



Student one: \_\_\_\_\_

Grid of boxes for student one's ID number

New IEC Applicant:  Yes  No

Student two: \_\_\_\_\_

Grid of boxes for student two's ID number

Host Family/International Exchange Coordinator Application

This application is designed for families/individuals who are interested in becoming involved with EF Foundation as either a host family or an International Exchange Coordinator (IEC). Because all IECs must be qualified to host an exchange student on a short-term basis in emergency situations, IECs are required to fill out this entire four page application in addition to the IEC specific information found at the end of this application.

APPLICANT INFORMATION

Mr.  Mrs.  Ms.  Miss  Dr.

Name: First \_\_\_\_\_ Last \_\_\_\_\_

Occupation \_\_\_\_\_

Date of birth (MM-DD-YYYY) \_\_\_\_\_ Gender  M  F

Work phone \_\_\_\_\_

Work fax \_\_\_\_\_

Cell phone \_\_\_\_\_

Mr.  Mrs.  Ms.  Miss  Dr.

Name: First \_\_\_\_\_ Last \_\_\_\_\_

Occupation \_\_\_\_\_

Date of birth (MM-DD-YYYY) \_\_\_\_\_ Gender  M  F

Work phone \_\_\_\_\_

Work fax \_\_\_\_\_

Cell phone \_\_\_\_\_

OTHER HOUSEHOLD/FAMILY MEMBERS

Note: Any individuals staying in the home full-time or part-time must be listed. Please note that this includes college-aged children, grandparents, boarders/tenants, etc. If you have more than four family members, please indicate that below, and continue on an additional sheet.

Table with columns: First name, Last name, Occupation / or school grade, Date of birth (dd-mm-yyyy), Gender, Live at home? (Yes/No)

Marital status of host parent(s)  Married  Separated  Divorced  Single  Widowed  Living together

ADDRESS

Mailing address:

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone: (\_\_\_\_\_) \_\_\_\_\_

Cell phone: (\_\_\_\_\_) \_\_\_\_\_

Home fax: (\_\_\_\_\_) \_\_\_\_\_

Delivery address for packages (cannot be a P.O. Box):

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Email address (es) \_\_\_\_\_

Which airport is most convenient to your home? \_\_\_\_\_

HOSTING EXPERIENCE

Please tell us how and when you first learned about EF Foundation for Foreign Study. Date: \_\_\_\_\_ Source: \_\_\_\_\_

Have you hosted an exchange student before?  Yes  No

If you answered "Yes," please indicate which program you hosted through and when: \_\_\_\_\_

COMMUNITY INFORMATION

How long have you lived in your community? \_\_\_\_\_

What is the population of your community?

Under 500  500 - 5,000  5,000 - 10,000  10,000 - 50,000  50,000 - 100,000  Over 100,000

How would you describe the area in which you live?  Urban  Suburban  In a town  Outside a town  Rural

## HOST FAMILY GENERAL INFORMATION

Would your exchange student have to share a room?  Yes  No If yes, with whom? \_\_\_\_\_ Age: \_\_\_\_\_

Do you have pets?  Yes  No *If yes, what kind?* \_\_\_\_\_

Do your pets live:  Inside  Outside  Both

Would your family be willing to host a student who has an allergy to pets, fur or hair?  Yes  No

What is your family's religious affiliation? \_\_\_\_\_

Would you host a student of a different religion?  Yes  No  Yes, if he/she were of our faith but a different denomination

How frequently do you attend religious services?  Never  Occasionally  Monthly  Weekly  More than once a week

Would you prefer your student to attend religious services with your family? Please note: Students cannot be required to attend services should this conflict with their own religious or personal beliefs.  Yes  No  Occasionally  No preference

Please indicate if any member of your family follows any special diet:  Vegetarian  Diabetic  Kosher  Other \_\_\_\_\_

Would your family be willing to host a student who is a vegetarian?  Yes  No

Would your family be willing to host a student who has a food allergy?  Yes  No

Do any members of your household smoke?  Yes  No  Infrequently  Only outside of the house

Would your family be willing to host a student who smoked?  Yes  No  Only if the smoking were kept outside of the house

What languages, other than English, are spoken in your home? \_\_\_\_\_

What experience have any family members had with other cultures? \_\_\_\_\_

Does any member of your household have any physical or mental condition that your student should be made aware of?  Yes  No

*If yes, please explain.* \_\_\_\_\_

Please check the activities that your family enjoys.

