



Foreign Exchange Student
Agency Application

Agency Applications due March 15th
Student applications due May 1st for Fall semester
Student applications due October 1 for Spring semester

Albany high schools will only accept exchange students from organizations approved by the District. Inclusion on the current Council on Standards for International Educational Travel (CSIET) advisory list of international educational programs is required for approval.

Each approved organization will demonstrate compliance with the U.S. Department of State, 22 C.F.R. 62.25, Secondary School Students Guidelines. Such organizations will:

1. Have local representatives who work cooperatively with district officials.
2. Ensure that both students and the potential host families have been adequately screened. Inappropriate selection of a host family or student may cause denial of application.
3. Provide adequate orientation to both students and the host families and ensure that all individuals concerned understand the terms of placement. This will include knowledge of and acceptance of the U.S. State Department Guidelines and district policy and rules.
4. Ensure that all financial arrangements are made prior to enrollment, and that each family and student understand what fees are required and who is responsible for payment.
5. Agree to provide counseling and language tutoring to exchange students when the district deems such services necessary.
6. Maintain adequate and regular communications with the host family and student throughout the term of the placement and react immediately to assist the student with home or school problems.
7. Provide and support opportunities for Albany high school students to be exchange students in other nations.
8. Provide evidence that the above criteria has been met.
9. Submit application form yearly.

By signing and submitting this application, I certify that our agency meets all of the above criteria.

Agency Name

Representative Name (please print)

Representative Signature

Date