



Instructions for Placement Documents

The documents enclosed in this packet must be completed in their entirety by the Area Representative and sent to P.I.E. headquarters before the placement of any student is finalized. These documents ensure the host family is vetted in accordance with U.S. Department of State Regulations. The placement documents include:

- ➔ Host Family Application (5 pages)
- ➔ Host Family Agreement form
- ➔ Photographs (3 pages)
- ➔ Home Inspection Form
- ➔ Host Family Reference Verification
- ➔ U.S. Department of State Regulations

Set up an appointment to conduct an inspection of the potential host family's home utilizing the following forms:

➔ Host Family Application Form

This is a five-page interview that requests information about the family, school and host community. Please complete each field accurately, paying special attention to the people residing in the home and contact information. Ask to see a form of identification (such as a driver's license) to obtain the adult's legal name. Area Representatives must conduct an in-person interview will all the people residing in the home to complete this form.

➔ Home Inspection Form

This is the home inspection that must be conducted in the residence. Please be thorough and conduct a visual inspection of all the rooms in the home.

➔ Host Family Agreement Form

Please review this agreement with the family, making certain that they understand P.I.E. expectations and their hosting obligations. The family needs to sign this form, agreeing to the terms of the program. A copy of the form is available for the family to reference in the appendix of the *Host Family Manual*, sent by mail once the placement is finalized.

➔ Host Family Reference Verification Form

For this form, obtain three references from the host family and complete the contact information. The references provided may not be a relative or PIE representative. You must contact the references following the home inspection, not in the presence of the host family.

➔ Photographs

Six photographs are necessary for documents to be considered complete: Exterior of the home and grounds, living room area, student's bedroom, bathroom, kitchen and host family photograph. Photographs are required for all placements.

➔ U.S. Department of State Regulations

Please leave the copy of the U.S. Department of State Regulations with the family for their review and reference.

The family will receive a letter from P.I.E. Headquarters and information on their exchange student once they are formally approved to host. Upon receipt of this letter, the family may contact their exchange student!

Once the home inspection is complete and you recommend the family, contact your Regional Manager to inform him/her of the placement information. Make a photocopy of all the placement documents and maintain the copy for your records. **Mail the originals to:**

Pacific Intercultural Exchange Headquarters
8880 Rio San Diego Drive Suite #1045
San Diego, CA 92108

If you have any questions about these forms, please contact your Regional Manager or Pacific Intercultural Exchange at 1-888-743-8721



Family Name: _____

Please identify the student this family will be hosting. Additional lines are provided in case the family hosts repeatedly in the same academic year.

Student Information:

(Student's Last Name) (Student's First Name) (ID Code)

Placement Status: ___ Temporary ___ Permanent
___ Initial ___ Change of Placement If change of placement, date of actual move: _____

If change of placement, name of previous family: _____ Change Of: School Airport

Student Information:

(Student's Last Name) (Student's First Name) (ID Code)

Placement Status: ___ Temporary ___ Permanent
___ Initial ___ Change of Placement If change of placement, date of actual move: _____

If change of placement, name of previous family: _____ Change Of: School Airport

Student Information:

(Student's Last Name) (Student's First Name) (ID Code)

Placement Status: ___ Temporary ___ Permanent
___ Initial ___ Change of Placement If change of placement, date of actual move: _____

If change of placement, name of previous family: _____ Change Of: School Airport

Student Information:

(Student's Last Name) (Student's First Name) (ID Code)

Placement Status: ___ Temporary ___ Permanent
___ Initial ___ Change of Placement If change of placement, date of actual move: _____

If change of placement, name of previous family: _____ Change Of: School Airport

Student Information:

(Student's Last Name) (Student's First Name) (ID Code)

Placement Status: ___ Temporary ___ Permanent
___ Initial ___ Change of Placement If change of placement, date of actual move: _____

If change of placement, name of previous family: _____ Change Of: School Airport



HOST FAMILY APPLICATION

Family Name: _____

Number of People Living in the Home: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Residence Type: _____ Single Family Home _____ Apartment _____ Mobile Home _____ Townhome/Condominium

Number of Bedrooms: _____ Number of Bathrooms: _____ Home Square Footage: _____

Community (Select One): City Suburb Small Town Rural Ranch/Farm

Community Population: _____ Community/Town Website: _____

Mailing Address (if different from street address): _____

Distance to Major City: _____ Miles Name of City: _____ City Population: _____

Points of interest near the family's area (parks, museums, historical sites, etc): _____

