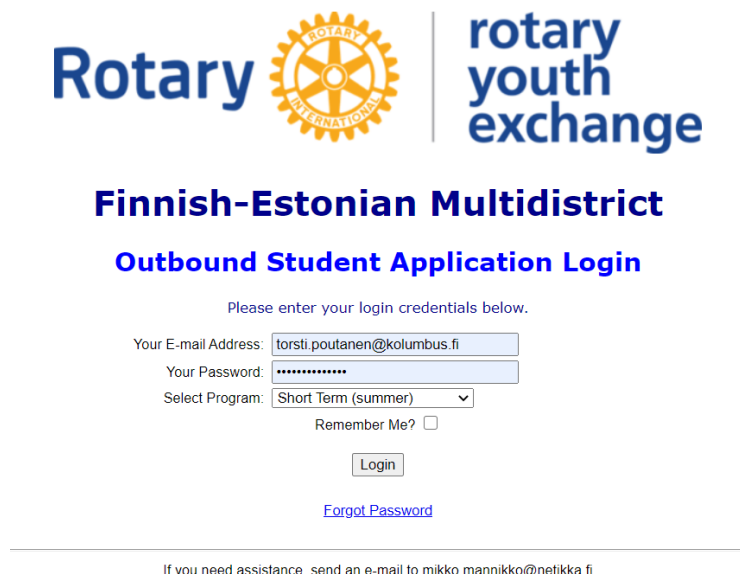


The screenshot shows the 'Establish Your Account' page for the Finnish-Estonian Multidistrict. At the top, there are logos for 'Rotary International' and 'rotary youth exchange'. Below the logos, the title reads 'Finnish-Estonian Multidistrict Application for Short Term Exchange 2021-22'. A dark blue bar contains the text 'Establish Your Account' in yellow. The main text instructs the user to enter their email address and select a Rotary district. A form field contains 'student@sample.com'. A dropdown menu shows '1410' selected. A 'Submit' button is visible. At the bottom, a note says 'If you need assistance, send an e-mail to 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:



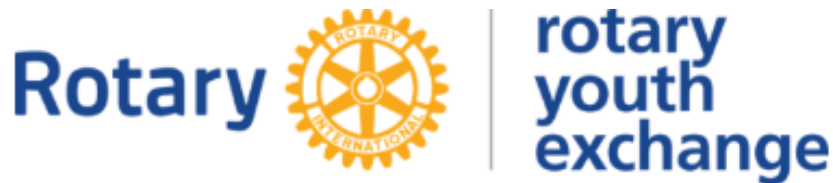
The screenshot shows the 'Outbound Student Application Login' page for the Finnish-Estonian Multidistrict. At the top, there are logos for 'Rotary International' and 'rotary youth exchange'. Below the logos, the title reads 'Finnish-Estonian Multidistrict Outbound Student Application Login'. The main text instructs the user to enter their login credentials. A form contains fields for 'Your E-mail Address' (torsti.poutanen@kolumbus.fi), 'Your Password' (masked with dots), and 'Select Program' (Short Term (summer)). There is a 'Remember Me?' checkbox and a 'Login' button. A link for 'Forgot Password' is also present. At the bottom, a note says 'If you need assistance, send an e-mail to mikko.mannikko@netikka.fi'.

Figure 3

Enter your email address, use the temporary password you received, select "Long-Term (year exchange)" as the exchange program (Select Program) and finally press "Login".

First of all, 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 pages. You can exit the program at any time in the middle of 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. +358441234567 (without spaces)
2. PostCode = Finnish or Estonian postal code. State = state, the item will remain 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) and press "Submit" if you consider yourself ready and all the requested information has been entered.



## Finnish-Estonian Multidistrict

### Outbound Student Application for 2024-25

#### Page 9 of 9 - 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.

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 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 h/she 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.

### 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 the Finnish-Estonian Multidistrict. The page title is "Finnish-Estonian Multidistrict Outbound Applicant Required Documents" for applicant Kaisa Kesävaihtari. It lists several required documents with their status and upload options.

