



ROTARY INTERNATIONAL

ROTARY YOUTH EXCHANGE AUSTRALIA



Notes for completion of Rotary Youth Exchange Australia LTEP Application Form

The application is not to be handwritten and in some countries will not be accepted if it is. This version is in a Writeable PDF Format. To use it, save to the hard drive. It can then be part completed and saved at any time. Adobe Writer (not Adobe Reader) is required to do this. If a user does not have Adobe Writer an evaluation copy can be downloaded from www.adobe.com and used.

For districts the most effective way of using this form is to email it to the successful applicant so as it can be completed. That enables important information about the district and sponsor club to be inserted beforehand. An address and contact for submission of the completed form can be included on the cover page. That provides the name and address for the school to return the student's Confidential Report to.

Section A, page 1, parts 1 & 2; should be completed by the applicant first and if necessary the Medical and Dental Report pages can then be used whilst the rest of the form is being completed. All of the personal and contact information will auto-fill throughout the form where necessary.

Section A, page 1, part 3; District to complete before forwarding the form to the applicant.

Section E, part C; Insert relevant contact details.

Depending on the district's requirements, three or four copies of the completed form are then printed prior to signatures.

Additional comment about the Guarantee Form; copy Section F to the back of Section E. That way the whole form is on one sheet and won't get separated

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