



APPLICATION INSTRUCTIONS

Carefully read these instructions, and the instructions on each of the forms, before you begin to fill out the application. You may not be able to receive another application if you make any mistakes, so it is best to make a copy of the application before you begin. The application must be filled out in black ink. Instructions are given for many, but not all, questions. All signatures should be as they appear in your passport. Return the completed application and one copy to your YES office by the date indicated on Form 1 of the application. Keep a copy for your files.

FORM 1: Fill out all of the information on this sheet. **Due Date** - The date that your application is due at the YES Program office, with one copy. If your application is received after the due date, even if it is in the mail, it will not be considered.

FORM 2: Write your name at the top of the form. You may use a dictionary. Write your letter in English. You may only use both sides of Form 2. Do NOT paste photos on this form. Please do NOT include your last name, your relatives' full names, or the name of your city.

FORM 3: Write your name at the top of the form. Fill out this form truthfully. If you write that you play basketball three (3) times a week or enjoy swimming, you may be expected to participate in these activities in the U.S.

Section 3 must be filled out completely. If you have never participated in an international exchange program, or lived outside your country, write **NONE**.

FORM 4: Complete the information on the top of this form. Ask one of your teachers, who knows you well, to complete this form. If you cannot choose a teacher, you may choose your school director or a teacher from a school you have recently attended. This form must be completed and returned with your application by the due date shown on **Form 1**. Before you give the form to your teacher, **write your full name at the top, as well as the name of your school, and circle the class in which you study**. If your class is not shown, write your class in the blank after **other**. **If your teacher knows English**, he or she should fill out the English version of **Form 4**. The English version must be signed by the teacher and have the school stamp. If you cannot get a school stamp, you must provide an explanation. If your teacher knows English, the **Translator's Statement** is left blank.

If your teacher writes a recommendation on a separate sheet of paper and attaches it to this form, it will not be considered.

If your teacher does not know English, make a copy of **Form 4**, translate the questions into the native language, and have the teacher fill out the form in his or her native language. This version must be translated, into English, onto the **original Form 4**. **Form 4** must be signed by the teacher and have the school stamp. The **Translator's Statement** must be filled out by the translator. Neither the applicant nor a member of the applicant's family may translate **Form 4**.

Both the English and local language versions (if original is not in English) of Form 4 must be returned with the application.

FORM 5: Do not write anything in the space in the top right hand corner where it is written **OFFICIAL USE ONLY**. Write your full name on each form exactly as it appears on the top of Form 1.

NAME (in native language) - Write your name in your native language

STUDENT INFORMATION

Last name or family name, as written in Latin letters in your passport.

First name, as written in Latin letters in your passport.

Middle Names (if any) - If you do not have a second or middle name, write **NONE**. If you have more than one, write them all.

Gender - Circle Male or Female.

Birthdate - The day, month, and year that you were born. Circle the appropriate month.

City of birth - The name of the city, town, or village where you were born. If the name has changed, write the current name.

Country of birth - The name of the country where you were born. If the name has changed, write the current name.

Citizenship - If you are a citizen of more than one country, list all.

Country - The country where you currently live.

Postal Code - Please be sure to put your correct postal code.

City - The city, town, or village where you currently live.

Address - The actual address where you live. Do not translate the address. Write it as it sounds in your native language. For example, write Jaday Istiqlal, not Independence Boulevard.

Home telephone - You must include the country and city code. If you do not have a home telephone, write **NONE**. Your mobile telephone number - If you do not have a mobile telephone, write **NONE**.

Other telephone number where you can be contacted - You must fill out this space. You may write the phone number of a relative or a friend.

FAMILY INFORMATION

You **must** include information about both parents. If your parent is no longer alive, and you do not have a step-parent or legal guardian, check **DECEASED**. If you do not know who or where they are, check **UNKNOWN**. The YES program needs to have information about the people who are legally responsible for you and make decisions for you. This may include a step-parent or a parent who does not live with you.

MOTHER and FATHER - Current family name - The name that is written in his or her passport. If someone other than your mother or father is legally responsible for you, check the box that says **LEGAL GUARDIAN**.