Describe the host family's neighborhood and community: _____

Areas in or near the family's neighborhood to be avoided: _____

Is the residence part of a functioning business (ex. daycare, farm)? Yes No If yes, explain: _____

Primary E-mail: _____ Secondary E-mail: _____

Telephone Numbers: Home: () _____ - _____ Father's Work: () _____ - _____

Father's Cell: () _____ - _____ Mother's Work: () _____ - _____ Mother's Cell: () _____ - _____

Average Annual Household Income Range* (Select One):

- | | | |
|---------------------------|---------------------------|---------------------------|
| _____ Less than \$25,000 | _____ \$25,001 - \$35,000 | _____ \$35,001 - \$45,000 |
| _____ \$45,001 - \$55,000 | _____ \$55,001 - \$65,000 | _____ \$65,001 - \$75,000 |
| _____ Above \$75,000 | | |

**The income data collected will be used solely for the purposes of ensuring that the basic needs of the exchange students can be met, including three quality meals and transportation to and from school activities.*

Identify personal expenses expected to be covered by the student: _____

Family Name: _____

Interview

I, _____, have conducted an in-person interview with all the parties listed on this application
(Printed Name)

to obtain the information below. Signature: _____

Parent # 1, Legal Name: _____ Age: _____ Gender: _____

Employer Name: _____ Employer Phone: () _____ - _____

Job Title: _____ Employment Supervisor or Contact: _____

Driver's License: _____ State of Issue: _____ Social Security Number: _____

Birthdate (MM/DD/YY) _____ Marital Status (circle): Married Single Domestic Partner Divorced Widowed

Highest Level of Education Attained (Select One):

- _____ Less than high school _____ High school graduate or equivalent _____ Technical school
- _____ Some college _____ 2 year college/associates degree
- _____ 4 year college/bachelor degree _____ Master degree _____ Doctorate

Hobbies, interests, sports, community involvement, or other activities this adult participates in: _____

Interview Date: _____

Parent # 2, Legal Name: _____ Age: _____ Gender: _____

Employer Name: _____ Employer Phone: () _____ - _____

Job Title: _____ Employment Supervisor or Contact: _____

Driver's License: _____ State of Issue: _____ Social Security Number: _____

Birthdate (MM/DD/YY) _____ Marital Status (circle): Married Single Domestic Partner Divorced Widowed

Highest Level of Education Attained (Select One):

- _____ Less than high school _____ High school graduate or equivalent _____ Technical school
- _____ Some college _____ 2 year college/associates degree
- _____ 4 year college/bachelor degree _____ Master degree _____ Doctorate

Hobbies, interests, sports, community involvement, or other activities this adult participates in: _____

Interview Date: _____

Does anyone in the home follow any dietary restrictions? Yes No

If yes, describe: _____

Does the family expect the student to follow any dietary restrictions? Yes No

If yes, describe: _____

Will the family provide three square meals daily? Yes No

Does the family feel comfortable hosting a student who follows dietary restrictions (ex. Vegetarian, vegan, no pork, etc)?

Yes No If yes, which: _____

Copy this page if space for additional adults is needed

Family Name: _____

Interview Continued

Other Adult, Legal Name: _____ Age: _____ Gender: _____

Relationship to Host Parents: _____

Employer Name: _____ Employer Phone: () _____ - _____

Job Title: _____ Employment Supervisor or Contact: _____

Driver's License: _____ State of Issue: _____ Social Security Number: _____

Birthdate (MM/DD/YY) _____ Marital Status (circle): Married Single Domestic Partner Divorced Widowed

Highest Level of Education Attained (Select One):

- | | | |
|--------------------------------------|--|------------------------|
| _____ Less than high school | _____ High school graduate or equivalent | _____ Technical school |
| _____ Some college | _____ 2 year college/associates degree | _____ Doctorate |
| _____ 4 year college/bachelor degree | _____ Master degree | |

Hobbies, interests, sports, community involvement, or other activities this adult participates in: _____

Does this person reside in the home permanently? Yes No If no, explain: _____

Interview Date: _____

Other Adult, Legal Name: _____ Age: _____ Gender: _____

Relationship to Host Parents: _____

Employer Name: _____ Employer Phone: () _____ - _____

Job Title: _____ Employment Supervisor or Contact: _____

Driver's License: _____ State of Issue: _____ Social Security Number: _____

Birthdate (MM/DD/YY) _____ Marital Status (circle): Married Single Domestic Partner Divorced Widowed

Highest Level of Education Attained (Select One):