### Cultural Events

- Museums
- Music/concerts
- Theater

### Family activities

- Board games
- Church activities
- Eating out
- Movies
- Visiting relatives
- Watching TV

### Hobbies

- Photography
- Gardening
- Woodwork
- Sewing/knitting
- Artwork
- Cooking
- Computers
- Community events
- Writing
- Volunteering

### Music

- Piano
- Guitar
- School orchestra
- School band

### Water sports

- Swimming
- Sailing
- Water skiing
- Rafting
- Canoeing

### Sports

- Baseball
- Basketball
- Football
- Golf
- Hockey
- Skiing
- Snowboarding
- Soccer
- Tennis
- Volleyball

### Outdoor activities

- Camping
- Hiking
- Cycling
- Running
- Hunting
- Horseback riding
- Fishing
- Other \_\_\_\_\_
- Other \_\_\_\_\_

Name of high school your student would attend: \_\_\_\_\_ Approximate number of students: \_\_\_\_\_

## SHORT-ANSWER QUESTIONS

Please describe, briefly, the personality and interests of each member of your family. \_\_\_\_\_

How are family responsibilities handled? (Discuss household chores, transportation arrangements, family activities, preparing meals, etc.) \_\_\_\_\_

What level of participation would you expect from your exchange student in these areas? \_\_\_\_\_

Describe your home or apartment. \_\_\_\_\_

Describe your neighborhood and town. What cultural/leisure activities are available? \_\_\_\_\_

Is public transportation readily available? How do teenagers get around? Are you prepared to provide additional transportation for your exchange student? \_\_\_\_\_

Describe the high school your exchange student will attend (size, location, transportation, distance, clubs). \_\_\_\_\_

If you have children, how do they feel about having an exchange student live with your family? If they are old enough, your children may complete this section themselves. \_\_\_\_\_

Please explain to what degree you feel you are prepared for the emotional and financial demands involved in hosting an exchange student. \_\_\_\_\_

What qualities of your family life would you most like to share with an exchange student? \_\_\_\_\_

What expectations do you have of your exchange student regarding schoolwork, home and family responsibilities, friends and activities? \_\_\_\_\_

What experience do you and your family have volunteering or working with teenagers outside of your home? \_\_\_\_\_

Why do you want to become involved with cultural exchange? \_\_\_\_\_

### HOST FAMILY SCREENING INFORMATION

*In addition to evaluating the information provided in this application and collected from references, EF Foundation is required to run criminal background checks on all household members 18 and over. An additional criminal background check authorization form will be provided to you, and/or you may have the opportunity to authorize the check through an online portal.*

Has any person living in your household ever been convicted for any offense other than a minor traffic violation? (Note: A DUI conviction is not considered a traffic violation).  Yes  No

Has the Department of Youth Services (or its equivalent) ever made a finding against a member of your household?  Yes  No

Does anyone in your family have a history of alcohol, drug or sexual abuse?  Yes  No

If you answered yes to any of the above questions, please provide further information: \_\_\_\_\_

*Host Families are required to submit photos of the Host Home during the application process. We require recent photos of the following spaces: student's bedroom; bathroom to be used by the student; kitchen area; common area (eg: family room) and exterior of the home. The photos should reflect the current appearance of the home. Please note that these photos are not shared with the student. You can attach the photos to your application, email them to our office (foundation.photos@ef.com) or submit them electronically at: <http://apps.effoundation.org>. You may also request that your IEC take photos of your home and submit them to our office on your behalf.*

Please indicate who will be submitting the photos:  IEC  Host Family Applicant

If you, as the host family applicant, will be submitting the photos, please indicate how you will provide the pictures:

Online Portal (<http://apps.effoundation.org>)  Email to Boston Office (foundation.photos@ef.com)  Attached to this application

*Please list the name and contact information for professional and personal references below. These individuals cannot be relatives of yours, nor affiliated with EF Foundation. They must live in or near your community. Please note that at least one reference (professional or personal) must have been in your home.*

**Professional Reference:** This reference may be a past or present colleague from a work or volunteer experience or be acquainted with the applicant(s) in a professional capacity.

Name \_\_\_\_\_ Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_ Relationship \_\_\_\_\_

**Personal Reference:** Hosting Applicants must provide one personal reference, IEC applicants are required to provide two.

Name \_\_\_\_\_ Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_ Relationship \_\_\_\_\_

I/we hereby certify that the information given on pages 1-3 of this form is true and complete to the best of my/our knowledge. I/we understand that if accepted as an EF Foundation host family, some of the information contained in this application will be forwarded to my/our exchange student and shared with our IEC/RC.