Work, home and mobile telephone numbers - You **must** include the country and city code. **Mobile number** - If your mother and father do not have mobile phones, write **NONE**

SCHOOL INFORMATION

School Name - Do not translate the name into English. Write it as it sounds in your native language.

Circle the **class** in which you currently study. If your class is not shown, write your class in the blank after "other." The **address** and **telephone** number of the school must be included.

FORM 6: Write your name at the top of the page.

Please fill out this form truthfully and completely. This information is not used during the selection process, so your answers to these questions do not affect your chances of being selected. Your answers on this form are used only to match you with an American host family if you are selected.

FORM 7: Write your name at the top of the page. Form 7 contains important information about the YES program. You and your parents should carefully review the document. If you and your parents agree to the terms and conditions of participating in the YES program, you and one parent must sign the document and return it to the YES program office with your application. Your parents should keep a copy of the document for their reference.

FORM 8: Write your name at the top of the page.

1) On this page glue 2 photos, **taken within the last two years**, showing you with your family or friends. Write your name clearly in English on the back of each photo. Do not write on the front of the photographs.

2) You must also submit **2 PASSPORT SIZE PHOTOGRAPHS**. Please smile! Place these 2 photographs in an envelope, seal the envelope and attach it to the back of this form. On the envelope write in English your name (last, first, middle), your date of birth (day/month/year), and your home town. You must include all of the required photographs as part of your completed application by the due date shown on FORM I.

3) All photographs are used in the host family placement process and help introduce you to your American family. **Photos are not used during the selection process, and they are not used for passports or for any other official documents.**

4) The photographs will not be returned to you.

LEGAL GUARDIAN.

FORM 9: Write your name at the top of the page. You and one parent, or a legal guardian, must sign this form and return with the completed application. Write your country and city of current residence. Write the date the form was signed.

FORM 10: Write your name at the top of the page. Circle Male or Female. Write your age and date of birth. Have your parent or legal guardian sign the statement for permission for care. Return this document as part of your completed application by the due date shown on FORM I. Only one parent needs to sign this form. This allows you to receive emergency medical treatment. If this form is signed by your legal guardian underline LEGAL GUARDIAN. This form may not be signed by a relative who is not your legal guardian.

FORM 11: Write your name at the top of the page. You and your parents need to make a choice if you want sign this form.

FORM M: This form cannot be filled out on a computer. It must be filled out in using black ink. This form needs special attention. **Form M** must be filled out in English. You should complete **Part A**. You or your doctor may attach extra pages to Form M if there is not enough space to explain an illness or other health related issue.

Part B: Section 1: The doctor must provide an explanation for any question answered **YES**.

Section 2: This section must be filled out completely and accurately by your medical doctor. If you have not received an immunization write a dash (-) in the blank. U.S. schools require all students, including exchange students, to have received complete vaccinations against **diphtheria, pertussis, tetanus, polio, measles, mumps and rubella** before they are allowed to attend school. Some schools also require additional vaccinations.

Section 3: You must provide the results of a tuberculosis skin test or IGRA test performed after September 1, 2016. Indicate the size and date of the skin test (3.1). If the result of the skin test is 10 mm or greater, or if the IGRA test is positive or indeterminate or if any box in 4.1 is checked yes, you must also get a chest x-ray and provide the date and result of the chest x-ray (3.3).

Section 4: The doctor must complete the symptom review or the medical form is considered incomplete.

Section 5: Information needs to be given about your height, weight, blood pressure, and pulse. The doctor must provide an explanation for any question answered **YES**.

Section 6: The doctor must provide an explanation for any question answered **YES**. Form M must contain the physician's signature, the date s/he signed the form and the physician's or medical institution's stamp.

Part C: Form M must contain the dentist's signature, the date s/he signed the form, and the dentist's stamp. The dentist must answer all of the questions, and explain where indicated.

Secondary School Transcript of Grades: In addition to your current year transcript, you must submit a certified copy of your last two years' transcript of school grades. If necessary, include transcripts from previous schools. The transcript should be official and have the stamp of your school.

If your application is not filled out completely, it will not be considered