

CLUB CHAIRPERSON INBOUND APPLICATION CHECKLIST

Today's Date _____

To Rotary Club of _____

Students Name (First M. Last)

«First» «Middle» «Last» «Sex»

From District «Dist» - «Country»

To be completed by the District Chair

_____ **Is the date I expect to receive (2) guarantee forms, IB25 school letter and (1) IB21 hosting information form.** *(You can expect a call from me if I do not receive this information.)*

Please return the forms to:

Date Completed _____ *Club Chairperson application placement process checklist*

_____ Completed Electronic Inbound Hosting form IB21 at www.exchangestudent.org

_____ Completed School Admission Letter IB25.

Completed Section F of Guarantee form: **(Be sure all spaces are complete and all signatures are in blue ink)**

IMPORTANT We request that you go to www.exchangestudent.org under ESSEX Forms- GF Section F and complete as much information as possible and print that page before acquiring signatures.

_____ Section D (Recommended allowance \$65)

_____ Section E Host Counselor information

_____ Section F with the High School Seal or Stamp applied to each form.

_____ Section G host family information **(The Host Family cannot be the Host Club Counselor)**

_____ Mailed (2) guarantee forms, school letter IB25 and Electronic Inbound Hosting form (IB21) to District Chair

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 do not let precious time elapse 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