

2012
ESSEX STEP APPLICATION PROCEDURE

For District Chairs or District Short Term Chairs

The **ONLY ACCEPTED** Short Term Exchange Application **MUST** be taken off the **ESSEX website**.

www.exchangestudent.org

The application can be typed, saved and printed on the computer.

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

2 (Two) completed ESSEX STEP Applications that are taken off our ESSEX Website

1 (one) completed 2012 ESSEX Short Term Exchange Check List for YEO
(If this checklist is completed, the application package sent to the ESSEX STEP Chair will be a complete Application Package and ready to be sent to a foreign country for a possible short term exchange).

A check made out to "ESSEX STEP" in the amount of \$65.00 for the ESSEX process fee

1 (one) completed CISI-Bolduc Insurance Application with a Check made out to "CISI-Bolduc" in the amount of \$61.50 for a 3-4 week exchange or \$169.00 for a 6 week exchange. A Short Term policy B is MANDATORY
(Can be found on our ESSEX Website or CISI-Bolduc Website)

The cutoff date for receiving Application Packages for the 2012 Short Term Exchange Year is MAY 1st, 2012

This completed application package should be sent to:

ESSEX STEP
Edward M. Skwirz, Chairman
32 Ridgeland Drive
Cumberland, RI 02864