

Student Exchange Program

APPLICATION INSTRUCTIONS

Please print and review the following instructions to ensure that your application is completed properly.
Incomplete applications will not be accepted.

APPLICATIONS MUST BE RECEIVED ON OR BEFORE FEBRUARY 28TH

PART I – Student Application (to be completed by the applicant and their parents)

Part I of the application collects information about the applicant's family, personal interests, lifestyle and language ability. To get a better sense of the applicant's home environment, photos of the family and home are required. Please note that these photos will not be returned.

The student application collects important contact information. Since the majority of communication between Alberta Education and exchange candidates will be conducted through email, **email addresses must be listed for the applicant, the parent(s) and the liaison teacher.** Please ensure that you list reliable email addresses. We have experienced problems with hotmail accounts in the past.

STEP ONE: COMPLETE STUDENT APPLICATION

To fill out the student application, you will need to have the following information on hand:

- 1) Your Alberta Health Care number
- 2) Reliable email addresses for the applicant and the parent(s)
- 3) Work email address, personal email address and home telephone number of your liaison teacher*
- 4) Contact information for your school
- 5) Contact information for your school board
- 6) A list of the language courses you have taken and the dates they were completed
- 7) A letter of introduction that outlines your character traits, likes and dislikes, goals, favourite activities and so on. This letter will be the first impression your exchange partner and family will have of you, so please give it careful consideration. The letter should be double spaced and approximately 250 – 500 words long.
- 8) Colour photos of:
 - a. The exterior view of your house
 - b. The interior view of your house
 - c. Your family
 - d. Your choice (i.e. a favourite activity, your friends, a family pet etc.)

* Please explain to your liaison teacher that their personal contact information will only be used if Alberta Education needs to contact them over the summer holidays to, among other things, notify them of exchange student arrivals. You will be required to indicate on the application that the liaison teacher has consented to the collection and distribution of their personal information.

STEP TWO: PROVIDE APPROPRIATE DOCUMENTS TO YOUR LIAISON TEACHER

The following items must be presented to the liaison teacher for submission with Part II of the application:

- The student application form
- Passport photo – For identification purposes, Alberta Education requires a passport size, colour picture of the applicant.
- Original photos of the home and family.

PART II – Interviews and Recommendations (to be completed by the liaison teacher)

Part II of the application involves interviewing the applicant and their family to ensure that the applicant is suited to cross-cultural exchange and the family would be able to comfortably host an exchange student. After interviewing the student and their family, liaison teachers are required to submit a letter of recommendation explaining why the student should or should not be selected for an exchange. Please complete this section in black or blue ink.

STEP ONE: CHECK FOR APPROPRIATE DOCUMENTS

Ensure that you have all of the information below from your student before proceeding to “Step Two: Interview with the Student”.

- The student application form
- A passport photo – For identification purposes, Alberta Education requires a coloured, passport size picture of the applicant
- Original photos of the home and family

STEP TWO: INTERVIEW WITH THE STUDENT

Before conducting the interview with the student, please consider the questions listed on page 1 of Part II of the application. These questions may help you outline your letter of recommendation.

This interview may take place in the school after the student has completed Part I of the application.

STEP THREE: INTERVIEW WITH THE FAMILY

This interview should take place in the home, preferably with the student and both parents/guardians present. While there, the program policies should be reviewed. **Please ensure that students and their parents understand the program commitments and obligations.**

STEP FOUR: COMPLETE SUMMARY SHEET

Please fill out the attached summary sheet from the information that you have collected in your interviews.

STEP FIVE: WRITE LETTER OF RECOMMENDATION

Upon completion of the interviews, liaison teachers must write a letter of recommendation for each applicant. If you are recommending more than one applicant, **please rank your applicants. All letters of recommendation must be on school letterhead.**

STEP SIX: SIGN STATEMENTS OF COMMITMENT

Explain the program to your principal and have them sign and date their statement of commitment. Please also sign and date your own statement of commitment.

