

ROTARY YOUTH EXCHANGE (RYE) LONG TERM EXCHANGE PROGRAM (LTEP) APPLICATION FORM – TIPS FOR EFFECTIVE USE

(Notes: as of 2021-10-30)

The RYE Sponsor District determines how applications should be completed and submitted. This includes signature specifications, e.g. only ink on paper signatures; only “basic e-Signatures”; only d-Signatures or all possibilities. The Sponsor District also specifies how and where completed applications are submitted, e.g. paper originals/copies, electronic originals/copies or both.

NOTE: This form contains advanced features which are NOT SUPPORTED by any available browser. Do not attempt to complete any portion of this form using a browser. Use only Adobe Reader or Adobe Acrobat:



GOOD GOOD BAD BAD BAD BAD (We hope you get the idea)

This fillable electronic form is designed to facilitate high quality applications using either paper or electronic submission. Only two software products are needed to complete the LTEP application. These products are free to download and may be installed on most popular computers, laptops, tablets. Acrobat Reader can also operate on smartphones (with some limitations on d-Signatures).

Acrobat Reader ([DC is current version](#)) Used to enter form information and d-Signatures

PDFsam Basic ([v4.2.7 is current version](#)) Used to split PDF documents at page boundaries. With limitations it can also merge PDF documents into a single PDF (if required by your Sponsor District). If you already have full-featured PDF software such as Adobe Acrobat DC, you already have everything needed and the above products will be unnecessary. Otherwise you can click on the above links to download the software.

Follow Sponsor District Instructions - complete application with following basic steps:

- A. Using Acrobat Reader: Fill the LTEP application form Sections A, B, C-1 (add home phone only)**
- B. Using PDFsam Basic: Divide the application form into Separate PDF files for the following :
Sections A, B, C-1, C-2, D, E, F, G, H-1, H-2, P and CHECKLIST**
- C. Complete each of the remaining individual Sections (C-1 medical, D dental, H-1 school reference)**
- D. Obtain final signatures (C-1, E, G) –witness required for E and G.**
- E. Use check list to be sure all sections are completed (and signed as needed)**
- F. Submit per District Instructions (number of paper copies) and/or electronic copies.**

That is an outline of the process; perhaps, enough for those comfortable with technology. However...if you want a more detailed (step-by-step) explanation perhaps you will find answers to certain questions in the notes on following pages.

ROTARY YOUTH EXCHANGE (RYE) LONG TERM EXCHANGE PROGRAM (LTEP) APPLICATION FORM – TIPS FOR EFFECTIVE USE

SIGNATURES:

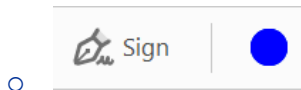
Signatures will not be the first thing to manage...but you should think ahead about signatures, now, because **each RYE District or Multi-District may have specific requirements about what kinds of signatures are acceptable.** Requirements may not be identical for all sections of your application. There are three main categories for signatures. Here is an overview of how each type is handled:

1. Ink on Paper. (Blue ink or any other color)

- **Skip the on-screen signature. Leave it empty (blank).**
- When ready for signature, print the application section on paper. (Use “actual size” or “100%” scaling)
- The signature(s) is/are applied with **ink on paper** (so-called “wet ink” original signature. Not pencil, not marker.)
- There may be more than one original paper copies specified by your district (sign each the same way).
- (If your district also requires an electronic copy of the application, the signed section can be scanned to produce an electronic copy.)

2. Basic e-Signature

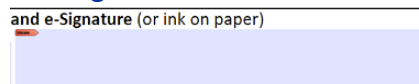
- **Skip the on-screen signature. Leave it empty (blank).**
- The signature(s) is/are applied with the “Fill & Sign” option in Acrobat (may be set to blue or other colors)



- (Ignore any blue shading over the signature. It will disappear later.)
 - **IMPORTANT: Use ‘Print to PDF’ rather than ‘Save as’ if there will be additional signers.**
 - See the following page for a detailed explanation of this important technique.
- Each person will add his/her own signature(s) and then save the document to send to the next signer
 - (With an e-mail copy to you)
- When all signatures have been collected, the section is complete
 - Some districts may allow combining “basic e-signatures” with scanned copies of ink signatures.

