

## Guide for filling in the application form of the long-term 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. Your school information (you can get it from e.g. student counsellor)
  - School name **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. If you have previously been on a youth exchange (through Rotary or someone else), mention it in the student letter.
8. Parent's letter: your parents 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.
  - 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 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-obapp>

Finnish-Estonian Multidistrict

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



## Finnish-Estonian Multidistrict

### Outbound 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. At the top, there are logos for 'Rotary International' and 'rotary youth exchange'. Below the logos, the title reads 'Finnish-Estonian Multidistrict Application for Long Term Exchange 2021-22'. A dark blue bar contains the text 'Establish Your Account'. The main text instructs the user to enter their email address and select a Rotary District. A form field contains 'student@sample.com'. Below it is a dropdown menu for selecting a district and a 'Submit' button. At the bottom, there is a footer with the contact email '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:

The screenshot shows the 'Outbound Student Application Login' page. 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 asks the user to enter their login credentials. There are three input fields: 'Your E-mail Address' with 'camps-ib@rye.fi', 'Your Password' with masked characters, and 'Select Program' with a dropdown menu showing 'Long Term (year exchange)'. There is also a 'Remember Me?' checkbox and a 'Login' button. A 'Forgot Password' link is located below the button. At the bottom, there is a footer with the contact email 'chair@rye.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:

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

## Finnish-Estonian Multidistrict Outbound Student Application for 2021-22

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 10 - 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 E-mail 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:

If you need assistance, send an e-mail to [karituo@hotmail.com](mailto:karituo@hotmail.com)

Figure 4

There are a total of 10 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 2-10.

**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, 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.
5. Select your school from the drop-down menu. Your school may not have been pre-deposited in the YEAH database. This prompts a warning, but you can ignore it and insert your school manually in the form. In due course your YEO will 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 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.

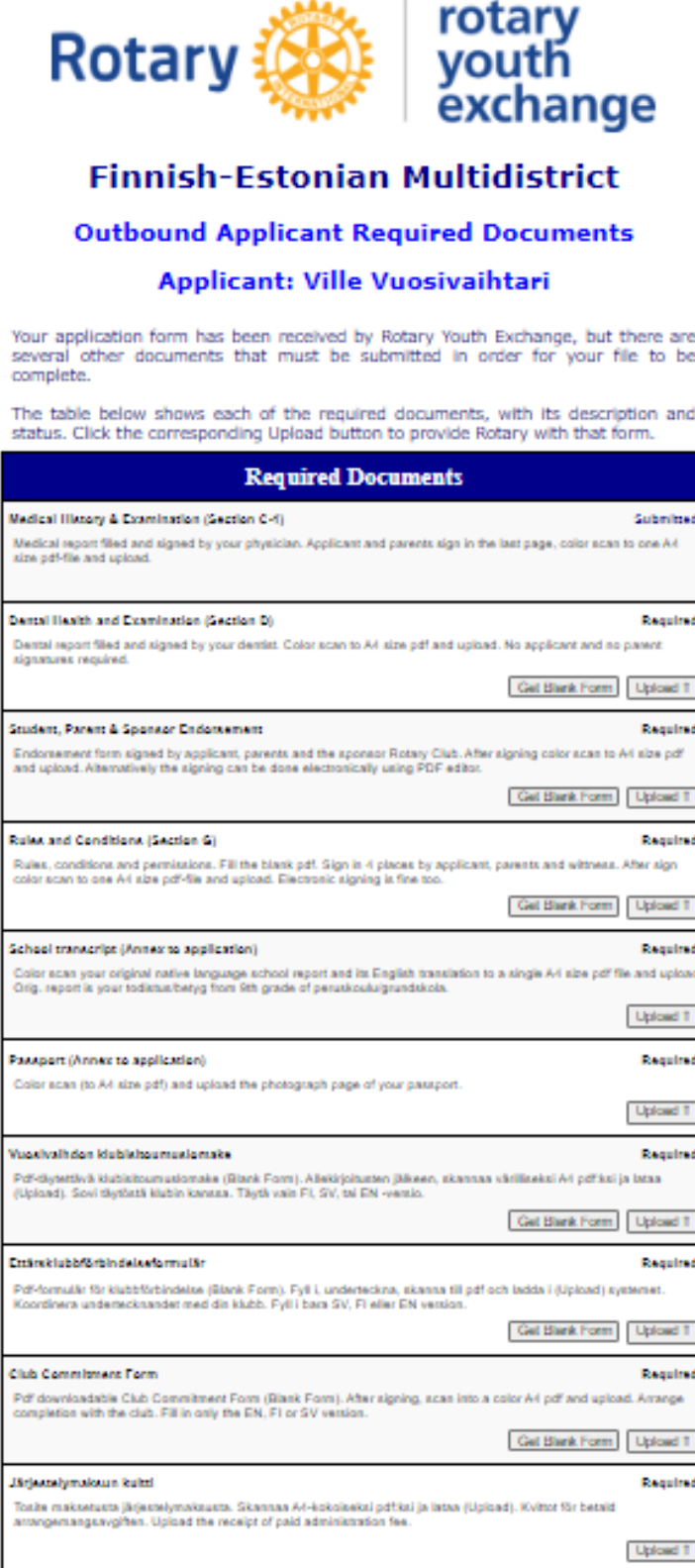
After clicking Submit in point 9 above, you will receive an email in a few moments telling you what to do next. The same message will be sent to your YEO, so h/she can track your progress and help you if needed.