- | | | |
|--------------------------------------|--|------------------------|
| _____ Less than high school | _____ High school graduate or equivalent | _____ Technical school |
| _____ Some college | _____ 2 year college/associates degree | _____ Doctorate |
| _____ 4 year college/bachelor degree | _____ Master degree | |

Hobbies, interests, sports, community involvement, or other activities this adult participates in: _____

Does this person reside in the home permanently? Yes No If no, explain: _____

Interview Date: _____

Family Name: _____

Interview Continued

***** If a child is turning 18 while the exchange is in progress, please list him/her on the "Other Adult" section *****

Host Sister(s) Name(s) and Date(s) of Birth: _____

Host Brother(s) Name(s) and Date(s) of Birth: _____

Activities or sports children participate in: _____

Will Student Share a Room? Yes No If yes, with whom: _____

Type and Number of Pets: _____

Language(s) Spoken in the Home: _____ Race: _____

Is the family willing to voluntarily inform the exchange visitor in advance of any religious affiliations of household members? Yes No If yes, specify religion(s): _____

Attends Services? Yes No If yes, number of times per week: _____ Does any member of the household have difficulty hosting a student whose religious beliefs were different from their own? Yes No

Nearest Major Airport: _____ City: _____ State: _____

Airport Code: _____ Distance from Home: _____ Secondary Airport: _____

Member of the Host Family Smokes? Yes No Student Permitted to Smoke? Yes No

Has any member of the household had any contact with any child protective services agency in the past? Yes No

If yes, please indicate when and for what reason: _____

Has any member of the household ever been charged with any crime? Yes No If yes, explain: _____

Background Check Authorization: By signing below, I hereby authorize PIE to obtain a report through IntelliCorp Records, Inc that may include social security number verification and criminal history arrests. I have the right to request from IntelliCorp Records, Inc, upon proper identification, the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports. I hereby release PIE, IntelliCorp Records Inc, their employees and agents, and any all persons, business entities and governmental agencies that provide information to Intellicorp Records, Inc from any and all liability resulting from the furnishing of this information to PIE. In addition, if I am a parent and/or guardian of a minor, and I have provided the pertinent name, social security number, and date of birth information for my child, I do hereby give permission for their background check to be conducted as well.

Parent #1 Name: _____ Signature: _____ Date: _____

Parent #2 Name: _____ Signature: _____ Date: _____

Other Adult Name: _____ Signature: _____ Date: _____

Other Adult Name: _____ Signature: _____ Date: _____

Other Adult Name: _____ Signature: _____ Date: _____

Family Name: _____

School Information

School Name: _____ School Approximate Population: _____

School Contact Person: _____ Title: _____

School Contact E-Mail: _____ Telephone: () _____ - _____

School Physical Address: _____

City: _____ State: _____ Zip Code: _____

School Mailing Address (if different): _____

Distance From Host Family Home to School: _____ Miles Method of Transportation: _____

Enrollment Approval Date: _____ School Start Date: _____ End Date: _____

Which, if any, of the host family's children presently attend the school in which the exchange student will be enrolled?

Child(ren) Name(s): _____ If applicable, list sports/clubs/activities, the child(ren) participate in at the school: _____

Does a member of the household work for the high school in a coaching, teaching, or admin capacity? Yes No

Has any member of the household had contact with a coach regarding the hosting of an exchange student with particular athletic ability? If yes, describe the contact and sport: _____

Will the family provide transportation for extra curricular activities after school or in the evenings, if required? Yes No

Other Information

Host Family Source (Select One): Newspaper Radio Internet Mailing Regional Mgr Recruited
 Previous Host Family Rep Recruited Church HQ Lead Word of Mouth Direct Placement
 Referral, referred by: _____ Other: _____

Has the family had a previous affiliation in any way with the Secondary School Student Program and/or international exchange students (i.e., hosting, placing, or monitoring)? Yes No If yes, please indicate the name of the sponsor and list the dates of the affiliation: _____

Area Representative's Name: _____ Telephone: () _____ - _____

Distance, in miles, the Area Representative lives from the host family: _____

Regional Manager Name: _____

The information below regarding disabilities is voluntary disclosure (not mandatory) and will not be used to disqualify an applicant from the program. This information, if made available by the host family, is disclosed to exchange students so they may be better prepared for living with individuals with disabilities. A host family may opt to leave this section blank.

