



## HOW TO SET UP AN EXCHANGE

**Please note:** The steps below outline what is involved in setting up an exchange. Keep this document in a safe place and keep track of where you are at with organising your exchange.

BLUE = steps for YOU to complete

**It can take between 6 – 9 months to set up an exchange**

1. You complete the **Raphael House Exchange Application form** and **police vetting request** and send it to the International Student Coordinator (Irja) – *note that police vetting needs to be done for all people living in your household over 18*  
 Date: \_\_\_\_\_
2. **Raphael House** will assess your application documents and a recommendation will be formed by the teaching body on your suitability for an exchange. A final decision will be made by The Principal and Board taking all available information into account.
3. The **Raphael House Homestay Coordinator visits you in your home** (homestay interview, looking at room and house, signing of **Residential Caregiver Agreement**, making sure police vetting has been completed)
4. **You find an exchange partner** (As a first step, write a profile about yourself. Include information about your family&friends, sports/hobbies, where you live/your house, your school and your motivation for going on an exchange. The Student Coordinator/Irja assists with finding an exchange partner by e-mailing our partner schools and/or passing on e-mails of potential exchange partners)  
 Date: \_\_\_\_\_

**Please note:** We need to have an **MOU with all our partner schools** - *If we do not have an agreement with the school, then we have to get Ministry approval for the exchange to proceed (for this an application has to be made which involves both schools signing a Memorandum of Understanding, outlining the terms of the exchange. Note that this is only done in exceptional circumstances, i.e. prior relationship between the families/relatives attending the exchange school and can take up the 3 months.*

5. **You get in touch by e-mail** with the exchange partner abroad

Date: \_\_\_\_\_

6. **You organise some video conferencing sessions (Zoom, Facetime etc.) and e-mail exchanges** between your family and the host family. If you think the exchange partner is a good match after initial email contact, you need to get to know the family. Most families have good English. It is important to go through the points on the *Exchange Programme Guide for Parents* and agree on additional costs (i.e. camps – please note that we will ask you for a donation of NZ\$380 per camp).

Date: \_\_\_\_\_



7. You e-mail the International Student Coordinator once you have made a decision about **whether** you are happy to set up an exchange with the student. Provide preliminary information about exchange dates.

Date: \_\_\_\_\_

8. **Raphael House** sends out our **application form** and requests required documents of exchange student and receives application documents from them.

9. **You** complete the exchange school's application form (if applicable). Raphael House assists with sending **students' reports and references** to exchange school.

Date: \_\_\_\_\_

Raphael House checks exchange student's reports and references from overseas.

10. **Raphael House liaises with teacher/International Coordinator at the partner school: time slots are discussed and agreed upon.**

Date: \_\_\_\_\_

11. **Raphael House sends Offer of Place letter** to exchange family.

12. **The partner school sends an acceptance letter** (required for visa application).

13. **You make enquiries about a visa.** This can take time and effort!

**Note:** For details on visa requirements, check the German/Austrian/Japanese Embassy's website and follow their instructions carefully

→ If your exchange is under 3 months, no visa is required if you are travelling on a NZ passport.

→ If your exchange is over 3 months (Germany and Austria only), you will have to apply for a visa:

**Germany:** It is recommended that you apply for your visa **in Germany** (within the first three months of your stay).

**Austria:** You will have to travel to Auckland to get your visa.

Date: \_\_\_\_\_

14. **You book flight tickets and buy travel/medical insurance** - make sure to check about COVID regulations

Date: \_\_\_\_\_

15. **You send a copy of the following documents to the International Student Coordinator:**

- flight schedule
- passport
- travel/medical insurance
- completed *Exchange Programme Guide for Parents*

Date: \_\_\_\_\_