



Academic Foundation *for* International Cultural Exchange

National Office

7242 La Jolla Blvd, La Jolla, CA 92037

Telephone: (858) 455-0302 Fax: (858) 455-0335

Host Family Application Instructions

Thank you for your interest in becoming a host family for one of AFICE's international students. In order for you to be eligible to view student information, the U.S. Department of State requires all exchange programs to screen potential host families in advance of releasing student information.

- 1) Please fill out the five pages of the main AFICE Host Family Application as fully as possible.
- 2) Fill out the Background Check Information page.
- 3) Finally, please digitally sign the Host Family Agreement page. Please note that digital signatures are as legally binding as any physical signature.

When complete, please save the application (it's best to have your family name somewhere in the file name) and return them to AFICE. You may email the completed form to your local Community Representative or direct to our national office via the dedicated Host Family application address –

host.apps@afice.org

We are grateful for your consideration of hosting an AFICE student and we welcome you to the AFICE family!



Community Rep _____

Airport City/Code _____

HOST FAMILY APPLICATION

Academic Foundation *for* International Cultural Exchange

(ELECTRONICALLY FILLABLE. PRINT OUT AND SIGN WHEN COMPLETE.)

Parent 1 Name _____ **Birth Date** _____
Last Name First Name Middle Name MM DD YY

Personal Email: _____

Employer: _____ Occupation (Title) _____

Work Tel: _____ Work Email: _____

Parent 2 Name _____ **Birth Date** _____
Last Name First Name Middle Name MM DD YY

Personal Email: _____

Employer: _____ Occupation (Title) _____

Work Tel: _____ Work Email: _____

Physical Address _____ _____ City _____ ST _____ Zip _____	Mailing Address _____ _____ City _____ ST _____ Zip _____
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Home Phone: _____

e-Mail: _____

Emergency Tel: _____

Home Fax: _____

Parents are: Married Divorced Separated Widowed Single Other

Children in the Family (also indicate those not living at home)

Name	Date of Birth	Sex	At Home ?	If NO, where?
_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	_____
_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	_____
_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	_____
_____	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	_____

Are there any others living in your home other than yourself, your spouse and children? YES NO

If YES, please list, including full names and ages of all such persons: _____

Local High School Exchange Student Will Attend:	Principal: _____
Name _____	School Start Date: _____ End: _____
Address _____	Distance school is from home _____
_____	How will student get to school? _____
Phone: _____	Fax: _____

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Has anyone in your family ever been involved with drugs? If so, Please explain:

What animals do you have in your home or on your property? _____

Does any family member have a serious or chronic illness, disability, nervous or mental disorder, or has there been major surgery for a condition which might recur? Yes No If so, please explain:

Smoker: **Father:** Yes No **Mother:** Yes No **Children:** Yes No

We Live: in a rural area in a town (5K – 50K) in a small city (50K - 250K) in or near a large city (over 250K)

Is your home the site of a functioning business (e.g., daycare or farm)? Yes No

If YES, please explain:

Please provide a brief description of the town or city you live in:

Population of community: _____ City or town website: _____

Nearest Major City (incl. distance and population): _____

What points of interest are near your area (parks, museums, historical sites, attractions, etc.)?

Nearest airport (incl. distance and airport code): _____

List areas near your neighborhood that should be avoided (or put "None" if none exist):

Please briefly describe your home:

Describe primary rooms (kitchen, living, family) and bedrooms:

Number of bathrooms in home: _____

Will the student have his/her own room? Yes No (*Sharing a room is fine, but the student must have his/her own bed.*)

If no, who will the student share a room with? _____

Describe the exchange student's room:

Describe any amenities the student may have access to:

Who will be the main companion(s) of your student? _____ Does this person work? _____

Who will be spending time with your student during the working hours? _____

What are your expectations regarding the responsibilities and behavior of the student (such as homework, household chores, curfew (both school night and weekend), access to refrigerator and food, computer/internet/email/phone, etc.)?

Religious affiliation: Please check the appropriate spaces.