Required Documents	
<b>Health Information</b> Health Information Form filled by the applicant. Fill-in, save and upload.	Submitted
<b>Student, Parent and Sponsor Endorsements</b> Endorsement form signed by applicant, parents and YEO & President of the local (sponsor) Rotary Club. After signing color scan to A4 size pdf and upload.	Submitted
<b>Rules and Conditions</b> Rules, conditions and permission for medical care prefilled and signed by applicant, parents, rotary witness, rotary club president and YEO. After signing color scan to ONE A4 size pdf and upload.	Submitted
<b>Guarantee Form</b> Fill-in district, club and personal data, save the file and Upload it.	Submitted
<b>Passport copy (Annex to Application)</b> Color scan (to A4 size pdf) and upload the photograph page of your passport.	Submitted
<b>Kesävaihdon klubisittomuuslomake</b> Pdf-täytettävä klubisittomuuslomake (Blank Form). Täytön ja allekirjoitusten jälkeen, skannaa värilliseksi A4 pdf:ksi ja lataa (Upload). Sovi täytöstä klubin kanssa. Täytä vain FI, SV tai EN -versio.	Required
<b>Sommarutbyteförbindelseformulär</b> Blanco pdf-formulär för klubbförbindelse (Blank Form). Fyll i, underteckna, skanna till A4 pdf och ladda i (Upload) systemet. Koordinera med din klubb. Fyll i bara SV, FI eller EN version.	Required
<b>Club Commitment Form</b> Pdf downloadable Club Commitment Form (Blank Form). After signing, scan into a color A4 pdf and upload. Arrange completion with the club. Fill in only the EN, FI or SV version.	Required
<b>Järjestelymaksun kuitti</b> Tosite maksetusta järjestelymaksusta. Skannaa A4 pdf:ksi ja lataa (Upload). Kvittot för arrangemangavgiften. Receipt of the paid administration fee.	Required

Figure 6

1. Health Information STEP
  - a. Click the "Get Blank Form" button to get a blank pdf form. Save it on your computer.
  - b. Fill-in your personal data and Health Information and save the pdf.
  - c. Attach the pdf to your application using the "Upload" button.
2. Student, Parent & Sponsor Endorsement form
  - "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 (with a blue ballpoint pen)
    - Applicant
    - Parents of the applicant
    - Witnessing of the signatures by a club representative (dates must be the same for applicant, parent and witness signatures)
    - Club YEO
    - Club President
    - The signature of the district youth exchange chairperson is ready on the template.
  - After signing, colour 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)
    - Witnessing of the signatures by a club representative (1 signature)
  - After signing, colour scan all the pages in one A4-sized pdf file and attach it to your application using the "Upload" button.
4. OB Guarantee Form
  - a. Click the "Get Blank Form" button to get a blank pdf form. Save it on your computer.
  - b. Fill-in your personal data and save the pdf.
  - c. Attach the pdf to your application using the "Upload" button.
5. Passport copy
  - a. Colour scan the photo page of your passport into an A4-sized pdf and attach it to your application with the "Upload" button. The passport must be valid for at least 6 months after the end of the exchange.
6. Club Commitment Form
  - If you need a blank form click "Get Blank Form" button.
  - Scan the signed form into a color pdf and upload it using the Upload button.
7. Vuosivaihdon klubisitoumuslomake
  - a. Finnish version of the Club Commitment Form
8. Ettårsklubbförbindelseformulär
  - a. Swedish version of the Club Commitment Form
9. 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 sufficient.

If you need to correct an attachment after uploading, you can do so and upload the corrected attachment again to your application using the "Upload" button on the page. Your application will always utilize the latest version of the attachment.

## **SECOND link**

This link will open a page where you document your exchange country preferences that you have already agreed with your club and district. **Do not change your country preferences at this point.**

The page contains a list of our Short-term (Family-to-Family/Homestay) exchange countries. In the column on the left side (Ranking), mark the numbers 1, 2, 3, 4, 5 and 6 for the countries in order of preference (1= first desired country, 2=next most desired country, etc.). The rest of the page is left blank.

## **Congratulations!**

Your application is now ready.

Signed paper attachments should be kept just in case. Agree with your club YEO how to keep them.

Your club YEO will forward your application to the Rotary District. Our correspondent will contact you in due course and tell you in which country he/she is seeking an exchange place for you.



## 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 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 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 8: Parent Letter questions