Does any resident of the home have physical or mental disabilities? Yes No If yes, the family may explain and include special accommodation information they would like the exchange student to know: _____

Home Inspection Form



Family Name: _____

City: _____ State: _____

Number of people living in home: _____ Number of people present during the inspection: _____

Describe the family's expectations regarding the responsibilities and behavior of the student while in the home (ex. Curfew, Homework, Household Chores, Internet Use, Access to Food and Refrigerator, etc): _____

What is the family's primary source of income? (Check all that apply): Father's Employment Mother's Employment
 Child Support/Alimony Other (Please explain) _____

Is anyone in the home receiving federal government assistance for food or housing? Yes No

If yes, please explain: _____

Select Home Utilities: Water Electricity Gas Select Home Safety Features: Alarm Smoke Detectors

Describe the room where the exchange student will stay: _____

Will the student have adequate storage space to store clothes and personal belongings? Yes No

Will the student have reasonable access to bathroom facilities? Yes No

Does the student's bedroom have a separate bed that is neither convertible nor inflatable in nature? Yes No

Will the student have unimpeded access to the outside of the house in the event of a fire or emergency? Yes No

Where will the student study? _____ Describe amenities the exchange student will have
access to (pool, tennis court, etc): _____

Did you see **all** of the rooms in the home? Yes No If no, why not? _____

Interior appearance (please darken one, with 5 being the best) ① ② ③ ④ ⑤

Describe the primary rooms and bedrooms: _____

Exterior appearance (please darken one, with 5 being the best) ① ② ③ ④ ⑤

AREA REPRESENTATIVE RECOMMENDATION

Is the home clean and sanitary? Yes No If no, explain: _____

Based on this home inspection, do you recommend this family to host? Yes No

Additional Comments: _____

I, _____, hereby certify that I conducted the home inspection for this
(Printed Name)

family on _____ Signature: _____
(Date)

Host Family Agreement Form



This form highlights hosting obligations and P.I.E. expectations of a host family. Please become familiar with these expectations prior to making a decision to host a student. All P.I.E. host families are required to read the following information and provide their signature at the bottom of this page agreeing to the terms herein.

1. Our student will have his or her own bed that is neither convertible nor inflatable in nature. He/she will have adequate storage space for clothes and personal belongings and reasonable access to bathroom facilities.
2. We will provide a minimum of three meals a day for our student.
3. As a member of our family, our student will be accorded the same rules and privileges as other family members.
4. We will not allow our student to make any life-changing decisions, including but not limited to changing religion (students may explore the tenets of any faith), pregnancy and marriage. We will also not allow our student to alter his/her body in any way, including tattoos and body piercing.
5. Our student will be provided a desk and/or a private place to study.
6. If our student is to share a room, he or she will share a room with no more than one sibling of the same gender as required by the US Department of State Regulations. In addition, we understand that P.I.E. requests that the sibling roommate be at least 10 years old.
7. We will familiarize ourselves with the program policies and rules outlined in the P.I.E. Host Family Manual, paying special attention to the borrowing/loaning money policy, babysitting policy, employment and phone bill rules.
8. In the event that our student needs to be moved, we will provide the local area representative with at least two weeks to relocate the student.
9. We understand that host family attendance to at least one orientation is mandatory and we will help our student arrange transportation to P.I.E. events.
10. We acknowledge receipt of a copy of the United States Department of State Regulations for Exchange Visitor Programs.
11. If our student is accepted for the calendar year program (as noted on the student's cover sheet), we agree to host him/her for the entire duration of the program.
12. We will not allow our student to engage in high-risk or violent activities, such as, but not limited to, the operation of heavy machinery and weapons handling.
13. We agree that if during the course of the exchange there are any material changes to our family, such as address, number of people in home, finances, criminal arrests, or employment, we will notify P.I.E. immediately.
14. We understand and agree that during the course of the exchange, staff from P.I.E. Headquarters office or personnel from the US Department of State, Bureau of Educational and Cultural Affairs may visit us in our home.

By signing below, we understand the responsibilities of hosting a P.I.E. student and agree to the policies and procedures (at a minimum) as outlined above.