STEP SEVEN: MAKE COPIES & MAIL APPLICATION

After the application is complete, please make **THREE copies** of the entire application. **Please colour photocopy all photos.** The original applications will be kept at Alberta Education. The copies will be forwarded on to the host family, the host school and the corresponding exchange office. Please mail all copies along with the original to:

Student Exchange Coordinator
International Education Branch
2nd floor, 44 Capital Boulevard
10044 - 108 Street
Edmonton, Alberta T5J 5E6

All applications must be received on or before FEBRUARY 28th. Incomplete applications will not be considered. If you have any questions or concerns please contact the Student Exchange Coordinator at (780) 427-2035 or via email at exchange.programs@gov.ab.ca

An additional copy of the entire application should be kept at the school to be made available to the applicant upon request.

The personal information collected in this application is pursuant to the provisions 33(c) of the *Freedom of Information and Protection of Privacy Act, R.S.A. 2000, cF-25*. and will be used for the purposes of administering the Alberta Education's Student Exchange Program with the view to effect an appropriate and compatible match for the student, school and the host family and an overall successful exchange experience. This information will be used in accordance with the *Freedom of Information and Protection of Privacy Act*. Should you have any questions regarding this activity, please contact:

Student Exchange Coordinator
International Education Branch, Alberta Education
2nd floor, 44 Capital Boulevard Building
10044 - 108 Street
Edmonton, Alberta T5J 5E6
(780) 427-2035

Student Exchange Program

The personal information collected in this application is pursuant to the provisions 33(c) of the *Freedom of Information and Protection of Privacy Act, R.S.A. 2000, cF-25*, and will be used for the purposes of administering the Alberta Education's Student Exchange Program with the view to effect an appropriate and compatible match for the student, school and the host family and an overall successful exchange experience. This information will be used in accordance with the *Freedom of Information and Protection of Privacy Act*. Should you have any questions regarding the application, please contact:

Student Exchange Coordinator
 International Education Branch, Alberta Education
 2nd floor, 44 Capital Boulevard Building
 10044 - 108 Street
 Edmonton, Alberta T5J 5E6
 (780) 427-2035

PART I: STUDENT APPLICATION

Program:

Alberta/Quebec
 Alberta/Germany
 Alberta/Japan
 Alberta/Spain
 Alberta/Mexico

| **M** **F**

Student's Surname	Given Name	Name commonly used	Gender
-------------------	------------	--------------------	--------

Grade:	Birthday (D/M/Y):	Height:	(cm)	Religion:
--------	-------------------	---------	------	-----------

Home Address	Town/City	Province	Postal Code
--------------	-----------	----------	-------------

() Home Phone No.	Student email address	() Alberta Health Care No.
-----------------------	-----------------------	--------------------------------

Name of Father <input type="checkbox"/> or Male Guardian <input type="checkbox"/>	Occupation	Bus. Phone No.	Email Address
---	------------	----------------	---------------

Name of Mother <input type="checkbox"/> or Female Guardian <input type="checkbox"/>	Occupation	Bus. Phone No.	Email Address
---	------------	----------------	---------------

School Name	Principal's Name	No. of students
-------------	------------------	-----------------

School Address	Town/City	Province	Postal Code
----------------	-----------	----------	-------------

() School Phone No.	() School Fax No.	School Website
-------------------------	-----------------------	----------------

Liaison Teacher	Work email address	Home Phone No.*	Personal email address*
-----------------	--------------------	-----------------	-------------------------

* The Liaison teacher's personal contact information will only be used if Alberta Education needs to contact the teacher during the summer holidays.

The applicant has advised the Liaison teacher of the purpose of the collecting their personal contact information and the Liaison teacher consented to the indirect collection of this information.

School Jurisdiction Name	Superintendent's Name		
Address	Town/City	Province	Postal Code
()		()	
Jurisdiction Phone No.	Jurisdiction Fax No.		

To begin, please state briefly what you want to accomplish through the exchange. What are your main objectives for participating in this exchange program?

1. Family and Home

Please indicate all family members who will be living in the Alberta home during the hosting period.

