

DISTRICT CHAIRPERSON INBOUND APPLICATION CHECKLIST

«Date_to_D»

Students Name (First M. Last)

«First» «Middle» «Last» «Sex»

From District «Dist» - «Country»

To District «To_D»

«Expect» Is the date I expect to receive (2) guarantee forms, school letter and (1) hosting information form.

(You can expect a call from me if I do not receive this information.)

Please return the forms to: [ESSEX Country Contact Name](#)

[Address](#)

[City, State Zip](#)

Date Completed *District Chairperson application placement process checklist*

_____ Mailed (1) application, (3) guarantee forms, Club Inbound Application Checklist (IB13), School Admission Letter & explanation (IB25 & IB25A) and Worksheet IB Hosting to:

_____ Rotary Club

_____ Club contact or YEO

_____ FOLLOW-UP CALL to Club on progress.

_____ Received Guarantee forms (Review forms to be sure they are complete)

_____ School letter

_____ Electronic hosting form from club

_____ Fax or email IB21 "INBOUND ELECTRONIC HOSTING INFORMATION" and GUARANTEE FORM to Inbound Coordinator

_____ Mailed (2) completed ORIGINAL GUARANTEE FORMS, IB25 SCHOOL LETTER and IB21 ELECTRONIC INBOUND HOSTING INFORMATION form to ESSEX Contact.

Congratulations you have completed the inbound process. Please write to the student as soon as possible.

IMPORTANT INFORMATION

Please understand that the student cannot apply for a VISA unless they have the guarantee forms and hosting information. It can take up to 90 days for the VISA process. Please keep in contact with your club to monitor their progress.

Review the GUARANTEE FORMS to be sure that all information is complete. All information in section D, E, F and G of RI forms should be completed. Please photo copy for your records.

Keep this form for your records