Host Parent Name: _____ Signature: _____

Host Parent Name: _____ Signature: _____

City: _____ State: _____ Date: _____

Host Family Reference Verification



Family Name: _____

Reference #1: A Personal Friend (Not a relative or P.I.E. Area Representative)

Reference Name: _____ Home Phone: () _____ - _____

Cell or Work Phone: () _____ - _____ Years Acquainted: _____

Date Area Representative Contacted Reference (MM/DD/YY) ____/____/____ How would you describe this family's home environment: _____

Who lives in the home? _____

To your knowledge, can they financially afford to support another child? Yes No

Would you allow your own children to live with them? Yes No

Do you have any concerns about them hosting a P.I.E. student? Yes No If "Yes", please explain: _____

Reference #1 Positive? Yes No

Reference #2: A Neighbor (If less than one year at current residence, use another personal friend)

Reference Name: _____ Home Phone: () _____ - _____

Cell or Work Phone: () _____ - _____ Years Acquainted: _____

Date Area Representative Contacted Reference (MM/DD/YY) ____/____/____ What is the family's reputation in the community? _____

To your knowledge, can they financially afford to support another child? Yes No

Would you allow your own children to live with them? Yes No

Do you have any concerns about them hosting a P.I.E. student? Yes No If "Yes", please explain: _____

Reference #2 Positive? Yes No

Reference #3: Employment Supervisor (If self employed or not employed, use another personal friend)

Name: _____ Title/Position: _____

Telephone: () _____ - _____ Alternate Number, if available: () _____ - _____

Date Area Representative Contacted Reference (MM/DD/YY) ____/____/____ Is this host family member employed by you? Yes No Length of Employment: _____ What is their title? _____

How would you describe their character? _____

Based on your familiarity with the applicant host family, do you have any concerns about them hosting a P.I.E. high school exchange student? Yes No If "Yes", please explain: _____

Reference #3 Positive? Yes No

References Verified By (Name): _____ Signature: _____



Photographs

Family Name: _____

City: _____ State: _____

Pacific Intercultural Exchange requires a minimum of six photographs for each host family: (1) Exterior of the home and grounds, (2) Living room area, (3) Student's bedroom, (4) Bathroom, (5) Kitchen and (6) Host family photo. The photos may be attached below or submitted in one e-mail, if possible, to photos@pieusa.org. In the e-mail subject, please indicate photos, the family name, and their city and state of residence (ex. *Photos: Smith, John & Tara from Plano, TX*).
Please do not send photographs via fax.

Exterior of the Home and Grounds:

Living Room Area:



Photographs

Family Name: _____

City: _____ State: _____

Student's Bedroom:

Bathroom:



Photographs

Family Name: _____

City: _____ State: _____

Kitchen:

Host Family Photograph:

U.S. DEPARTMENT OF STATE REGULATIONS

(Effective November 26, 2010)

The United States Department of State (the "Department") designates academic and private sector entities to conduct educational and cultural exchange programs pursuant to a broad grant of authority provided by the Mutual Educational and Cultural Exchange Act of 1961, as amended. Pacific Intercultural Exchange operates as a Department-designated exchange visitor program.

The Department has established specific regulations governing designated exchange visitor programs. The regulations, printed below, are taken from The Code of Federal Regulations Section 22 Part 62.25, amended as follows:

(a) Purpose. This section governs Department of State designated exchange visitor programs under which foreign secondary school students are afforded the opportunity to study in the United States at accredited public or private secondary schools for an academic semester or an academic year, while living with American host families or residing at accredited U.S. boarding schools.

(b) Program sponsor eligibility. Eligibility for designation as a secondary school student exchange visitor program sponsor is limited to organizations:

(1) With tax-exempt status as conferred by the Internal Revenue Service pursuant to section 501(c)(3) of the Internal Revenue Code; and

(2) Which are United States citizens as such term is defined in §62.2.

(c) Program eligibility. Secondary school student exchange visitor programs designated by the Department of State must:

(1) Require all exchange students to be enrolled and participating in a full course of study at an accredited academic institution;

(2) Allow entry of exchange students for not less than one academic semester (or quarter equivalency) and not more than two academic semesters (or quarter equivalency) duration; and

(3) Ensure that the program is conducted on a U.S. academic calendar year basis, except for students from countries whose academic year is opposite that of the United States. Exchange students may begin an exchange program in the second semester of a U.S. academic year only if specifically permitted to do so, in writing, by the school in which the exchange student is enrolled. In all cases, sponsors must notify both the host family and school prior to the exchange student's arrival in the United States whether the placement is for an academic semester, an academic year, or a calendar year.

(d) Program administration. Sponsors must ensure that all organizational officers, employees, representatives, agents, and volunteers acting on their behalf:

(1) Are adequately trained. Sponsors must administer training for local coordinators that specifically includes, at a minimum, instruction in: Conflict resolution; procedures for handling and reporting emergency situations; awareness or knowledge of child safety standards; information on sexual conduct codes; procedures for handling and reporting allegations of sexual misconduct or any other allegations of abuse or neglect; and the criteria to be used to screen potential host families and exercise good judgment when identifying what constitutes suitable host family placements. In addition to their own training, sponsors must ensure that all local coordinators complete the Department of State mandated training module prior to their appointment as a local coordinator or assumption of duties. The Department of State training module will include instruction designed to provide a comprehensive understanding of the Exchange Visitor Program; its public diplomacy objectives; and the Secondary School Student category rules and regulations. Sponsors must demonstrate the individual's successful completion of all initial training requirements and that annual refresher training is also successfully completed.