Father: Mother: Legal Guardian(s):

Sisters -- Ages: _____

Brothers -- Ages: _____

If anyone else, please detail: _____

Note: at least one parent or guardian is required to be living at the home during the entire hosting period.

Which of these best describes the location of your home:

Metropolitan centre (200,000+) Town/village

Suburb of city Acreage (If rural, distance to nearest centre: _____ km)

Small city (50,000+) Farm

What is the nature of your home?

House Apartment Mobile Home Other _____

Will your partner have a separate bedroom? Yes No

If no, with whom will he/she share a bedroom? _____

Would you and your family accept an exchange with:

Girl Boy Either

2. Diet and Health

Do you have any special eating habits or diet restrictions? Yes No

If yes, please detail. _____

Do you have any allergies? Yes No

Please detail, be very specific. _____

Are you receiving medical treatment for these allergies? Yes No

If the only proposed match were one where one of these allergens existed, would you accept the exchange? Yes No Conditions _____

Do you have any physical/emotional conditions or health restrictions that a host family, school or education authorities should be aware of? Yes No If yes, specify: _____

Do you have any physical handicaps? Yes No If yes, please elaborate: _____

*Please note: Upon acceptance to the Exchange Program, more detailed personal health information will be requested.

3. Smoking

Do you smoke? Yes No

Does anyone in your home smoke? Yes No Please specify who and what amount:

Would your family accept a smoker into the home? Yes No

Any specific conditions (outside only, certain part of house)? _____

If the only match available were a home where someone smokes, would you accept?

Yes No Comments: _____

4. Animals

Do you like animals? Yes No

If no, would you agree to live with a family that has domestic animals? Yes No

Do you have animals at home? Yes No

If yes, how many and what type of animal(s):

Dog(s) # _____ Cat(s) # _____ Bird(s) # _____

Horse(s) # _____ Other(s) _____ # _____

5. Religious Belief

Is it important for you to attend religious services? Yes No If yes please specify:

Would you still participate in exchange, if it were not possible for you to attend? Yes No

Comments: _____

6. Work

Do you work part-time? Yes No

If yes, describe the nature of the job and time devoted weekly.

Do you intend to continue working during your exchange partner's stay? Yes No

If yes, how many hours per week? _____

7. Activities, Interests, and Leisure

Which of the following categories would best describe you, given your favorite pursuits.

Choose one only or indicate one combination:

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> artistic | <input type="checkbox"/> computer |
| <input type="checkbox"/> intellectual | <input type="checkbox"/> social |
| <input type="checkbox"/> athletic | <input type="checkbox"/> combination _____ |

General

In which of the following activities are you interested or involved? Please give some details outlining your involvement, and indicate whether your participation is regular (R) or occasional (O) as well as how many hours per week you spend on the activity.

- creative pursuits (painting, writing, drama, dance) _____
- travel _____
- watching TV (what programs?) _____
- going to movies (what type?) _____
- watching videos (what type?) _____
- going out with friends (where?) _____
- shopping (where?) _____
- surfing the internet / computer games _____

Music

Please number from 1-10 your preference in the following musical categories (1 indicates favourite – 10 least favourite):

Pop _____ Rock _____ Heavy metal _____ Hip hop _____ Rap _____ Alternative _____
Techno _____ Country _____ Jazz _____ Classical _____ Other _____

Please specify any types of music you dislike passionately: _____

Do you play a musical instrument or sing? Yes No

Detail: _____

Do you take music lessons? Yes No

If yes, specify type and indicate how many days or hours per week are involved: _____

Do you hope to continue lessons while on exchange? Yes No

Are there musical instruments in your home? Yes No

If yes, which instrument(s)? _____

If necessary, could lessons or practices for music, dance or sports be arranged for the exchange partner without difficulty? Yes No

Comments: _____

Sports

How important are sports to you? Very important Slightly important Not important

Please list the sport activities most important to you. Indicate the hours per week you usually spend on them:

Team Sports (football, soccer, hockey, basketball etc):

Individual Sports (swimming, cycling, rollerblading etc.):

8. Personal Profile

What type of partner would you like to have? List important qualities and interests.