3. Digital Signature also called “d-Signature” (authenticated electronic signature)

- The “d-signature” (d-Sig) is a special type of “e-signature” which is more secure.



- Signer clicks the flagged signature space.
- Signer selects personal Digital ID (or creates a new one). Validate ID (password, biometric, etc.)
- The signed document must be returned or sent electronically.
- D-Signatures also require the signer’s registered Digital ID (public key) be available to anyone needing to validate the document. (No problem for published signature authorities; additional inconvenience for users creating their own authentication, if needing to export or share separate files to validate signature.)
- D-Signatures work more efficiently when combined with a separate “Signature Management” Service.
- Use of d-Signatures is anticipated to become more prevalent over coming years.

How to 'PRINT' to a PDF File

It is important to know this simple technique. Even some experienced users are unaware of this.

This simple process creates a file in PDF format. The process has several useful purposes, including converting any printable file (e.g. web pages, images, e-Mail, Word or Excel files) to PDF format.


When applied to a PDF document, 'PRINT to PDF' technique will create an **output PDF that differs** as follows:

- Fillable field data will be preserved but fields become no longer 'fillable'.
- Basic e-signatures can be added using 'Fill & Sign' tool.
 - Important when adding multiple e-signatures.
 - A document with e-signatures, when 'Saved', would otherwise accept no more signatures.
 - This technique renews the ability to add other e-signature(s), text and some markup symbols.
- File size can change (sometimes significantly).
 - File size may be reduced, particularly if the original PDF contains inserted photos.
 - Sometimes file size may be increased. E.g. if original PDF is simple text.
 - Note: This process accomplishes what is sometimes called 'flattening' a PDF document.

HERE ARE THE BASIC STEPS to 'PRINT' to a PDF File:

- From "File" menu select "Print".
 - Windows 10 systems: Select "Microsoft Print to PDF"
 - Apple Mac systems: Select "Save as PDF"
 - If not a printer choice:
 - In Print Window click "Printer" near lower left corner
 - (If an Adobe dialog Window appears, check "do not show this again" and click "Yes" to continue)
 - In the lower left, click on the PDF pull-down and select "Save as PDF"
- Optional: Add "-p" to the output file name to show it was 'printed'.

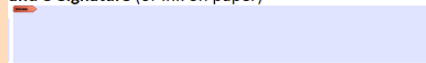
As noted above, this process may be necessary to enable adding another basic e-signature to a document containing other basic e-signatures which has already been saved.

- If using the 'Fill & Sign' tool and  Sign yourself is no longer visible, do this:
 - Follow the 'PRINT' to PDF file steps above.
 - Open the 'printed' file just created.
 - The 'Fill & Sign' tool should now include the following options:
 - "Ab text" (useful for keying in a signature date, if needed)
 - "Sign yourself" allows removing or adding a basic electronic signature
 - Once created, (if the "save signature box is checked") a signature can be applied multiple times until removed.

PLEASE NOTE!

The 'PRINT' to PDF file technique is not appropriate for PDF documents with digital signatures. Digital signatures are authenticated signatures that are applied by directly clicking on a signature field with a signature flag:

and e-Signature (or ink on paper)



e-Signature of Sponsor Club YE Officer

Michelle A Miller
Michelle A Miller (Aug 15, 2020 23:47 CDT)

Digital signatures are invalidated using 'Print' to PDF.

