**2018-19 ESSEX APPLICATION CHECK LIST**

**DISTRICT 7\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LAST NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FIRST NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Name of Outbound Chairman to Notify on the Country Assignment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Each submitted outbound student’s package *MUST*** contain the following:

Long Term Application can be downloaded at: <http://www.exchangestudent.org>

* One **(1)** completed application with the **FIRST PAGE TYPED and the Guarantee Form Typed**

The second copy of the completed application stays with the District Chair or Outbound Chair.

* One **(1)** “2018-19 ESSEX Guidelines, Conditions & Rules for Outbound Students” This form can be downloaded at: <http://www.exchangestudent.org>
* One (**1**) copy of Student’s Passport - If a student does not have a passport, he/she needs to apply for one immediately. For students with passports, the passport must be valid until February, 2019. If not, the student will need to apply for a new passport. I cannot place a student until I have a copy of a valid passport.
* One **(1)** 2018-19 ESSEX Application Check List
* One **(1)** 2018-19 Country Selection List

Please check that the application IS complete, including all required signatures.

1. \_\_\_\_\_\_YES Student’s information sheet (personal letter and parents letter) is typed.

**Color** copies of photographs are acceptable.

1. \_\_\_\_\_\_YES (1) OFFICIAL HIGH SCHOOL TRANSCRIPT from

 school of all courses, complete with grades of the last two years.

1. CUM AVERAGE IS: \_\_\_\_\_\_\_\_\_\_\_\_\_

 Must match the figures on school Transcript.

CLASS RANK, IF AVAILABLE IS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. \_\_\_\_\_\_YES \_\_\_\_\_\_NO Are the Student’s Parents separated or divorced?

**If YES, signatures of both Legal parents or Guardians must appear on application,** or copies of official custody papers attached.

 5. \_\_\_\_\_\_YES **IF STUDENT IS UNDER 18 HAVE the PARENTS BEEN ADVISED** that a notarized document with both legal parents or guardians signatures will be required by the travel agency to acquire Visa?

6. STUDENT’S AGE ON AUGUST 1, 2018 \_\_\_\_\_\_\_\_\_\_YEARS \_\_\_\_\_\_\_\_\_\_\_\_MONTHS

 DATE OF BIRTH \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ALPHABETIC MONTH DAY YEAR

7. \_\_\_\_\_\_YES Are all the blocks COMPLETED with ORIGINAL Legal signatures on the application, including sponsoring Rotary Club?

 Updated 31 Aug 2017

8. \_\_\_\_\_\_ YES Our district will host an inbound in August 2018.