Are there any qualities in a partner, which would be difficult to accept?

9. Language Background

What is your competence in the target language? Check *one* of the following.

- Tourist* Able to express controlled vocabulary, i.e., order meals, ask directions and read a little, but unable to understand native target language speakers in conversations.
- Spectator* Able to understand radio and TV programs, can read, but not as fluent in speaking target language.
- Fluent /Bilingual* Able to understand and use the target language in most current situations and appreciate a joke.

What level do you hope to reach by departure? _____

Explain in detail, past and current study of the target language. List years and courses of study.

Have you had, or do you currently have, any other opportunities to speak the target language?

Please explain: _____

Do you or your parents speak any other language(s) at home?

Yes No If yes, specify: _____

How often? Regularly Often Seldom

Explain circumstances: _____

10. Photographs

- **Please layout and attach four colour copied photographs according to the guidelines.**
- **Feel free to make use of this entire page, but please do not exceed the 8.5 X 11 format.**
- **The completed sheet may be colour-copied or scanned to make up the number required for the application process (original and three copies).**

➤ an exterior view of your home

➤ an interior view of your home

➤ a picture of your family

➤ your choice: a favorite activity, your friends, a family pet, etc.

Student's Commitment

I _____, fully understand the provincial objectives as well as the policies of this exchange program and agree to fulfill my responsibilities as an exchange host and exchange partner to the best of my abilities.

I also agree that during the period of the exchange, my exchange partner will be a top priority.

I will not withdraw from the program unless extenuating circumstances prevail and full consultation with my partner, school, and **Alberta Education** has taken place.

I understand that the information and photographs in this package will be shared with a proposed partner/family, host school as well as with the exchange officials in the host province/country of destination.

I understand that illegal or disruptive behavior or the use of drugs and alcoholic or other intoxicating substances is sufficient reason for termination of the exchange by **Alberta Education**.

Should I default on any of the above, the exchange may be terminated and any additional costs incurred will be at parental expense.

Student's Signature

Date

Parents' Commitment

I/we _____, approve participation in the exchange, and will endeavour to make the experience as successful as possible.

I/we agree to accommodate the exchange student in our home and provide him/her with reasonable care and supervision during the exchange period.

I/we will be responsible for transportation and other costs as outlined in the program policies.

I/we will be responsible for costs of special return travel arrangements where an exchange is terminated by our choices, or by the coordinator's on the basis of student behaviour detrimental to the objectives of the program.

I/we understand that should our son/daughter be matched, the application form (including photographs and the interview schedule) will be shared with the exchange officials in the host province/country, as well as with the host school and the proposed partner/host family.

I/we agree to cooperate fully with **Alberta Education** in the administration of this program.

Parent's/Guardian's Signature

Date

Parent's/Guardian's Signature

Date

Student Exchange Program

The personal information collected in this application is pursuant to the provisions 33(c) of the *Freedom of Information and Protection of Privacy Act, R.S.A. 2000, cF-25*, and will be used for the purposes of administering the Alberta Education's Student Exchange Program with the view to effect an appropriate and compatible match for the student, school and the host family and an overall successful exchange experience. This information will be used in accordance with the *Freedom of Information and Protection of Privacy Act*. Should you have any questions regarding the application, please contact:

Student Exchange Coordinator
International Education Branch, Alberta Education
2nd floor, 44 Capital Boulevard Building
10044 - 108 Street
Edmonton, Alberta T5J 5E6
(780) 427-2035

PART II: INTERVIEWS AND RECOMMENDATIONS

The following questions are meant to guide the interviews and to provide an outline for the Letter of Recommendation.

Student's Motivation

- Does the student genuinely wish to participate in the exchange?
- Is the student being pushed to apply by the family or other factors?
- Is the student aware of the obligations and commitments involved? The extra work required?
- How will the student benefit from this experience?

Student's Adaptability

- Will the student be able to accept an exchange student into his/her life?
- Is the student aware that, as the host student, he or she is expected to make the greatest effort to ensure the integration of the exchange student?
- Will the student be able to integrate well and adapt to another culture?