Catholic Jewish Protestant None Other, please specify _____

Our Family attends: Regularly Occasionally Rarely

Would any member of the household have difficulty hosting a student whose religious beliefs were different from their own? Yes No

Please note: A host family may want their exchange student to attend one or more religious services with the family. However, the exchange student cannot be required to do so though they may decide to experience this facet of US culture at their own discretion.

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Do you feel you and your family can welcome your student as a family member and not a guest? Yes No

Do you feel you and your family can uphold all the rules of AFICE and insure that your student does so? Yes No

Please list any special comments you would like to share with a student before being placed in your home

Why does your family want to host a student and what do you expect to take away from the experience?

What is your student preference? Male Female Either

If we are unable to fulfill your preference, would you still be willing to host a student? Yes No

Would your family consider hosting two students? Yes No

Would your family also consider hosting a student in transition as a Welcome Family? Yes No

Closest relative or friend not living with you:

Name _____

Address _____

Telephone _____ Relationship _____

Family References:

Please supply the following required references who know your family very well. They could include friends, neighbors, employment supervisor, clergy, a teacher, or other professionals. Relatives are **NOT** accepted as references.

1. Name _____ Phone _____

Relationship _____

2. Name _____ Phone _____

Relationship _____

3. Name _____ Phone _____

Relationship _____

4. Name _____ Phone _____

Relationship _____

Do you know of anyone (friend, neighbor or relative) who may be interested in hosting? Yes No

If yes, Please indicate their name(s) and phone number(s) below:

Name _____ Phone _____

Name _____ Phone _____

Previous participation in exchange programs

As a host family? Yes No Organization? _____ Year? _____

Student's Name _____ Country _____

How did you hear about AFICE?

Newspaper: Article Photo Classified section Radio Television Church Friend
 School AFICE Representative (Name) _____
 Personal contact with an exchange student Magazine (Name of publication) _____
 Other _____

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Department of State required information, part I

Beginning with the 2011-12 Academic Year Cycle, the United States Department of State requires all exchange programs to obtain certain information in addition to the questions you have already answered. This information must be collected by AFICE in order for us to qualify you as a Host Family.

Financial resources

- a) Combined Average Annual Income Range (The income data collected will be used solely for the purposes of ensuring that the basic needs of the exchange students can be met, including three quality meals and transportation to and from school activities.):
 Less than \$25,000; \$25,000 to \$50,000; \$50,000 to \$75,000; \$75,000 and above.
- b) Does anyone in the home receive any kind of public assistance (government subsidies for food or housing based on financial need)? YES NO If YES, please explain: _____
- c) What personal expenses do you expect to be covered by the student? Examples include clothing, personal electronic items, hot school lunches (only applicable if the host family offers a sack lunch from home and the student prefers to eat school-prepared food – host family may not require student to only eat school lunch at the student's expense), outside entertainment (movies, amusement parks, etc.). Please list:

Diet

- a) Does anyone in the home follow any dietary restrictions? YES NO If YES, please explain:

- b) Do you expect the exchange student to follow any dietary restrictions? YES NO
If YES, please explain: _____
- c) Would you feel comfortable hosting a student who follows a particular dietary restriction? YES NO
- d) Will you provide three square meals, daily, to the exchange student? YES NO

School

- a) Would you provide special transportation for extracurricular activities after school or in the evenings, if required?
 YES NO
If applicable, please list which of your family's children attend the school in which the exchange student will be attending: _____
- c) If applicable, please list sports, clubs, or activities, if any, your child(ren) participate(s) in at the school:

- d) Does any member of your household work for the high school in a coaching, teaching, or administrative capacity?
 YES NO
- e) Has any member of your household had contact with a school coach regarding the hosting of an exchange student with particular athletic capability? YES NO If YES, please describe the contact and sport:

Other

- a) Has any member of your household ever been convicted of any crime? YES NO If YES, please explain:

- b) Please list the utilities (water, gas, electric, cable or satellite TV) at your home:

- c) What is the primary language spoken in your home? _____

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Department of State required information, part II

Please provide the following information for each person living in the host home, regardless of age: Level of education, profession, interests (including activities and/or sports), community involvement, relevant behavioral or other characteristics that could affect (positively or negatively) the successful integration of the exchange student into your home. Naturally, some of these items will not apply to children, but please provide any information that may be applicable.