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.

## 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 applicant's name is Ville Vuosivaihtari. The page lists ten required documents, each with a description and an 'Upload ?' button. The status of each document is indicated in the top right corner of the row.

Required Documents	
<b>Medical History &amp; Examination (Section C-1)</b> Medical report filled and signed by your physician. Applicant and parents sign in the last page, color scan to one A4 size pdf-file and upload.	Submitted
<b>Dental Health and Examination (Section D)</b> Dental report filled and signed by your dentist. Color scan to A4 size pdf and upload. No applicant and no parent signatures required.	Required
<b>Student, Parent &amp; Sponsor Endorsement</b> Endorsement form signed by applicant, parents 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.	Required
<b>Rules and Conditions (Section G)</b> Rules, conditions and permissions. Fill the blank pdf. Sign in 4 places by applicant, parents and witness. After sign color scan to one A4 size pdf-file and upload. Electronic signing is fine too.	Required
<b>School transcript (Annex to application)</b> Color scan your original native language school report and its English translation to a single A4 size pdf file and upload. Orig. report is your todistus/betyg from 9th grade of peruskoulu/grundskola.	Required
<b>Passport (Annex to application)</b> Color scan (to A4 size pdf) and upload the photograph page of your passport.	Required
<b>Vuokvaltion klubbisomuslomake</b> Pdf-täytettävä klubbisomuslomake (Blank Form). Allekirjoitusten jälkeen, skannaa väritiliseksi A4 pdf:ksi ja lataa (Upload). Sovi täytöstä klubin kanssa. Täytös vain FI, SV, tai EN -versio.	Required
<b>Estnisklubbförbindelseformulär</b> Pdf-formulär för klubbförbindelse (Blank Form). Fyll i, underteckna, skanna till pdf och ladda i (upload) systemet. Koordinera undertecknandet 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 kuitit</b> Toahe maksetusta järjestelymaksusta. Skannaa A4-kokokoiseksi pdf:ksi ja lataa (Upload). Kuitit för betald arrangemangavgiften. Upload the receipt of paid administration fee.	Required

Figure 5

#### 1. Medical History & Examination

- Click the "Get Blank Form" button to get a blank pdf form. Save it on your computer first, and then fill it in on your computer with your personal data + district number + parents' names in the end, save it and print it out before going to the doctor. The doctor then fills out the form, stamps and signs it.
- There are places for your and your parents' signatures at the end of the form. Please add your signatures.
- Colour scan the completed and signed form with all pages into one A4-sized pdf file and upload it to your application using the "Upload" function of the page.

#### 2. Dental Health & Examination

- Operate as with Medical Report, but this form is filled out by your dentist. You and your parents' signatures are not required.

#### 3. 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.

#### 4. Rules and Conditions Form

- By signing this form, you and your parents agree to the rules of the exchange program, give permission for the use of personal data and your parents give permission for medical treatment if the situation so requires.
- 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 (4 signatures)
  - Parents of the applicant (4 signatures)
  - Witnessing of the signatures by a club representative (3 signatures, dates must be the same for applicant, parent and witness signatures)
- After signing, colour scan all the pages in one A4-sized 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
  - colour 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 colour 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

- colour scan your translation and original **into one** A4-sized pdf file and attach it to your application by using the "Upload" button to your application.
6. Passport
    - 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.
  7. Club Commitment Form
    - If you need a blank form you can get it by clicking "Get Blank Form".
    - Scan the signed form into a color pdf and upload it using the Upload button.
  8. Vuosivaihdon klubisitoumuslomake
    - Finnish version of the Club Commitment Form
  9. Ettårsklubbförbindelseformulär
    - Swedish version of the Club Commitment Form
  10. 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 window where you can 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 making the report must be someone who knows you and your academic performance. Agree with the teacher in advance so that he/she is prepared for the matter.

### **THIRD 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 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 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 6: 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 7: Parent Letter questions