ROTARY YOUTH EXCHANGE (RYE) LONG TERM EXCHANGE PROGRAM (LTEP) APPLICATION FORM – TIPS FOR EFFECTIVE USE: PREPARATION

The RYE LTEP APPLICATION FORM is designed to organize required information with optimal quality for production of paper and/or electronic documents with four potential types of output:

1. **Paper Originals**, with specific pages bearing original signatures (ink on paper).
 - a. **Electronic copies**, with non-signature pages that are electronically generated without scanning.
2. **Electronic Originals** with specific Sections bearing original d-Signatures.
 - a. **Paper copies**, with paper printouts showing e-Signatures.

This “fillable form” behavior includes linking information to other sections of the form where the same information is needed. This avoids repeatedly entering the same information (e.g. Name, Date of Birth, Address and Phone). After initial information is entered, the individual sections of the form can be electronically divided into separate files for completion and/or signatures by third parties. Any sections with original signatures on paper can then be scanned.

Final submission of each **Paper Original** application will combine printed (never scanned) pages with other pages bearing original signatures (ink on paper). Any **electronic copies** will combine electronically generated (non-scanned) pages with scanned copies of signed pages to produce a single PDF file

Final submission of an **electronic application** will collect individual files (one PDF per Application Section) into a common “bundle”. The nature of the bundle will vary by Rotary District and might include:

1. Shared Folder (Created by Sponsoring District or Club) applicants to submit documents.
 - a. (e.g. Google Drive, DropBox, OneDrive, iCloud, pCloud, MEGA, etc.)
2. Same Folder may later be shared with selection committee members to access applications
3. Same folder may later be shared with exchange partners in other countries.
 - a. If exchange partners require applications as a single PDF, using a PDF Portfolio may be the best solution.
 - i. PDF Portfolio preparation requires the full version of Adobe Acrobat.
 - ii. This can be done by Rotary should not the responsibility of the applicant.

The completion of this application is the overall responsibility of the student applicant. Cooperation and assistance from parents/legal guardians or Sponsoring Club Rotarians may be needed to complete some portions. Applicants should review these tips promptly upon receipt and start planning ahead! Methodical completion of all steps as early as possible will enable everything to be done by the submission deadline (avoiding last-minute panic due to an overlooked detail).

Unless your Sponsor District has provided instructions regarding d-Signatures, leave them blank (and skip this):

1. **Using d-Signatures is optional.** (They may be used on some sections and not on others or not at all.)
 - a. To sign on paper, leave the d-Signature space empty and print on paper for a signature (to be signed in ink).
 - b. Each Section with original ink signature(s) is a **Paper Original** document.
 - c. To share **electronic copies**, pages with ink signatures must be scanned to create a new PDF showing a copy of the original signature.
2. **D-Signatures can be easy to use if document sharing is managed well. Do not attempt if not prepared.**
 - a. Click on the d-Signature space to apply your d-Signature
 - b. Confirm/Select the Digital ID you wish to use.
 - c. Enter your password (or other identity verification)
 - d. Save as an **Electronic Original** document.
 - e. Easier and faster than dealing with paper and ink...and scanning!

3. **The first time using a d-Signature there will be some simple steps to configure a Digital ID**
 - a. The simplest choice is to create a self-signed Digital ID (may later require export of public key).
 - b. Enter **Name** (as it should appear) and **E-mail**, then Save.
4. **Enter d-Signatures only after completing and verifying the information on the form or document.**
 - a. After the d-Signature is entered, applicable portions of the document will be locked.
 - b. Locked portions of the document become “read only” and cannot be changed.
 - i. To go back and change anything, clear the signature first
 - ii. “Right click” on the signature field and choose “clear signature”.
 - iii. You can clear only your own signature.
 - iv. Additions or changes are possible until the d-Signature is re-applied.
 - c. Other signatures can be added by other people.
 - d. Separate signatures can be entered from separate computers or smart phones
 - e. For witnessed signatures, be sure the witness can see signatures being applied.
 - f. Witnesses must sign last (for each block of witnessed signatures)
5. **It is recommended that all signatures on any individual Section be done the same way.**
 - a. (i.e. all d-Signatures or all ink on paper.)
 - b. Otherwise there must be both **Paper Original** and **Electronic Original** versions of the same section to preserve all original signatures for legal purposes.
6. **PDF documents with a d-Signature cannot be altered.**
 - a. Pertinent content cannot be changed (additional d-Signatures are allowed).
 - b. Pages cannot be added or removed.
 - i. Doing so invalidates any previously applied d-Signatures.