(2) Are adequately supervised. Sponsors must create and implement organization-specific standard operating procedures for the supervision of local coordinators

designed to prevent or deter fraud, abuse, or misconduct in the performance of the duties of these employees/agents/volunteers. They must also have sufficient internal controls to ensure that such employees/agents/volunteers comply with such standard operating procedures.

(3) Have been vetted annually through a criminal background check (which must include a search of the Department of Justice's National Sex Offender Public Registry);

(4) Place no exchange student with his or her relatives;

(5) Make no exchange student placement beyond 120 miles of the home of the local coordinator authorized to act on the sponsor's behalf in both routine and emergency matters arising from that exchange student's participation in the Exchange Visitor Program;

(6) Make no monetary payments or other incentives to host families;

(7) Provide exchange students with reasonable access to their natural parents and family by telephone and e-mail;

(8) Make certain that the exchange student's government issued documents (i.e., passports, Forms DS-2019) are not removed from his/her possession;

(9) Conduct the host family orientation after the host family has been fully vetted and accepted;

(10) Refrain, without exception, from acting as:

(i) Both a host family and a local coordinator or area supervisor for an exchange student;

(ii) A host family for one sponsor and a local coordinator for another sponsor; or

(iii) A local coordinator for any exchange student over whom he/she has a position of trust or authority such as the student's teacher or principal. This requirement is not applicable to a boarding school placement.

(11) Maintain, at minimum, a monthly schedule of personal contact with the exchange student. The first monthly contact between the local coordinator and the exchange student must be in person. All other contacts may take place in-person, on the phone, or via electronic mail and must be properly documented. The sponsor is responsible for ensuring that issues raised through such contacts are promptly and appropriately addressed.

(12) That a sponsor representative other than the local coordinator who recruited, screened and selected the host family visit the exchange student/host family home within the first or second month following the student's placement in the home.

(13) Maintain, at a minimum, a monthly schedule of personal contact with the host family. At least once during the fall semester and at least once during the spring semester, (i.e., twice during the academic year) the contact by the local coordinator with the host family must be in person. All other contacts may take place in person, on the phone, or via electronic mail and must be properly documented. The sponsor is responsible for ensuring the issues raised through such contacts are promptly and appropriately addressed.

(14) That host schools are provided contact information for the local organizational representative (including name, direct phone number, and e-mail address), the program sponsor, and the Department's Office of Designation; and

(15) Adhere to all regulatory provisions set forth in this Part and all additional terms and conditions governing program administration that the Department may impose.

(e) Student selection. In addition to satisfying the requirements of §62.10(a), sponsors must ensure that all participants in a designated secondary school student exchange visitor program:

(1) Are secondary school students in their home countries who have not completed more than 11 years of primary and secondary study, exclusive of kindergarten; or are at least 15 years of age, but not more than 18 years and six months of age as of the program start date;

(2) Demonstrate maturity, good character, and scholastic aptitude; and

(3) Have not previously participated in an academic year or semester secondary school student exchange program in the United States or attended school in the United States in either F-1 or J-1 visa status.

(f) Student enrollment. (1) Sponsors must secure prior written acceptance for the enrollment of any exchange student in a United States public or private secondary school. Such prior acceptance must:

(i) Be secured from the school principal or other authorized school administrator of the school or school system that the exchange student will attend; and

(ii) Include written arrangements concerning the payment of tuition or waiver thereof if applicable.

(2) Under no circumstance may a sponsor facilitate the entry into the United States of an exchange student for whom a written school placement has not been secured.

(3) Under no circumstance may a sponsor charge a student private school tuition if such arrangements are not finalized in writing prior to the issuance of Form DS-2019.

(4) Sponsors must maintain copies of all written acceptances for a minimum of three years and make such documents available for Department of State inspection upon request.

(5) Sponsors must provide the school with a translated "written English language summary" of the exchange student's complete academic course work prior to commencement of school, in addition to any additional documents the school may require. Sponsors must inform the prospective host school of any student who has completed secondary school in his/her home country.

(6) Sponsors may not facilitate the enrollment of more than five exchange students in one school unless the school itself has requested, in writing, the placement of more than five students from the sponsor.

