**2019**

**ESSEX Short Term Exchange Program (STEP)**

**APPLICATION PROCEDURE**

**For** **District Chair** **/** **District Short Term Chair/YEO & Applicant**

The **ONLY ACCEPTED** Short Term Exchange Application is available on the ESSEX website [**www.exchangestudent.org**](http://www.exchangestudent.org) and **MUST** be completed in full. The application must be downloaded and can be typed, saved and printed using your computer.

**The ESSEX STEP Chairman must receive the following items before sending applications to foreign countries for a possible short term exchange:**

**One (1) completed ESSEX STEP Application as instructed above**.

Pages 3,4,5,6,7, Supplementary Page A with Applicant’s/Parent’s letters and Photos with a copy of the legal passport if already possessed.

 **One (1) completed 2019 ESSEX Short Term Exchange Check List for YEO.**

(If this checklist is complete, the application package will be ready to send to a foreign country)

**Payment**

A check made out to “ESSEX STEP” in the amount of $125.00 for the ESSEX process fee. This fee includes the cost of necessary background checks

**One (1) completed 2019 CISI-Bolduc Insurance Application**

Make a check to “CISI-Bolduc”, in the amount of $76.00 for a 3-4 week exchange or $208.00 for a 6 week exchange. A Short Term policy B is MANDATORY for either exchange.

(Can be found on our ESSEX Website (see above) or CISI-Bolduc Website)

**The cutoff date for receiving Application Packages for the**

**2019 Short Term Exchange Year is MAY 1, 2019**

**This completed application package should be sent to:**

**ESSEX STEP**

**Edward M. Skwirz, Chairman**

**32 Ridgeland Drive**

**Cumberland, RI 02864 - 3102**