The following steps are offered as an efficient and effective use of this form using “fillable form” features for information clarity and consistency.

BEFORE PROCEEDING – PLEASE NOTE: Some parts of the application require completion by the following people:

- Section C: PHYSICIAN – Medical History and Physical Exam plus prescription and vaccination records.
- Section D: DENTIST – Dental evaluation and possible recommendation.
- Section H; SCHOOL – To provide
 - Official School Transcript
 - Confidential Secondary School Reference (sent to Sponsor District RYE officer, not returned to student)
- Sections E, G: SPONSORING ROTARY CLUB – for Guarantee Signatures and to witness signatures on completed application

APPOINTMENTS SHOULD BE MADE AS EARLY AS POSSIBLE WITH EACH OF THE ABOVE TO SCHEDULE THEIR ASSISTANCE. THEY WILL COMPLETE AND/OR SIGN THEIR RESPECTIVE SECTIONS OF THIS APPLICATION. (Further instructions follow for each of these sections.)

SUGGESTION: Create a dedicated folder for easy access to hold application preparation files. There will be a dozen or more different files that will require manipulation before final organization of the completed electronic application sections. Give the folder a name such as “RYE application” or similar.

The sponsoring Rotary District may have specific requirements. If there is any contradiction in how to complete and submit this application, instructions from the sponsoring Rotary District Youth Exchange Program override any instructions provided here.

APPLICANT INFORMATION ENTRY – by prospective Exchange Student

Tools needed: [Acrobat Reader](#) (free version), or full version [Adobe Acrobat](#)
Any basic [photo-editing application](#)

WARNING: Do not use an internet browser to fill this application! Use only [Acrobat](#) (Reader or full version)

This application is a “fillable form” PDF which includes special features that are not fully supported by internet browsers. [Incompatible browsers](#) include every version of: Safari, Chrome, Edge, Firefox, Internet Explorer, Samsung, Opera, etc. Some of these browsers may [appear](#) to work successfully with this application, but they all have their own troubles, each somewhat different from the others. Your computer may be set to open PDF documents by default using one of these browsers. Be aware. Do not enter any information into this application without using [Acrobat](#) and following steps such as these described below.

Run either version of Acrobat.

From Acrobat, **Open partly-filled form** with sponsor club information (created by Rotary during Initial Form Preparation). Use the “SAVE AS” command (under “File” menu) to save this under a NEW NAME using applicant NAME and version.

Example: SAVE AS “LTEP Application MILLER, Peyton v01”

The form is now ready to accept Student Information.

SECTION A: Personal Information

- Enter the requested information as completely and accurately as possible
- Photo: Select a good clear photo showing your full face (head and shoulders)
 - Prepare the photo using any favorite photo-editing tools
 - Adjust brightness, contrast, color, dimensions (if needed)
 - Crop the photo to show head and shoulders and save
 - The photo may be any commonly used size. The higher resolution, the better.
 - Large professional-grade photo files may require down-sizing
 - The aspect ratio (width:height) should be 4:5
 - Example: 4 cm wide x 5 cm high
 - Example: 2 inches wide x 2.5 inches high
 - Click on the form space reserved for photo
 - BROWSE to find the applicant Head/Shoulders photo (previously edited and saved)
 - After clicking Okay, the photo will auto-size to fit the frame in the application.
- Part 1. Applicant Information
 - Avoid abbreviations
 - Phone numbers should use international calling sequence
 - start with “+”, followed by international calling code and remaining digits
 - Example: +49 for Germany, +61 for Australia, +55 for Brazil
 - +1 for USA and CANADA (followed by 10 digits)
 - Most USA numbers will look like +1 706-555-1234
 - Note that all dates in this application use YYYY-MM-DD format.
 - Pull down calendar option is available for all dates on this form.
- Part 2: Enter complete information for each parent and/or Legal Guardian
 - Mark ONE parent to be contacted first in the event of emergency
- Part 3: (Should already be automatically completed duplicating previous entry in SECTION E.)
 - If not complete, contact sponsor club YEO and/or president for information to complete Section E.
 - (page 1, Initial form preparation)
- Part 4: Personal Background
 - Explanations should be thorough
 - Font size will automatically decrease as more characters are entered during data entry.