(7) Upon issuance of a Form DS-2019 to a prospective participant, the sponsor accepts full responsibility for securing a school and host family placement for the student, except in cases of voluntary student withdrawal or visa denial.

(g) Student orientation. In addition to the orientation requirements set forth at §62.10, all sponsors must provide exchange students, prior to their departure from their home countries, with the following information:

(1) A summary of all operating procedures, rules, and regulations governing student participation in the exchange visitor program along with a detailed summary of travel arrangements;

(2) A copy of the Department's welcome letter to exchange students;

(3) Age and language appropriate information on how to identify and report sexual abuse or exploitation;

(4) A detailed profile of the host family with whom the exchange student will be placed. The profile must state

whether the host family is either a permanent placement or a temporary-arrival family;

(5) A detailed profile of the school and community in which the exchange student will be placed. The profile must state whether the student will pay tuition; and

(6) An identification card, that lists the exchange student's name, United States host family placement address and telephone numbers (landline and cellular), sponsor name and main office and emergency telephone numbers, name and telephone numbers (landline and cellular) of the local coordinator and area representative, the telephone number of Department's Office of Designation, and the Secondary School Student program toll free emergency telephone number. The identification card must also contain the name of the health insurance provider and policy number. Such cards must be corrected, reprinted, and reissued to the student if changes in contact information occur due to a change in the student's placement.

(h) Student extra-curricular activities. Exchange students may participate in school sanctioned and sponsored extra-curricular activities, including athletics, if such participation is:

(1) Authorized by the local school district in which the student is enrolled; and

(2) Authorized by the state authority responsible for determination of athletic eligibility, if applicable. Sponsors shall not knowingly be party to a placement (inclusive of direct placements) based on athletic abilities, whether initiated by a student, a natural or host family, a school, or any other interested party.

(3) Any placement in which either the student or the sending organization in the foreign country is party to an arrangement with any other party, including receiving school personnel, whereby the student will attend a particular school or live with a particular host family must be reported to the particular school and the National Federation of State High School Associations prior to the first day of classes.

(i) Student employment. Exchange students may not be employed on either a full or part-time basis but may accept sporadic or intermittent employment such as babysitting or yard work.

(j) Host family application and selection. Sponsors must adequately screen and select all potential host families and at a minimum must:

(1) Provide potential host families with a detailed summary of the Exchange Visitor Program and of their requirements, obligations and commitment to host;

(2) Utilize a standard application form developed by the sponsor that includes, at a minimum, all data fields provided in Appendix F, "Information to be Collected on Secondary School Student Host Family Applications". The form must include a statement stating that: "The income data collected will be used solely for the purposes of determining that the basic needs of the exchange student can be met, including three quality meals and transportation to and from school activities." Such application form must be signed and dated at the time of application by all potential host family applicants. The host family application must be designed to provide a detailed summary and profile of the host family, the physical home environment (to include photographs of the host family home's exterior and grounds, kitchen, student's bedroom, bathroom, and family or living room), family composition, and community environment. Exchange students are not permitted to reside with their relatives.

(3) Conduct an in-person interview with all family members residing in the home where the student will be living;

(4) Ensure that the host family is capable of providing a comfortable and nurturing home environment and that the home is clean and sanitary; that the exchange student's bedroom contains a separate bed for the student that is neither convertible nor inflatable in nature; and that the student has adequate storage space for clothes and personal belongings, reasonable access to bathroom facilities, study space if not otherwise available in the house and reasonable, unimpeded access to the outside of the house in the event of a fire or similar emergency. An

exchange student may share a bedroom, but with no more than one other individual of the same sex.

(5) Ensure that the host family has a good reputation and character by securing two personal references from within the community from individuals who are not relatives of the potential host family or representatives of the sponsor (i.e., field staff or volunteers), attesting to the host family's good reputation and character;

(6) Ensure that the host family has adequate financial resources to undertake hosting obligations and is not receiving needs-based government subsidies for food or housing;

(7) Verify that each member of the host family household (18 years of age and older, as well as any new adult member added to the household, or any member of the host family household who will turn eighteen years of age during the exchange student's stay in that household, has undergone a criminal background check (which must include a search of the Department of Justice's National Sex Offender Public Registry);

(8) Maintain a record of all documentation on a student's exchange program, including but not limited to application forms, background checks, evaluations, and interviews, for all selected host families for a period of three years following program completion; and

(9) Ensure that a potential single adult host parent without a child in the home undergoes a secondary level review by an organizational representative other than the individual who recruited and selected the applicant. Such secondary review should include demonstrated evidence of the individual's friends or family who can provide an additional support network for the exchange student and evidence of the individual's ties to his/her community. Both the exchange student and his or her natural parents must agree in writing in advance of the student's placement with a single adult host parent without a child in the home.

