



Y'S MEN INTERNATIONAL

SHORT TERM EXCHANGE PROGRAMME



APPLICANT CHECKLIST

APPLICATION FORM PROCEDURES:

- Fill out all of the forms correctly and completely;
- Print in black only or type (blue does not copy well on many machines)
- Include a comprehensive resume describing self and family and general interests as well as any volunteer and work experience in order to assure placement with a compatible family and club.

REMEMBER:

Incomplete, incorrectly filled out forms and missing information such as resumes result in delays and the possibility of the lack of enough lead time to make all arrangements to be completed to take part in the exchange.

CHECK LIST

- | | | |
|--------------------------|---|-------------|
| <input type="checkbox"/> | Application form received | Date: |
| <input type="checkbox"/> | Application form completed | Date: |
| <input type="checkbox"/> | Resume completed | Date: |
| <input type="checkbox"/> | Bank Draft for 30 Swiss Francs obtained and sent to ASD | Date: |
| <input type="checkbox"/> | Copy of Bank Draft sent to RSD and ISD | Date: |
| <input type="checkbox"/> | Recommendation from Club President received | Date: |
| <input type="checkbox"/> | 1Black and White and 3 Colour photographs obtained | Date: |
| <input type="checkbox"/> | Medical information obtained (if necessary) | Date: |
| <input type="checkbox"/> | Completed application sent to RSD | Date: |
| <input type="checkbox"/> | Confirmation of application receipt by RSD | Date: |
| <input type="checkbox"/> | Confirmation of application receipt by ASD | Date: |
| <input type="checkbox"/> | Confirmation of application receipt by ISD | Date: |
| <input type="checkbox"/> | Offer of placement from Host Family received | Date: |
| <input type="checkbox"/> | Acceptance of placement with Host Club/Family | Date: |
| <input type="checkbox"/> | Notification of acceptance of placement sent to
RSD, ASD and ISD | Date: |
| <input type="checkbox"/> | Bank Draft for 35 Swiss Francs obtained and sent to ASD | Date: |
| <input type="checkbox"/> | Copy of the Bank Draft sent to RSD and ISD | Date: |
| <input type="checkbox"/> | Contact with Host Family (letter, e-mail, fax, telephone) | Date: |
| <input type="checkbox"/> | Passport applied for | Date: |
| <input type="checkbox"/> | Visa applied for (if necessary) | Date: |
| <input type="checkbox"/> | Visa obtained | Date: |
| <input type="checkbox"/> | Medical Insurance obtained | Date: |
| <input type="checkbox"/> | Inoculations obtained (if necessary) | Date: |
| <input type="checkbox"/> | Airline tickets obtained | Date: |

Plan Prepare Pack

☺ Congratulations! You are on your way good luck!
You will have the experience of a lifetime.





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RSD STEP CHECKLIST *(RD if there is no RSD)*

Applicant

Address

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Telephone

Fax

E-mail

Assigned Reg. No.

Date of receipt of application

- Form filled out correctly *(make 3 copies)*
- Club letter of recommendation included *(make 3 copies)*
- Bank draft included *(make 3 copies)*
- Photographs included
- Resume included *(make 3 copies)*
- Medical information (if necessary) included
- Original form signed and dated Date:
- 3 copies of the originals made
- Copy with bank draft sent to IHQ Date:
- Copy sent to ASD Date:
- Original (with copy of bank draft) sent to ISD Date:
- Copy retained for own files
- Confirmation of receipt sent to the Applicant Date:
- Confirmation of receipt received from ASD Date:
- Confirmation of receipt received from ISD Date:
- Notification received of Host Family acceptance Date:
- Notification sent to Applicant Date:
- Notification of acceptance by Applicant received Date:

Unnecessary delays occur when applications are not correctly filled out and resumes are not included.

