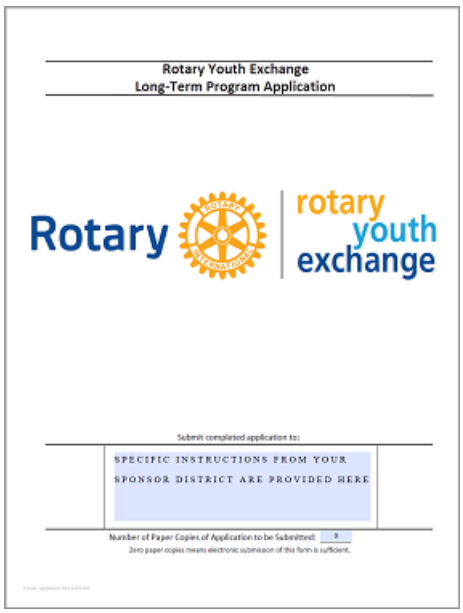
ROTARY YOUTH EXCHANGE - TIPS FOR STUDENTS:
HOW TO FILL THE APPLICATION FORM (LONG TERM Exchange Program, 10-12 months)


Rotary Youth Exchange
Long-Term Program Application

Rotary rotary youth exchange

Submit completed application to:

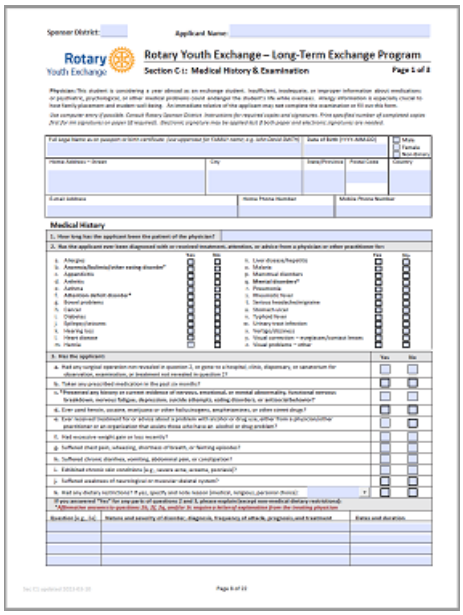
SPECIFIC INSTRUCTIONS FROM YOUR SPONSOR DISTRICT ARE PROVIDED HERE

Number of Paper Copies of Application to be Submitted: 0
Zero paper copies means electronic submission of this form is sufficient.

The application is a PDF "fillable form" document designed to be filled on-screen.

You may receive a full Application which has a cover similar to the one shown on the left. If your Rotary sponsor district uses a database, you may receive only certain Sections of the Application such as the medical form on the right.

The same "tools" are needed in either situation.


Rotary Youth Exchange – Long-Term Exchange Program
Section C 1: Medical History & Examination
Page 1 of 3
Medical History

Use either **SmallPDF** (a free internet tool) or **Adobe Reader** (free to download) for these basic functions:

FUNCTION	Smallpdf (use browser)	Adobe Reader
Get ready to modify PDF	Go to https://smallpdf.com	**Run** Adobe Reader
Select PDF file: **Section** or **Full application**	All PDF Tools (button) > **PDF Reader** (button) > **Choose Files**	File: (Menu) – **Open** (select PDF from your files)
Keyboard Entry	Select fields (tinted blue or gold) Enter data using keyboard	Select fields (tinted blue) Enter data using keyboard
Check box or pull-down menu	Point and click check boxes or pull-down menu items	Point and click check boxes or pull-down menu items
Insert image	Click Insert Image icon Choose image file (**Open**) Drag image to position Drag **corners** to resize	Click form image location **Browse** (button) > Choose image file (**Open**) > **Okay** (button
Save PDF (with the information you have entered)	Download (has your information) Copy from 'Downloads' folder. **Rename**	File (menu): **Save As** (new name) Renamed file (has your information)
Merge PDF (join pages)	Tool: **Merge PDF** Select File; + Add Files **Finish; Download** Copy from 'Downloads' folder. **Rename**	N/A - Run PDFsam basic or use Adobe on-line Merge tool at https://www.adobe.com/acrobat/online.html
Split PDF (unlink pages)	Tool: **Split PDF** Select split locations; **Download** Copy from 'Downloads' folder. **Rename**	N/A - Run PDFsam basic or use Adobe on-line Split tool
(Usually Final Step): Flatten PDF	Tool: **Flatten PDF** **Download** Copy from 'Downloads' folder. **Rename**	**File** (menu): **Print >** choose Print to PDF device (Adobe, Microsoft, other), select pages, **Actual size**,
Electronic Signatures	Tool: **e-Sign** (see signature notes)	**Fill & Sign tool** (see signature notes)