Signature of host parent \_\_\_\_\_ Date \_\_\_\_\_

Signature of host parent (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

*Please read and complete information given on page 4*

Student name \_\_\_\_\_

Student number

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**HOST FAMILY GUIDELINES AND EXPECTATIONS:**

**As an EF Foundation Host Family I acknowledge the following:**

- I understand that hosting does not implicate any type of legal guardianship or similar relationship with our student. EF Foundation takes responsibility for the student while in the United States and the student’s natural parents retain legal guardianship for the student.
- I will provide my student with room and board. The student’s room should include a bed, storage for clothing and allow for privacy. If the student will share a room with a child 12 years old or under, I understand that the student’s approval must be obtained.
- I will provide or help arrange for transportation to and from school and reasonable extracurricular activities. A student’s ability to drive or get a drivers’ license is at the discretion of the host family and natural family. If I enable my student to drive I understand that he/she must be covered under a car insurance policy. The student is responsible for the extra cost of insurance. I understand that should I include the student under my own insurance policy, I am assuming this responsibility at my own risk and can be held responsible for the payment of deductibles, premium increases and other fees.
- I understand that my student has been raised in a family and culture different than my own and I will work to resolve misunderstandings and problems as they occur. I understand that both host families and students are asked to be respectful of one another when discussing such misunderstandings. I agree to contact my IEC or other EF Foundation staff immediately should concerns arise. I also agree to limit my communication about private student issues to those parties who can assist in the resolution of the situation (such as the IEC, RC, Boston office and school).
- I will contact my IEC in case of any emergency involving my student. If I am unable to reach my IEC I will contact either the Regional Coordinator or EF Foundation’s Boston office at 1-800-44-SHARE. I will also notify the IEC if I plan on taking our student out of town for more than an overnight stay and will provide him/her with information on where the student may be contacted in case of an emergency.
- I have reviewed and acknowledge the EF Foundation Rules and Regulations (in the student dossier) that students must sign which outline what is expected of an EF Foundation Exchange Student. To best prepare for my student’s arrival I will review the EF Foundation Host Family Handbook and attend the Host Family Orientation. I understand that my student is required to attend the local Welcome and Re-Entry Orientations and will work with my IEC to ensure my student’s participation.
- Exchange students enjoy being treated as part of the family and it is reasonable to assign certain rules and daily chores. I understand, however, that students cannot act as regular baby-sitters or nannies.
- To avoid adjustment issues and homesickness EF Foundation discourages visitors from a student’s home country before the end of the exchange year. I will notify my IEC if my student plans to have visitors travel to my community. I also understand that I am not expected to house any of my student’s visitors.
- International exchange is about the sharing of different beliefs and ideas. As such, I will respect my student’s political and religious beliefs as we expect them to respect our own. While students are encouraged to attend family and community activities, I understand that they may not be coerced into attending or observing worship services should this violate their own religious or personal beliefs.
- I understand that under no circumstances may I borrow or accept money from my student nor will we lend money to my student. Co-signing on a bank account with my student is only permitted after receiving written authorization from my student’s natural family.
- I will give EF Foundation two weeks notice if our student needs to be moved except in cases of an unanticipated emergency. I understand that students who move usually stay within the community to avoid disruption in the academic component of the program.
- EF Foundation students purchase mandatory health insurance. I understand that students and their natural parents are responsible for any costs not covered by insurance (including property damage or medical and dental costs) as well as for phone bills, student spending money, tuition or specialized academic fees.
- I agree to notify my IEC if there are changes to my initial application (members of the household change, if I move, if telephone numbers change, etc.). I also certify that all information regarding any criminal history, history of drug/alcohol or sexual abuse (including any cases investigated by the Department of Social Services) or the like for any members of my household have been disclosed on this Host Family Application. If any such issues arise during the course of the exchange, I agree to inform EF Foundation immediately. I also understand that all household members 18 and over must submit to a criminal background check.
- I acknowledge that EF Foundation does not facilitate placements based on student athletic ability or opportunity to participate on a school, club or community sports team. I certify that I have not been encouraged to host a student with a particular athletic ability by any school or coaching official. While some students may have the opportunity to participate on athletic teams, I certify that my sole motivation for hosting is cultural exchange, and I acknowledge that I have no intent to facilitate special training or recruitment opportunities for my student.
- I certify that I am in no way related to the student I am hosting, by blood or marriage or through distant genealogical ties. The U.S. State Department bars J-1 Exchange Visitors from being hosted by any relative.

If I am an active EF Foundation IEC, in addition to the guidelines listed above, I acknowledge the following: The student I host must be supervised by another IEC within 120 miles of my home. I understand that my student is entitled to the same level of objective supervision as any other EF Foundation student.

Host parent signature \_\_\_\_\_

Date \_\_\_\_\_

Second host parent’s signature (if applicable) \_\_\_\_\_

Date \_\_\_\_\_