The Family

- Does the family fully understand the objectives, commitments, responsibilities, and policies of this reciprocal exchange program?
- Will they provide a warm, caring and safe home for the exchange partner?
- Are the home conditions appropriate for the exchange student? (i.e cleanliness, separate bed)
- Will adequate parental supervision be provided during the exchange?
- Can the family afford this exchange (i.e., hosting, travel)? Are they aware that they must provide the exchange student with three balanced meals a day?
- Do all family members seem enthusiastic about the exchange and willing to host an exchange student?
- Is the family prepared to follow through with the complete exchange, given that conditions in the exchange family may be vastly different from "typical" Alberta families?

Final Assessment

- In consideration of all factors, please indicate if you would consider the applicant and family excellent, very good, good, or not recommendable to participate in this exchange program.

INTERVIEW OF STUDENT ALONE

This interview may take place at the school once the application form is completed.

Name of student: _____

(Please print)

1. Commitment

The exchange partner is to be the priority during the hosting period. The Albertan student should consider how this commitment will affect other activities/relationships.

Does the applicant have:

- a special relationship (best friend or boy/girlfriend) Yes No

- a part-time job Yes No

- sports/music/dance/club commitments Yes No

Comments: _____

Hosting an exchange student is a serious commitment. How will the Albertan student cope with:

- having another person in the home; and
- adjusting to the extra demands on time (balancing school work, activities, time for partner, family, friends).

What adjustments will need to be made for participation in the exchange i.e., timetable, school involvement, job activities?

2. Activities

It is expected that the exchange partner have the opportunity to experience Albertan culture through various activities/visits. The Albertan student should consider:

- what special activities will be planned for the partner during after school hours, on weekends, on holidays?
- what tourist attractions exist in the community and in the area of the province?
- what facilities exist in the community to meet other young people and to participate in sports and cultural activities/events?

Comments: _____

In order to undertake some of the above activities, additional transportation may be needed. Students and families should consider who will do the extra driving or what sort of public transportation exists.

Comments: _____

3. Language Ability

- courses completed _____
- marks received _____
- courses planned _____

Teacher's Assessment:

- current language level; strengths/weaknesses: _____

4. Away from Home

Has the applicant ever traveled: Yes No

Nature of trips/destinations : _____

Has the applicant lived away from home? Yes No

How long? _____ What circumstances? _____

Has the Albertan student considered what it means to:

- live in a new family in an environment where everything may be different (language, culture, school);
- adjust to a new school, teachers, friends;
- be away from own family and friends; and
- have to complete school work from Alberta during the exchange year, despite the absence.

Comments: _____

INTERVIEW OF PARENTS/GUARDIANS WITH STUDENT

(This interview should take place in the student's home, preferably with the student and both parents/guardians present.)

Family members present:

Father Mother Applicant Other _____

1. General Review

The liaison teacher is requested to review the application, program policies and costs with the student and parents.

Is there anything you wish to add to your child's self-description in the application?

Comments: _____

Would you add anything to your child's description of his/her health, allergies, conditions, or diet restrictions/preferences? Is any medication/treatment required on a regular basis?

Comments: _____

Is there any other health/lifestyle information about your family that should be shared with the exchange partner and host family?

Any other general concerns, questions, or additions? _____

2. Commitment

Would the exchange be a financial burden in any way? Yes No

Comments: _____

Would you accept an exchange partner of the opposite sex? Yes No

If the only match available were one with an exchange partner of the opposite sex, would you accept?
Yes No

Are all family members willing to engage in this exchange: Yes No

Comments: _____

Has the family discussed how the student will obtain the credits/courses necessary for the Alberta program considering this exchange period commitment, which includes an absence from the Alberta school?

Yes No

Is this issue clear and resolved: Yes No

Parents' comments, if any: _____

3. Recreation and Outings

The exchange student should have the opportunity not only to improve his or her language skills, but also to experience Albertan culture.

- How do you visualize your role as a host family?
- Have you considered what sorts of cultural experience you might provide the student?

Comments: _____

Describe your family's typical recreational activities.