ROTARY YOUTH EXCHANGE - TIPS FOR STUDENTS:
HOW TO FILL THE APPLICATION FORM (LONG TERM Exchange Program, 10-12 months)

TERMINOLOGY:

- **"Sponsor" or "Sponsoring"**
  - These words refer to a Rotary Club or Rotary District in a student's own country that will serve as the club or district which will be **sending** an exchange student to another country.
  - Students on exchange are called "**Outbound**" students by their sponsoring home club or district.
- "**Host**" or "**Hosting**"
  - These words refer to a Rotary Club or Rotary District that will be **receiving** an exchange student from a different country.
  - Students on exchange from a different country are called "**Inbound**" students in their foreign hosting country.

The Rotary Youth Exchange LONG TERM APPLICATION FORM (LTAF) is made up of several Sections, each with a different purpose. The entire application has been designed with international input and is suitable for worldwide use. Many sponsor Districts also have their own local forms which are added to the international form.

The **LTAF** may be presented to applicants in two basic ways:

- **As one document** with all sections included. (The entire LTAF, plus any local forms)
  - The sections may be filled as single document with selected sections separated, as needed.
  - Completed sections and any local forms are re-combined in a single application package.
- **As individual Sections** handled as separate documents.
  - Other Sections of the LTAF may be replaced or created by a database system.
  - The separate sections are submitted individually (uploaded) to the database
  - The database combines everything into a single application package.

The process of completing the LTAF includes entry of a variety of information. Everything should be done electronically on-screen as much as possible. This will include insertion of images (Photos) and copies of essential immunization and education records.

It is usually a good strategy to start by obtaining complete childhood immunization records. If not in the form of an electronic report, it will be necessary to make high-quality copies, preferably with a document flatbed scanner providing color scans at resolution of 300 dpi or more, preferably in PDF format. (Other formats, including JPG may also be used.)

Having all immunization records organized and copied should be accomplished before the medical appointment. These records can provide the source documents necessary for the immunization summary which is part of the physician's medical report.

The table on the following page provides an overview of the LTAF sections, what they contain who needs to complete this information (if other people besides the student). It also shows which sections require insertions of images (photos or document copies) and which sections require signatures. **If different, Sponsor District instructions have priority over suggestions in this guide.**

WHO and WHAT IS NEEDED TO COMPLETE ANY PART THIS APPLICATION FORM:
Information from Multiple Sources - Several other people required to fully complete:

