

**CHECKLIST FOR COMPLETION AND SUBMISSION OF APPLICATION FORMS
FOR STUDENTS FROM YORK REGION DISTRICT SCHOOL BOARD**

2012 / 2013 TWO & THREE MONTH EXCHANGES

DOCUMENTS TO BE SUBMITTED BY BOARD COURIER TO:

**RAMA CHOPRA, INTERNATIONAL EDUCATION SERVICES
BETTE STEPHENSON CENTRE FOR LEARNING (YRDSB)**

1. the **Exchange Request/Recommendation Form** with four teachers' recommendations
2. the **original Application Form** completed as follows:
 - ⇒ all questions on pages 1 to 5 written and answered by you
 - ⇒ all questions on pages 7 and 8 written and answered by your parents
 - ⇒ signatures on page 1 (principal), page 8 (parent) and, page 9 (both you and a parent)
 - ⇒ four photos signed on the back and taped to the DESTINATION REQUEST FORM
 - ⇒ eight securely attached pictures as described on pages 6a and 6b
 - ⇒ students whose time is shared between two homes must provide for **each address**: page 1; pages 7 and 8 (answered by the parent); 4 photos of each home
3. the **ORIGINAL and THREE photocopies** of the completed application form, pages 1 to 9
4. **most recent school report** plus THREE photocopies
5. your **updated school transcript** plus THREE copies (Grade 10 and 11 students only)
6. **\$450.00 non-refundable application fee (payable to ISE Ontario) attached to the application form**

PLEASE NOTE !!

* Your name which appears on page 1 of the application form MUST be the same name that will appear on your passport ie. your legal surname and given names.

* An application cannot be processed for matching if any of the questions are unanswered, OR if any of the items listed above are missing.

* Keep a copy of your completed application form and your application folder for future reference.

For families to be eligible to host. York Region District School Board requires a 'Vulnerable Sector Screening' police check for every person older than the applicant who resides in the home at the time of hosting. After receiving the completed application package, Rama Chopra (YRDSB) will provide you with the necessary original forms to take to the police.

FOR INFORMATION PLEASE CONTACT:

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