List each person's name and current age followed by the information requested above:

Household Member 1:

Household Member 2:

Household Member 3:

Household Member 4:

Household Member 5:

Household Member 6:

Household Member 7:

Household Member 8:



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BACKGROUND CHECK INFO SHEET

The U.S. Department of State requires all adults in the host home to be screened via a recognized company that provides background check services. AFICE currently uses ClearStar, a leader in national background checks. In order to protect your personal information, AFICE does not collect your Social Security Number. Instead, we provide you with an emailed link to the ScreenMeNow service from ClearStar where you will enter your information directly. Naturally, as a national background check facility, there's no worry about providing them with your SSN as they already have SSNs for everyone in the country!

In order to provide you with the link, we will need the names and email addresses of each adult living in the host home:

Name

Email

_____	_____
_____	_____
_____	_____
_____	_____

Additionally, we will need the names and email addresses for anyone currently living in the host home who will turn 18 during the time the exchange student is living in the home, along with the date that person will turn 18:

Name

Email

Date of adulthood

_____	_____	_____
_____	_____	_____
_____	_____	_____

Please save this document when complete and email to AFICE. Thank you.



HOST FAMILY AGREEMENT

We the undersigned hereby apply to Academic Foundation for International Cultural Exchange (AFICE) for selection as an AFICE Host Family for the purpose of hosting an international exchange student in our home. We acknowledge that our final selection as a Host Family is not guaranteed but is contingent upon (1) AFICE's decision as to our suitability to serve as a Host Family, and (2) the written acceptance of the exchange student by a local high school. We also understand that hosting an international exchange student in our home is done on a strictly voluntary basis and as such, we acknowledge that we have adequate financial resources to undertake this responsibility.

Before selecting us as a Host Family, AFICE will consult with us and obtain our approval with respect to the exchange student whom it proposes to place with us.

If selected as a Host Family, we agree to:

1. Participate in AFICE's orientation programs for Host Families and follow AFICE's instructions and guidelines regarding the care of exchange students.
2. Assist in the observance and enforcement of AFICE Rules and Regulations for Exchange Students.
3. Communicate promptly to AFICE information or change of circumstance concerning the exchange student or our family that may affect the well-being of the student or the success of the exchange experience;
4. Abide by AFICE's final decisions concerning (a) the family and school placement of exchange students, including the length of time they remain; (b) the application or enforcement of AFICE's Rules and Regulations for Exchange Students; and (c) the exchange student's arrival and departure time from the United States.
5. Abide by regulations requiring exchange students not to have a joint or shared bank account with a host family member, since such a bank account is for the student's personal use.
6. Observe requirements for exchange students to use pre-paid calling cards or collect calling for long distance phone calls; and
7. Otherwise cooperate with any other AFICE request or decision that in AFICE's opinion is necessary to ensure or enhance the well-being of the exchange student or the success of the exchange experience.
8. Abide by all AFICE rules and decisions, and we realize that failure to do so can cause a student to be removed from a family and returned to his/her home country.

We understand that we are obligating ourselves to care for a teenager. We understand the nature of this commitment, and will not suddenly change our minds about hosting before or after our student arrives. Should any difficulties or misunderstandings arise during the exchange, we will not simply abandon or threaten to abandon our student, and we will work with our AFICE Community Representative and other AFICE personnel as needed to resolve any difficulties. Should it become necessary for our student to move from our home, we understand that such a move will likely not be immediate as finding and qualifying a new host family is usually not a fast process.

Lastly, we hereby acknowledge that we have received and read the AFICE Program Description prior to agreeing to host an AFICE exchange student.

Host Parent 1 Signature

Host Parent 2 Signature

Date

Once saved on your computer, please send as an attachment via email to host.apps@afice.org