SECTION	STUDENT	OTHER PEOPLE	Add Image(s)	Signature(s)
Cover	Read how to submit application	Sponsor District		
Data Privacy Disclosures	Read and ask questions, if any.	Sponsor District		
Form Instructions	Read and follow carefully along with District instructions			
Section A: Personal Information	Information about you, your parents/guardians, your household members and your school		Personal Photo of Student applicant	
Section B: Letters & Photos	Write Letter from Student	Letter from Parents (Guardians)	Photos of Family, Personal Interests, Something Important and Student Home	
Section C-1: Medical History & Examination	Student fills top of form	Physician: Medical History, Immunizations, Medications, Physical Exam		Physician
Section C-2: Immunization Records / Certificates	Student fills top of form and inserts copies of immunization records / certificates		Copies of Official Immunization Records / Certificates	
Section D: Dental Health and Examination	Student fills top of form	Dentist		Dentist
Section E: Sponsor Club Endorsements	Student fills top of form	Sponsor Club and District information Parents/Guardians Rotary Witness		Student, Parents/Guardians Rotary Witness Rotary Sponsors
Section F: Host Club Endorsements (Guarantee Form)	Basic Information	Sponsor District instructions for return of guarantee form		ONLY BY HOST COUNTRY
Section G: Rule, Attestations, permissions, Releases & Consents	Student fills top of form and parents / guardians names	Parents/Guardians Rotary Witness		Student, Parents/Guardians Rotary Witness
Section H-1: Secondary School Personal Reference	Name and Contact Details of School Reference	Filled by Reference. Returned directly to Rotary Sponsor District		
Section H-2: Copy of Student's School Transcript	Student fills top of form and inserts copies of school transcripts (plus English translations, if needed)		Copies of School Transcripts	
Section P: Passport (or Birth Certificate if passport is not yet issued)	Student fills top of form and inserts copy of passport (or birth certificate if passport not issued)		Copy of Passport (or birth certificate)	
Section Z: Application Checklist	Student reviews all sections for completeness and fills checklist	Sponsor District		

ROTARY YOUTH EXCHANGE (RYE) LONG TERM EXCHANGE PROGRAM (LTEP) APPLICATION FORM – TIPS FOR EFFECTIVE USE (Notes: as of 2023-03-27)

This PDF form is designed to facilitate high quality applications using either paper or electronic submission. The RYE Sponsor District determines how applications should be completed and submitted. This includes signature specifications, e.g. only ink on paper signatures; only "basic e-Signatures"; only d-Signatures or all possibilities. The Sponsor District also specifies how and where completed applications are submitted, e.g. paper originals/copies, electronic originals/copies or both.

This application form is a "fillable" PDF document. A source for possible confusion using this form arises because browsers can open and display this form directly. This happens automatically if a browser is the 'default application' for viewing PDF files. When this happens things might **look okay**, but this causes wasted time when problems are discovered, later. This is because the application form contains features which are **not internally supported** by browsers themselves. Browsers can work only by going to a website with the correct tools to fill this form.

The recommended 'cloud-based' tool is **SmallPDF Reader**. SmallPDF can be used at no cost for **limited use**. (e.g. one PDF download per day). **Unlimited** use is available for small month-by-month fees. Two months should cover the time needed to fully complete this application. SmallPDF user accounts can be cancelled at any time. SmallPDF needs a broadband internet connection to function.

Filling the application form without constant internet connection is possible using **Adobe Acrobat Reader**. The application is free to download and works on computers, laptops and tablets using Windows or Apple operating systems. Of course, the full Adobe Acrobat (paid version) application is also suitable.

Splitting and Merging pages of the PDF application can be done without an available internet connection using PDFsam Basic, also free to download. If internet is available, SmallPDF is usually more convenient.

Follow Sponsor District Instructions - complete application with following basic steps:

1. **Fill the LTEP application form Sections A, B (Entered Information is replicated in other sections.)**
2. **Divide the application from into Separate PDF files for the following:**
   Sections A, B, C-1, C-2, D, E, F, G, H-1, H-2, P and CHECKLIST
3. **Obtain copies of documents needed. (To be inserted in Sections C-2, H-2 and P)**
4. **Make appointments for Sections completed by others. (C-1 medical, D dental, H-1 school reference)**
5. **Obtain final signatures (E, G) – witness required** (except for fully authenticated digital signatures)
6. **Assemble ("merge") by joining Sections in order: (A, B, C-1, C-2, D, E, F, G, H-2, P and checklist)**
7. **Use check list to be sure all sections are completed (and signed as needed)**
8. **Submit per District Instructions (number of paper copies) and/or electronic copies.**

That is an outline of the process; perhaps, enough for those comfortable with technology. However, if you want a more detailed explanation perhaps you will find answers to certain questions in your sponsor district instructions.