- Part 5: Siblings (plus any other family members in your home)
 - Enter siblings (in order please, oldest first, youngest last)
 - Add any other family members living in your home last.
- Part 6: Languages
 - List your native language(s).
 - List each non-native language for which applicant has any ability
 - Pull down menus allow selecting: Blank (no entry), “Poor”, “Fair”, “Good”, or “Fluent”
- Part 7: Exchanges
 - Mark if student previously participated in any exchange (if so, explain in Student letter in Section B)
- Part 8: Secondary School Information
 - Consult school official or guidance counselor for necessary figures

NOTE: This may be a good place to pause. **Whenever pausing, remember to “SAVE AS” and give the application document a NEW NAME with updated VERSION NUMBER.** This will preserve information completed, but also make it possible to “go back” if needed. **Using “SAVE AS” to preserve a new version can be done at any time and as often as desired.** Always pick the most recent version to resume working—unless there was a computer problem or error which damaged the most recent version (rare but possible). In such cases, the previous version may provide useful backup, minimizing the information to be re-entered.

SECTION B: Letters and Photos

- READ THE INSTRUCTIONS COMPLETELY before proceeding
- Student Letter (up to 3 pages)
 - Enter your letter using any combination of keyboard and/or copy and paste.
 - Rich text is NOT supported. (i.e. NO bolding, underlining, font sizes, font colors)
 - The entry box will auto-shrink the font size to accommodate fitting extra text into the page.
 - Please avoid or minimize use of reduced size text.
 - Before you see text begin shrinking, please continue entry on the next page.
- Parent Letter (up to 2 pages) – same notes apply as in Student Letter
- Photo Page
 - Use good-quality photos to illustrate the topics specified.
 - Avoid poor lighting (too dark, too bright, deep shadows, bright backgrounds)
 - Use the same suggestions and process as used for the page 1 photo
 - Aspect ratio for all photos on the photo page is 1:1
 - These photos should be cropped to be roughly equal height and width (square)

NOTE: This application also requires electronic insertion of various documents. If these documents are not in electronic form, it is strongly recommended that electronic PDF copies of original documents first be created using a **color document scanner at 300 dpi (or more)**. If you do not have this capability at home, you may be able to create such scans at your school, at a parent’s workplace or at a commercial copy center.

Scanned/Copied Documents to be inserted should be a SINGLE PAGE in PDF, TIFF, PNG or JPG format.

Scans made with phones are not recommended unless you have no other method possible to copy a document. Phone scans are inferior. However, they may produce adequate copies if used carefully. The top-rated phone scanning app for this purpose is “Adobe Scan”. It is free to download for Android phones from Google Play and for iPad and iPhone from the App Store. If using a phone scan, **avoid uneven lighting or shadows on the document** and align the image carefully to fill the frame as squarely as possible. (Your Sponsoring Rotary District may reject scanned documents for unacceptable quality.)

These comments also apply to making scans of any hand-filled (signed) pages during the final preparation of this application.

The medical and immunizations section requires the most time with attention to detail and deserves early planning. Even if the physician office is the source of original immunization records, copies of these records should be obtained in advance. Use these to prepare the form Section C-2 prior to your medical exam visit.

SECTION C-1: Medical History and Examination

- Enter Home Phone Number
- Complete any other missing information in the fields above “Medical History”

OPTION: Skip to “SEPARATION OF APPLICATION SECTIONS”. (You will need to Complete C-2, H-2, and L, individually, later.)
Do this if you need more time for any of those sections, but still need to proceed with C-1 or D now.