During the week: _____

Weekends: _____

Do you have special activities that include all members of the family?

Yes No

How would you react if the exchange student took the initiative to arrange his or her own activities and outings while staying in your home?

4. Expectations and Home Life

Briefly describe the curfews in you home. Time expected home:

From school: _____

After week-night evening activities: _____

After week-end evening activities: _____

What do you expect from the exchange student concerning outings, visits or entertainment:

On school nights: _____

On weekends: _____

The exchange student should have his or her own pocket money to pay for admission to various activities *when going out with friends*, such as theater, sports events, movies, snack bar, restaurant bills. If however, the event is a family outing, parents are expected to treat the partner as a member of the family.

Comments: _____

What are your child's household chores now? _____

Is he or she paid for doing these chores? Yes No

Would your child accept doing household chores when asked by the host family?

Yes No Comments: _____

What daily and weekly chores would you expect the exchange partner to do while in your home?

5. Lifestyle

To the student: What would your reaction be if you lived with another family for a few months where the rules and duties are:

More permissive and tolerant? _____

More rigid - early curfews, limited television time? _____

To the parents: What would be your reaction if the exchange family is:

More permissive and tolerant? _____

More rigid: _____

How do you expect the exchange student to behave while he or she is in your home?

Do you expect arrangements to be made for your child to attend religious services?

Yes No If yes, what type? _____

What would be your reaction if the region where your child spends the exchange period did not have your denominational choice?

6. Other

Are you considering travel to the exchange destination? Yes No

Are there family or relatives in the exchange destination area, (grandparents, cousins)?

Yes No

If yes, would there be expectations to visit these relatives or have them visit the Alberta student on exchange?

Yes No If yes, please give details/plans. _____

Any final, additional comments:

SUMMARY SHEET

Student's Name: _____ Birthdate: _____
(circle name most commonly used) Year Month Day

Alberta School: _____ Liaison Teacher: _____

Language Level: _____ (L2/Imm./Bilingual) Target language spoken at home? Yes No

Location: Rural (Farm or Acreage? _____)

Urban (City or Town name? _____)

Like Animals? Yes No Animals/Pets at home? Yes No

List: _____

Applicant smoker? _____ Would accept smoker? _____

Smoker at home? _____ Would go to a smoker's home? _____

Boy or Girl match _____ Siblings? _____

Family members at residence during the exchange? _____

Religion: Important? Yes No Which Church? _____

Athletic _____ Intellectual _____ Social _____ Top Interests/ Sports/Activities

Computer _____ Creative (Artistic/Drama/Other) _____ 1. _____

Other: _____ 2. _____

A Combination? _____ 3. _____

Comments: _____

Special Notes/Liaison Teacher's Comments: _____

Liaison Teacher's Commitment

I, _____, certify that the _____ family has been interviewed in the home according to the form attached, and that the family setting is conducive to and supportive of a successful educational exchange.

I certify that the student, _____, is serious, well motivated, mature and committed to the exchange; understands the policies and guidelines; and will make an excellent representative of Alberta and our school in another province/country.

I undertake to fulfill all the obligations of liaison teacher for this program. This will include weekly meetings with the exchange students (both Albertan and incoming) during the hosting period. Should this be impossible, another liaison teacher will be named and this information communicated immediately to **Alberta Education**.

Liaison Teacher's Signature

Date

Principal's Commitment

The school agrees to accept an exchange student for exchange period and to waive school textbook rental and other fees. The incoming exchange student has the same status in regard to provision of transportation to/from school as the resident Albertan student.

School jurisdiction approvals to participate in this program have been secured.

I, _____, also agree that the Albertan liaison teacher in this school will be expected to provide support and counseling for the exchange and Albertan students, as well as fulfill the duties outlined in the School Edition Handbook for this program. Should the liaison change, **Alberta Education** will be notified immediately.

Principal's Signature

Date

Submit original on school letterhead and three (3) copies:

LETTER OF RECOMMENDATION

Name of Student: _____

Name of Teacher: _____

Alberta School/Jurisdiction: _____