



# CENTRAL STATES ROTARY YOUTH EXCHANGE PROGRAM, INC.

SERVING 18 DISTRICTS IN ILLINOIS, INDIANA, MICHIGAN, MINNESOTA,  
NORTH DAKOTA, WISCONSIN AND ONTARIO, CANADA  
5580, 6220, 6250, 6270, 6290, 6310, 6330, 6360, 6400,  
6420, 6440, 6450, 6460, 6490, 6510, 6540 6560, 6580



## CLUB PROCEDURES FOR COMPLETING PAPERS FOR INBOUND STUDENTS HOSTED IN THE UNITED STATES

The STUDENT INFORMATION SHEET is a Central States form to provide the necessary information to the responsible officer, to issue the DS-2019, Visa Eligibility Form, which students must use this to apply to the nearest U.S. Consulate to obtain a visa to come here. Remember it can take several weeks for the papers to get to the student then 6 to 8 weeks for students to get an appointment to get their visa once you have completed the paperwork. Be certain to show the **YEO & YEC that will actually be assigned** to this student that may not be the people currently in that position.

Completed papers are considered overdue if they are not received **within 45** days after they are sent out by the Central States correspondent to the host district. **Do not show a host family that has no intention of hosting**, fill that in only if the host family has agreed to host. The host family, the YEO and the club counselor must be three different people.

**IMPORTANT REMINDER:** Be sure conduct an in-home interview of all members resident in the host home.. This is a requirement of the regulations of the Department of state where it says: “Sponsors shall conduct an in-person interview with all family members residing in the home” Also required are pictures of the exterior and grounds, kitchen, students bedroom, bathroom, and family or living room. **This in-home interview is to take place regardless of whether a member of the host family is a fellow Rotarian or the family has hosted before.**

We need four copies of the guarantee form completed, each with **original signatures** in **BLUE INK** by the Rotary club and school official, one copy of the school enrollment form. and two copies of the student info sheet.. Also, fill in the amount of the allowance (currently \$75.00 USD). Please be sure all information including airport, allowance, and school name is entered on all copies of the guarantee forms.

If for some reason you mess up the forms or don't receive enough guarantee forms you can download our guarantee form and use that, the top portion can be completed when it gets to the student.

Be sure the city and state is specified where the airport of arrival is located, not the local name of the airport. For example use Milwaukee, WI not Mitchell Field; Chicago, IL not O'Hare; use Saginaw, MI not Tri-city Airport. The schedules used by travel agents overseas will list airports by the city name.

When completed send the papers back to your inbound coordinator.

**BE SURE TO REFER TO THE HOST CLUB SEQUENCE FORM.**

**All forms can be downloaded from our website [www.csrye.org](http://www.csrye.org)**

**If papers are sent by express mail be sure to sign the form authorizing the postman to deliver without anyone having to sign for them. If you forget you will delay the delivery by at least 3 days or you may get them back.**