

## FOREIGN EXCHANGE STUDENT CHECKLIST

Organization Name: \_\_\_\_\_

Area Placement Counselor Name, Address and Phone: \_\_\_\_\_

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Host Family Name, Address and Phone: \_\_\_\_\_

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NOTE: BOTH host parents must be at least 30 years of age and agree to reside in the home for the entire school year.

1. \_\_\_\_\_ Agency has a FULL LISTING in the Advisory List of International Travel and Exchange Programs.
2. \_\_\_\_\_ Area placement counselor resides within 25 miles of school and a regional representative must reside within 150 miles of host school.
3. \_\_\_\_\_ Agency is non-profit, incorporated, and does not make financial payments to area placement counselor or host family.
4. \_\_\_\_\_ Agency provides a copy of the program guidelines to each school.
5. \_\_\_\_\_ Agency has background information on student at the time of application.
6. \_\_\_\_\_ Agency provides proof of an in-home interview with the prospective host family prior to acceptance.
7. \_\_\_\_\_ Agency provides proof of a student J-1 Visa.
8. \_\_\_\_\_ Agency provides proof of insurance information and a physical examination.
9. \_\_\_\_\_ Agency provides proof of acceptable academic achievement (including an English rating of one or higher).
10. \_\_\_\_\_ Agency presents a transcript translated into English.
11. \_\_\_\_\_ Application is submitted to the school by July 15<sup>th</sup> with the understanding that the student is enrolled by the first day of school.
12. \_\_\_\_\_ AGENCY HAS RECEIVED A COPY OF THE ONSLOW COUNTY SCHOOLS ADMINISTRATIVE GUIDELINES FOR FOREIGN EXCHANGE STUDENTS.

Foreign Exchange Coordinator: \_\_\_\_\_

DATE: \_\_\_\_\_