SECTION C-2: PRELIMINARY preparation - copies of original immunization records

- Verify and/or obtain complete copies of ORIGINAL vaccination records in electronic form
- Original records should show patient (student applicant) name and date of birth
- Copies should be electronic documents, color scans (at 300 dpi or better).
- Copies may be in any of the following file formats: (PDF, JPG, TIFF, PNG) from sources such as:
 - Government-approved immunization record
 - Personal Immunization Booklet (with record of each immunization and date)
 - Computer print-out from immunization registry
 - Physician-provided immunization record
 - Copies of original paper records such as:
 - Office Index card(s) recording immunizations
 - Medical chart immunization page(s)
 - Computer print-out such as:
 - Office and/or hospital Electronic Medical Records
 - Health Information Exchange records
 - Public Health Immunization Registries
- Insert Copies of the Original Immunization Records on Page 14 (and Page 15, if needed)
 - Run Acrobat (either version). From the “File” Menu:
 - Open the most recently saved version of the RYE application form.
 - Find the page 14, “Section C-2: Copy of Original Immunization Record Page 1 of 2”
 - NOTE: Immunization pages work EITHER of two ways:
 - Insert ONE FULL PAGE copy (Click on the NARROW GRAY AREA across the center of the page)
 - OR Insert up to TWO half-page copies (Click on either Top or Bottom area of the page)
 - Half-page copies are suitable for pages from personal immunization booklets
 - Also suitable for images of cards or other horizontally oriented records.
 - Use second page only if needed “Page 15 of 27” (which is the 18th page of the entire PDF file)
 - The displayed page would be “Section C-2: Copy of Original Immunization Record Page 2 of 2”

SECTION H-2: OFFICIAL SCHOOL TRANSCRIPT preparation

- Verify and/or obtain official secondary school transcript
- Original records should show student name and date of birth
- Copies should be original electronic documents or color scans (at 300 dpi or better)
- Copies may be in any of the following file formats: (PDF, JPG, TIFF, PNG)
- Insert Copies of the Official Transcript on Page 23
 - Click on the empty page and navigate file location to select the digital copy of the Transcript
 - The file will be inserted and sized to the available space
 - Confirm that the entire transcript is visible and legible
 - Insert more copies on Page 24, if needed
 - Include English translation(s) as required.

Section P: PASSPORT PAGE preparation

- Verify that the passport expiration date is six months or more after the date the student would return.
 - If expiration would be less than six months after student return, OBTAIN A NEW PASSPORT
- If current passport not yet obtained, USE EXPIRED PASSPORT or USE BIRTH CERTIFICATE for this page
- Copies should be electronic documents, color scans (at 300 dpi or better) or good-quality photos.
- Copies may be in any of the following file formats: (PDF, JPG, TIFF, PNG)
- Insert Copies of the Student’s Passport (or Birth Certificate) on Page 26
 - Click on the empty page and navigate to select the digital copy of the Passport or Birth Certificate
 - The file will be inserted and sized to the available space
 - Confirm that the entire document is visible and legible

NOTE: Before proceeding to the next step, please understand that Adobe Reader does not provide capability to divide PDF documents by separating pages. Likewise, it provides no way to merge separate PDF files into a single document. Those capabilities are included in the full version, (Currently ADOBE "Acrobat Pro DC") which has “tools” that include easy manipulation of PDF pages, including extracting to and inserting from separate files.

If you have already own or have resources to acquire any full-feature PDF applications, you likely have capabilities for separating or merging PDF document pages. There is no problem with using other PDF solutions. These notes assume preference for a reliable solution without additional cost.

PDFsam Basic is a software solution that can be downloaded as a **free version**. It provides “split and merge” capabilities for individual pages. Therefore, **the following instructions describe steps using PDFsam**, but you can also use the full version Adobe software, to accomplish the equivalent PDF page manipulations.

