

TIMELINE OF STUDENT EXCHANGES RECOMMENDED MONTHLY RESPONSIBILITIES

ONE YEAR OR MORE BEFORE TRAVEL:

Confirm with your Sister City the dates of your exchanges (inbound and/or outbound)
Investigate Airfare, Schedules and Prices, and Complete Deposit for Group Travel

TEN MONTHS BEFORE TRAVEL:

Interest Applications delivered to high school guidance counselor's office
Posters (Attention: 10th and 11th Graders) Information about Exchange
School Announcements
(Students have one month to complete and submit an Interest Application to TSCI or School Counselor;
*students must meet criteria based on GPA, attendance and behavior)

NINE MONTHS BEFORE TRAVEL:

Qualified students receive full application packet (detailed information, essay, and 2 letters of recommendation required)

EIGHT MONTHS BEFORE TRAVEL:

Completed applications due
Letters are mailed to qualified students to schedule interviews
Students call Sister City contact to schedule their respective interviews
Confirm Travel Dates with Air Carrier

SEVEN MONTHS BEFORE TRAVEL

Student interviews (20 minutes each)
Selection committee made of SCI and Community representatives
Acceptance, Waiting List or Rejection Letters mailed to all students who interviewed

SIX MONTHS BEFORE TRAVEL – UNTIL DEPARTURE - MONTHLY

Monthly preparation meetings before departure
Deposits, waivers, passports, insurance, additional travel requirements collected
Finalize payment for International Flights, Insurance, etc.
Suggest Gifts for Host Families
Communicate with Sister Cities about Host Families, Exchange Schedule, Emergency Contact Information

ONE TO TWO WEEKS BEFORE DEPARTURE

Meet with student delegates and family members to review all exchange plans, answer any questions

AFTER THE EXCHANGE

Reports Due from Students, Get-together to showcase experiences, stories, etc.

PREPARATION FOR RECIPROCAL EXCHANGE