ROTARY YOUTH EXCHANGE (RYE) LONG TERM EXCHANGE PROGRAM (LTEP) APPLICATION FORM – Signature Notes for SmallPDF Users

SIGNATURES:

Signatures will not be the first thing to manage…but you should think ahead about signatures, now, because **each RYE District or Multi-District may have specific requirements about what kinds of signatures are acceptable.** Requirements may not be identical for all sections of your application. Using SmallPDF there are two categories for signatures. Here is an overview of how each type is handled:

1. Ink on Paper. (Blue ink or any other color)

- **Skip the on-screen "digital signature" (if any). Leave it empty (blank).**
- Use SmallPDF to EXPORT and select "Flatten" before downloading for printing.
- When ready for signature, print the application section on paper. (Use "actual size" or "100%" scaling)
- The signature(s) is/are applied with **ink on paper** (so-called "wet ink" original signature. Not pencil, not marker.)
- There may be more than one original paper copies specified by your district (sign each the same way).
- (If your district also requires an electronic copy of the application, the signed section can be scanned to produce an electronic copy.)

2. Basic e-Signature (using SmallPDF)

- **Skip the on-screen "digital signature". Leave it empty (blank).**
- Use SmallPDF to EXPORT and select "Flatten" finalize changes before initiating signature(s).
  - Click "Open in a new tab"
  - The signature(s) is/are initiated with the "eSign" option in SmallPDF 
- From the right hand corner of the screen click on "Your Signature" and drag to position on page.
  - Signature date can also be dragged to a page location, if desired.
  - **Be sure to specify date format** yyyy-mm-dd.
- For signatures from other people you can use "Invite signees"
  - This requires E-mail addresses for yourself and for each person you invite to sign.
  - The system will send E-mail with a link to allow each person to sign on-line
  - Signatures may be typed, drawn or imported image (scan or photo)
  - When all signees have been invited, click send.
  - Final copies will be e-mailed to each person who signed.
- You can test this by sending to a friend or family member
- Depending on Sponsor District Instructions, this could be used (for example) to E-mail to your dentist before your appointment. This allows the form to be filled on-screen, eSsigned and returned by E-mail.
- When all signatures have been collected, the section is complete
  - Some districts may allow combining "basic e-signatures" with scanned copies of ink signatures.

ROTARY YOUTH EXCHANGE (RYE) LONG TERM EXCHANGE PROGRAM (LTEP) APPLICATION FORM – Signature Notes for Adobe Users

SIGNATURES:

Signatures will not be the first thing to manage…but you should think ahead about signatures, now, because **each RYE District or Multi-District may have specific requirements about what kinds of signatures are acceptable.** Requirements may not be identical for all sections of your application. There are three main categories for signatures. Here is an overview of how each type is handled:

3. Ink on Paper. (Blue ink or any other color)

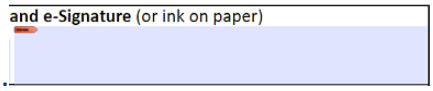
- **Skip the on-screen signature. Leave it empty (blank).**
- When ready for signature, print the application section on paper. (Use "actual size" or "100%" scaling)
- The signature(s) is/are applied with **ink on paper** (so-called "wet ink" original signature. Not pencil, not marker.)
- There may be more than one original paper copies specified by your district (sign each the same way).
- (If your district also requires an electronic copy of the application, the signed section can be scanned to produce an electronic copy.)

