Section 2
“Questions for a School to Consider”
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The following section is intended to provide a framework to guide in the planning of a successful foreign exchange student program in your school community. Recognizing that school communities often have unique characteristics and concerns, these questions will assist in developing a foreign exchange student policy that best suits your local environment.

Inbound Exchanges (Exchange Students Coming to the United States)

Application and Enrollment Process

1. Who is the designated person(s) in the school or district office who reviews applications of exchange students?

2. What information must be submitted to the school official with exchange student applications?

3. Is there a deadline for exchange student applications?

4. Who in the school or district offices must be provided with paperwork on accepted exchange students (e.g.: medical records, academic records, emergency contact information)?

5. Is there a limit to the number of exchange students in your school or school district to be accepted in a given year? Can exceptions to this limit be made, and if so, under what circumstances? (Such exceptions might include a transfer of an exchange student to that community or district when, as happens, there is need for transfer of a student to a host family in another community).

6. Are semester students or 12 month students allowed to enroll in addition to the 10 month academic year students?

7. Will the school enroll students for the second semester (in January)? How is the grade level for a student to be determined and will academic credit be offered to the students for the courses they are enrolled in?

School’s/District’s Requirements of Exchange Organizations

1. Are exchange organizations required by your school or district to be designated agencies registered by the Department of State for the issuance of J-1 visa applications? Are students with F-1 visas permitted to enroll?

2. Are the students traveling on an F-1 visa or a J-1 visa? If the student is traveling on an F-1 visa, is the school aware that they have taken on the total responsibility for that student (i.e. [we should provide more explanation here or else change it altogether])? Do school policies apply equally to students with F-1 and J-1 visas?

3. Are sponsoring exchange organizations required to be on the current year CSIET Advisory List?
Questions for a School to Consider

Inbound Exchanges (Exchange Students Coming to the United States) continued

School’s/District’s Requirements of Exchange Organizations continued

4. Does the administrator responsible for exchange students annually review the CSIET Standards by which exchange programs are approved to ensure proper compliance?

School’s/District’s Policies and Rules for Exchange Students

1. What are the policies with regard to student participation in graduation ceremonies or receipt of diploma?

2. What are the policies with regard to student participation in driver’s education? (Note that some exchange organizations do not permit participation of their students in driver’s education.)

3. What are the policies with regard to student participation in athletics and other school activities? (Contact state high school association for any relevant guidelines.)

Outbound Exchanges (Exchange Students Coming to the United States)

1. Does the school or district encourage U.S. students to participate in international exchange programs? How?

2. Does the school or district grant credit to U.S. students who participate in academic semester or year exchange?

3. Have you verified the student’s age and number of years of their school previously attended?