

**ROTARY YOUTH EXCHANGE PROGRAM (LONG-TERM)
EXPLANATIONS OF THE PRE-APPLICATION FORMS**

Pre-application for the Rotary Youth Exchange Program (long-term) is done with the completion of 6 documents. Details about filling out and submitting forms are listed below.

DOCUMENT 1: PRE-APPLICATION FORM

It consists of 4 clauses. Clauses 1, 2, 3 are filled out by the applicant, and clause 4 is filled out by the Club Presidents (current, and incoming).

All documents must be written on the computer, and must be signed (wet signature) with blue ink. The applicant's photo cannot exceed 6 months, and should be placed on the form (not attached separately). The requested information must be **complete** and accurate.

The signed form including the photo must be scanned and converted into a **single** file containing all pages (pdf format). The name of the file should have the applicant's name and the content (i.e.: participant'snameandlastname-preapplication.pdf)

DOCUMENT 2: CONFIRMATION FORM

It must be read and signed by the applicant and his/her parents. (wet signature / blue ink)

The signed form should be scanned into a **single** file containing all pages (pdf format). The name of the file should have the name of the applicant and the content. (i.e.: participant'snameandlastname-confirmation.pdf)

DOCUMENT 3: COMMITMENT

It should be filled and signed (wet signature / blue ink) by the Club Presidents (current, and next term), and the Club Youth Exchange Officer.

Signed form should be scanned into a **single** file containing all pages (pdf format). The name of the file should have the name of the applicant and the content. (i.e.: participant'snameandlastname-commitment.pdf)

DOCUMENT 4: ID CARD OR PASSPORT

Applicant's ID Card or passport must be scanned front and back and saved in pdf format. (i.e.: participant'snameandlastname-IDcard.pdf)

ROTARY INTERNATIONAL D. 2430

SANCAK MAHALLESİ 535.SOKAK NO: 9/2 ÇANKAYA - ANKARA

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www.rotary2430.org.tr bilgi@rotary2430.org.tr

DOCUMENT 5: CRIMINAL RECORD

Applicant's Criminal Record must be scanned and saved in pdf format. (i.e.: participant'snameandlastname-criminalrecord.pdf). For applicants below age 18, this document can be obtained from the court by the parents.

DOCUMENT 6: BANK RECEIPT

The pre-application fee for the program is 100USD and the payment receipt will be sent along with the other application forms. The bank information is below. The name (name and last name) of the applicant must be indicated in the payment statement. The bank receipt must be scanned and saved in pdf format. (i.e:applicant's name and last name bank receipt.pdf). There will be a refund of 100USD for those who completed their pre-application but did not attend to the interview (*applicable if the committee is notified 24 hours before the election time*). No refund will be made to those who come to the interview but back down from going and/or not elected for going. Note that if the applicant is elected to go the rest of the fee (1600.USD) will be paid after placement. (Total Fee is 1700 USD)

Bank account information:

USD account name : Rotary 2430.Bölge Federasyonu/ Bank Name : Akbank/ Bank Branch Name: Gimat/ IBAN: TR76 0004 6006 3100 1000 0902 09

Applicant is responsible for completing all 6 documents. All documents have to be submitted **by the applicant at one time**. Documents cannot be submitted separately, in part by the applicant, and in part by the club. In order to be accepted as valid application, all 6 forms must be ACCURATE, COMPLETE and WET SIGNED.

After completion of the forms, one printed/wet signed copy of each document must be submitted to the Rotary 2430 District Office personally or by postal mail by **5:00 pm** on 9/12/2022 at latest. Submission address is at the footer of the page. Digital copies should be e-mailed to bilgi@rye2430.org on **15/12/2022** by **0:00am** at the latest. Digital submission should be a maximum of 2MB in size. (Total size for 6 documents).

Submissions must be done both in print and digital. A single submission is not accepted. Digital copies are used for submission purposes, while wet-signed hard copies are used for signature control and archiving for certification purposes.

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