

ROTARY INTERNATIONAL D.2430 YOUTH EXCHANGE COMMITTEE

ROTARY YOUTH EXCHANGE PROGRAM (STEP)

EXPLANATIONS OF THE PRE-APPLICATION FORMS

Pre-application for the Rotary Youth Exchange Program (STEP) is done with the completion of 6 documents. Details about filling out and submitting forms are listed below.

DOCUMENT 1: APPLICATION FORM

All form must be filled on the computer and the signatures (wet signature) must be signed with the blue pen. The photograph taken in the last 6 months of the candidate should be in the exact place shown in the form. The requested information must be complete and accurate.

IMPORTANT: You can fill this document in writable PDF format on the computer, but if you do not have the required program on the computer, you cannot save the completed form, but you can print it. After filling all the fields, print it to avoid the refilling.

After the photos and wet signatures completed the form should be converted into a single file containing all pages (in pdf format). The name of the file must specify the candidate and the content. (i.e.: participant'snameandlastname -AF.pdf)

The printed copy must be printed in color and must be wet signed.

DOCUMENT 2: STEP COMMITMENT FORM

It should be filled by the participant and signed by the applicant and his/her parents, by the Club Presidents (both current and next term) and by the Club Youth Exchange Officer. (wet signature / blue ink)

The signed form should be scanned into a **single** file containing all pages (pdf format). The name of the file should have the name of the applicant and the content. (i.e.: participant'snameandlastname-commitment.pdf)

DOCUMENT 3: STEP TERMS AND CONDITIONS

It should be filled and signed by the applicant and his/her parents, by the Club Presidents (both current and next term) and by the Club Youth Exchange Officer. (wet signature / blue ink)

Signed form should be scanned into a **single** file containing all pages (pdf format). The name of the file should have the name of the applicant and the content. (i.e.: participant'snameandlastname-t&c.pdf)

DOCUMENT 4: ID CARD OR PASSPORT

Applicant's ID Card or passport must be scanned and saved in pdf format. (i.e.: participant'snameandlastname-IDcard.pdf). Both scanned and printed documents should be colored, not black and white.

DOCUMENT 5: CRIMINAL RECORD

Applicant's Criminal Record must be scanned and saved in pdf format. (i.e.: participant'snameandlastname-criminalrecord.pdf). The original copy should be sent in the hardcopy submission package.

DOCUMENT 6: BANK RECEIPT

The application fee for the program is 200USD and the payment receipt will be sent along with the other application forms. The bank information is below. The name (name and last name) of the applicant must be indicated in the payment statement. The bank receipt must be scanned and saved in pdf format. (i.e.:applicant'snameandlastname-bankreceipt.pdf).

Bank account information:

USD account name : Rotary 2430.Bölge Federasyonu

Currency: USD

Bank Name : Akbank

Bank Branch Name: Gimat

IBAN: TR76 0004 6006 3100 1000 0902 09

Applicant is responsible for completing all 6 documents. All documents have to be submitted **by the applicant at one time**. Documents cannot be submitted separately, in part by the applicant, and in part by the club. In order to be accepted as valid application, all 6 forms must be ACCURATE, COMPLETE and WET SIGNED.

After completion of the forms, one printed/wet signed copy of each document must be submitted to the Rotary 2430 District Office personally or by postal mail by **5:00 pm on 22 December 2022** at latest. Submission address is at the footer of the page. Digital copies should be e-mailed to step@rye2430.org on **29December2022** by **0:00am** at the latest. Digital submission should be a maximum of 2MB in size. (Total size for 6 documents).

Submissions must be done both in print and digital. A single submission is not accepted. Digital copies are used for submission purposes, while wet-signed hard copies are used for signature control and archiving for certification purposes.