(k) Host family orientation. In addition to the orientation requirements set forth in §62.10, sponsors must:

(1) Inform all host families of the philosophy, rules, and regulations governing the sponsor's exchange visitor program, including examples of "best practices" developed by the exchange community;

(2) Provide all selected host families with a copy of the Department's letter of appreciation to host families;

(3) Provide all selected host families with a copy of Department of State-promulgated Exchange Visitor Program regulations;

(4) Advise all selected host families of strategies for cross-cultural interaction and conduct workshops to familiarize host families with cultural differences and practices; and

(5) Advise host families of their responsibility to inform the sponsor of any and all material changes in the status of the host family or student, including, but not limited to, changes in address, finances, employment and criminal arrests.

(l) Host family placement. (1) Sponsors must secure, prior to the student's departure from his or her home country, a permanent or arrival host family placement for each exchange student participant. Sponsors may not:

(i) Facilitate the entry into the United States of an exchange student for whom a host family placement has not been secured;

(ii) Place more than one exchange student with a host family without the express prior written consent of the host family, the natural parents, and the students being placed. Under no circumstance may more than two exchange students be placed with a host family, or in the home of a local coordinator, regional coordinator, or volunteer. Sponsors may not place students from the same countries or with the same native languages in a single home.

(2) Prior to the student's departure from his or her home country, sponsors must advise both the exchange student and host family, in writing, of the respective family compositions and backgrounds of each, whether the host family placement is a permanent or arrival placement, and facilitate and encourage the exchange of correspondence between the two.

(3) In the event of unforeseen circumstances that

necessitate a change of host family placement, the sponsor must document the reason(s) necessitating such change and provide the Department of State with an annual statistical summary reflecting the number and reason(s) for such change in host family placement in the program's annual report.

(m) Advertising and marketing for the recruitment of host families. In addition to the requirements set forth in §62.9 in advertising and promoting for host family recruiting, sponsors must:

(1) Utilize only promotional materials that professionally, ethically, and accurately reflect the sponsor's purposes, activities, and sponsorship;

(2) Not publicize the need for host families via any public media with announcements, notices, advertisements, etc. that are not sufficiently in advance of the exchange student's arrival, appeal to public pity or guilt, imply in any way that an exchange student will be denied participation if a host family is not found immediately, or identify photos of individual exchange students and include an appeal for an immediate family;

(3) Not promote or recruit for their programs in any way that compromises the privacy, safety or security of participants, families, or schools. Specifically, sponsors shall not include personal student data or contact information (including addresses, phone numbers or email addresses) or photographs of the student on Web sites or in other promotional materials; and

(4) Ensure that access to exchange student photographs and personally identifying information, either online or in print form, is only made available to potential host families who have been fully vetted and selected for program participation. Such information, if available online, must also be password protected.

(n) Reporting requirements. Along with the annual report required by regulations set forth at §62.15, sponsors must file with the Department of State the following information:

(1) Sponsors must immediately report to the Department any incident or allegation involving the actual or alleged sexual exploitation or any other allegations of abuse or neglect of an exchange student. Sponsors must also report such allegations as required by local or state statute or regulation. Failure to report such incidents to the Department and, as required by state law or regulation, to local law enforcement authorities shall be grounds for the suspension and revocation of the sponsor's Exchange Visitor Program designation;

(2) A report of all final academic year and semester program participant placements by August 31 for the upcoming academic year or January 15 for the Spring semester and calendar year. The report must be in the format directed by the Department and must include at a minimum, the exchange student's full name, Form DS-2019 number (SEVIS ID #), host family placement (current U.S. address), school (site of activity) address, the local coordinator's name and zip code, and other information the Department may request; and

(3) A report of all situations which resulted in the placement of an exchange student with more than one host family or in more than one school. The report must be in a format directed by the Department and include, at a minimum, the exchange student's full name, Form DS-2019 number (SEVIS ID #), host family placements (current U.S. address), schools (site of activity address), the reason for the change in placement, and the date of the move. This report is due by July 31 for the previous academic school year.

For compliance issues, contact:

U.S. Department of State
Private Sector Exchange (ECA/EC/ECC)
Office of Exchange Coordination & Compliance
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Washington, DC 20522
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