

## **ARRIVAL TRAINING**

### **To all Club Counselors and/or Host Families,**

The following is a guide for you and your club when the student arrives. Please remember that many of these are requirements handed down by the U.S. Department of Homeland Security. Please help our district be in compliance by ensuring that all of the items listed below are completed. Should you have any questions, please don't hesitate to contact your Club Group Coordinator.

### **Immediately Upon Student Arrival**

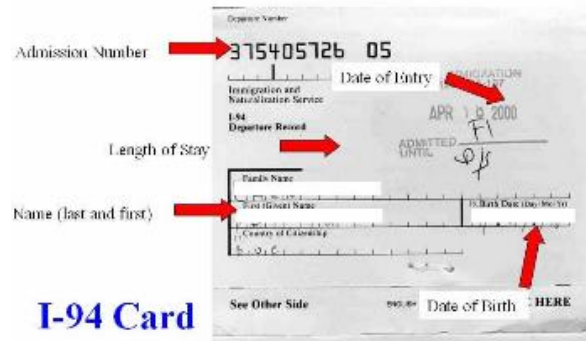
1. Advise District of Date/Time of arrival and first host family on the Student Arrival form by logging-in to the YEAH Portal.
2. Require Student to call family in home country and inform them of their safe arrival.

### **Within first 72 hours**

1. Review documents. Students must provide to counselor each of the following (counselor should also photocopy each document). Please note – if ANY of these items are missing, immediately contact your Club Group Coordinator.
  - a. Plane ticket with OPEN Return (this may not be in hardcopy, so confirm it by viewing the electronic copy.)
    - i. Ticket may list a specific date, but may say "Open Return Date Available."
    - ii. If no return ticket is available, IMMEDIATELY advise Inbound Coordinator for your area.
  - b. Passport is valid and expiration date is at least six-months beyond their approximate departure date in June or July of the following year.
  - c. J-1 Visa (large sticker in the endorsement pages of the passport)
  - d. I94 – a card that the student will have stapled in his/her passport

VISA

I94

**I-94 Card**

This card was completed by the student on the flight into the U.S. and should have an entry stamp on it by the U.S. immigration official.

- e. DS-2019 – an 8 ½ x 11 paper stapled in the passport or included with it. Has an entry stamp on it by a U.S. immigration official. (Says DS-2019 in lower left corner.)
- f. Copy of insurance card. If no insurance card, immediately advise the Inbound Coordinator for your area.

### Open Bank Account

1. Suggest a large bank so student can access when out of the area
2. 2 Accounts
  - a. Active account with ATM card where monthly stipend is deposited from Rotary Club. Only requires student signature.
  - b. Reserve/Emergency Account. Student should deposit U.S. \$300 into the account. Access requires both the counselor's and student's signature.
  - c. Student should have another \$100 to reimburse District for SEVIS (DS-2019) fees. This should be given to District YEO at the Inbound Orientation meeting held in early September.

### Open Bank Account (cont.)

3. Safe Deposit Box – All items in Section 1 should be placed in the safety deposit box. Give copies to student. Please note that the counselor on file for the student is responsible for producing the documents immediately upon request by the district.

### **Within First Week**

#### 1. Schooling

- a. Host family must meet enrollment requirements of the enrolling school
- b. Students must bring
  - i. Immunization record
  - ii. School Transcripts from home country
- c. Should additional test/immunizations be required, they should be completed immediately. Any costs involved for these should be deducted from the student's emergency account.
- d. Grade 12 is suggested for all students when appropriate and permitted by the school.
- e. Note – The district WILL NOT facilitate the student receiving a diploma from the school. Should this be the intention of the student, the student must make these arrangements directly with the school.

#### 2. Rotary Meeting

- a. Student should be welcomed at Rotary

### **Throughout the Year, don't forget to report to the district**

1. Change in host families within 72 hours using the Student Change Form. (Via the YEAH Portal).
2. Changes in school within 72 hours using the Student Change Form. (Via the YEAH Portal).

### **Throughout the Year, don't forget to report to the district (cont.)**

3. Any OVERNIGHT student travel outside the boundaries of District 5230 (Monterey, Fresno, Tulare and Kings Counties) requires approval by the District Youth Exchange Officer. Use the Travel Authorization Form. (Via Email with District Chair, or the designated person when District Chair is unavailable). Note – if student is staying overnight, the student must carry a Notice of Travel Authorization signed by the District YEO. The counselor should also have a copy of this document.
4. Visits by the student's natural parents or any relative are allowed ONLY with prior approval by the District Chair. This approval will be contingent upon the approvals and recommendations of the Host Family, Counselor and Area Rep. Visits will only be allowed after February 1st and must not interfere with school. Contact the Club Group Coordinator prior to any arrangements being made.

All mandatory district events will be posted on the youth exchange website at <http://www.rye5230.com>. In addition, an information e-mail will be sent to the counselor, host family and student with dates and locations for required district outing/events.

Thank you in advance for your help in making this a successful program, and keeping our District fully compliant with the Rotary International and Homeland Security Certification requirements. Without this compliance, our Youth Exchange Program may be terminated.

Thank you for your support,  
DISTRICT 5230