4. Basic e-Signature (using Adobe Acrobat Reader)

- **Skip the on-screen "digital signature". Leave it empty (blank).**
- The signature(s) is/are applied with the "Fill & Sign" option in Acrobat (may be set to blue or other colors)
  - 

(Ignore any blue shading over the signature. It will disappear later.)
- This may require your PDF to be saved and sent to one or more other people.
  - **IMPORTANT: Use 'Print to PDF' rather than 'Save as' if there will be additional signers.**
  - See the following page for a detailed explanation of this important technique.
- Each person will add his/her own signature(s) and then save the document to send to the next signer
  - (With an e-mail copy to you)
- When all signatures have been collected, the section is complete
  - Some districts may allow combining "basic e-signatures" with scanned copies of ink signatures.

5. Digital Signature also called "d-Signature" (authenticated electronic signature)

- The "d-signature" (d-Sig) is a special type of "e-signature" which is more secure.
- Signer clicks the flagged signature space. .. 

- Signer selects personal Digital ID (or creates a new one). Validate ID (password, biometric, etc.)
- Signed document automatically saves. (RENAME, e.g. add your initials at end of file name, and SAVE)
- The signed document must be returned or sent electronically.
- D-Signatures also require the signer's registered Digital ID (public key) be available to anyone needing to validate the document. (No problem for published signature authorities; additional inconvenience for users creating their own authentication, if needing to export or share separate files to validate signature.)
- D-Signatures work more efficiently when combined with a separate "Signature Management" Service.
- Use of d-Signatures is anticipated to become more prevalent over coming years.

How to 'PRINT' to a PDF File

It is important to know this simple technique. Even some experienced users are unaware of this.

This simple process creates a file in PDF format. The process has several useful purposes, including converting any printable file (e.g. web pages, images, e-Mail, Word or Excel files) to PDF format.

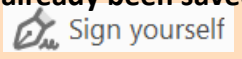
When applied to a PDF document, 'PRINT to PDF' technique will create an **output PDF that differs** as follows:

- Fillable field data will be preserved but fields become no longer 'fillable'.
- Basic e-signatures can be added using 'Fill & Sign' tool.
  - Important when adding multiple e-signatures.
    - A document with e-signatures, when 'Saved', would otherwise accept no more signatures.
    - This technique renews the ability to add other e-signature(s), text and some markup symbols.
- File size can change (sometimes significantly).
  - File size may be reduced, particularly if the original PDF contains inserted photos.
  - Sometimes file size may be increased. E.g. if original PDF is simple text.
- Note: This process accomplishes what is sometimes called 'flattening' a PDF document.

HERE ARE THE BASIC STEPS to 'PRINT' to a PDF File:

- **From "File" menu select "Print".**
  - **Windows 10 systems: Select "Microsoft Print to PDF"**
  - **Apple Mac systems: Select "Save as PDF"**
    - **If not a printer choice:**
    - **In Print Window click "Printer" near lower left corner**
    - **(If an Adobe dialog Window appears, check "do not show this again" and click "Yes" to continue)**
    - **In the lower left, click on the PDF pull-down and select "Save as PDF"**
- **Optional: Add "-p" to the output file name to show it was 'printed'.**

As noted above, this process may be necessary to enable adding another basic e-signature to a document containing other basic e-signatures which has already been saved.

- **If using the 'Fill & Sign' tool and** 

is no longer visible, do this:
  - Follow the **'PRINT' to PDF file** steps above**.**
  - Open the 'printed' file just created.
  - The 'Fill & Sign' tool should now include the following options:
    - "Ab text" (useful for keying in a signature date, if needed)
    - "Sign yourself" allows removing or adding a basic electronic signature
      - Once created, (if the "save signature box is checked") a signature can be applied multiple times until removed.

PLEASE NOTE!

The 'PRINT' to PDF file technique is not appropriate for PDF documents with digital signatures. Digital signatures are authenticated signatures that are applied by directly clicking on a signature field with a signature flag:



Digital signatures are invalidated using 'Print' to PDF.