SEPARATION OF APPLICATION SECTIONS – by prospective Exchange Student

Tools needed: [Acrobat Reader](#) (free version), or full version [Adobe Acrobat](#)
[PDFsam Basic](#) (free version) --use these links to download, if necessary

The entire (partially completed) application form should be preserved using “SAVE AS” to give it a new name for this stage of completion for a backup (extra) copy. This will continue to serve as your “master copy” of your application for any pages which are not signed or completed using handwriting.

A separate PDF copy should ALSO be saved (with a name appending “_X” to help recognize that it will be split into multiple files). Create a new folder named “RYE form Sections”. This will be used to hold separated sections of your application

Run the application PDFsam (basic) and select “**Split**”. Select the PDF file created in the above step (ending with “_X”) In PDFsam “Split Settings” specify “Split after the following page numbers” and enter “3”. Under “Output settings browse to the folder “**RYE form Sections**” created above and select. (It is okay to leave “Compress output file/files” checked under “Show advanced settings”). Click “Run” and wait for the splits to complete. When complete there should be two files with the following contents:

SPLIT FILE NAME	FILE CONTENTS	ACTION	Reason
1_PDFsam ...	Cover and Instructions pages	DELETE this file	Instructions are not submitted with application
4_PDFsam...	All the actual pages (1 to 27) of the application form	Rename as “RYE form_X”	or. remove “4_PDFsam_” from beginning of file name. This prepares for next step.

Run the application PDFsam (basic) and select **“Split by bookmarks”**. Select the PDF file created in the above step (ending with “_X”) In PDFsam “Split Settings” specify “Split at this bookmark level” and enter **“1”**. Under “Output settings browse to the folder “RYE form Sections” created above. (It is okay to leave “Compress output file/files” checked under “Show advanced settings”). Click “Run”. (For directory not empty warning, select “overwrite”) and wait for the splits to complete. When complete there should be fifteen files with the following contents:

SPLIT FILE NAME	FILE CONTENTS	DESCRIPTION	REMAINING FORM ACTIONS BEFORE FINAL ASSMBLY
1_PDFsam ...	Section A	Personal Information	Part A DONE. DO NOT ALTER
4_PDFsam...	Section B	Letters and Photos	Part B – further editing optional
11_PDFsam ...	Section C-1	Medical history and physical exam	Medical history, immunization list and doctor’s exam
14_PDFsam...	Section C-2	Immunizations	Copies of Original Immunization records
16_PDFsam ...	Section D	Dental Evaluation	Dental Exam and recommendations
17_PDFsam ...	Section E	Sponsor Guarantee	Signatures: Applicant, Parents, Rotary Representative
18_PDFsam ...	Section F	Host Guarantee	Enter Host Country and Host District (only if known)
19_PDFsam ...	Section G	Rules and Conditions of Exchange	Signatures: Rotary Rep. to witness signatures by Applicant, and Parents
23_PDFsam ...	Section H-1	Secondary School Personal Reference	Section H-1 to be completed by School Personnel and NOT returned to applicant
25_PDFsam ...	Section H-2	Official School Transcript	Transcript scanned and image inserted into form
26_PDFsam ...	Section P	Passport/Birth Certificate	Passport (or Birth Certificate) scanned and inserted
27_PDFsam...	Section Z	Application Checklist	Leave Blank for now (work copy on paper suggested)

NOTE: The number beginning each file name (in the first column) is the PAGE NUMBER from the application form.

Sections shaded in light amber will be assembled electronically without scanning.

Sections shaded in light green will contain digitally inserted document copies to be assembled without further scanning. Unshaded (white) sections will require digital scanning (color scan at 300 dpi or more) before final assembly of electronic copies unless they are originally signed electronically.

Except for Sections A and B, all remaining sections will require specific handling before submitting the final application. Further TIPS outlining the most effective completion for EACH section of the application form follow below.

APPLICATION SECTIONS COMPLETION – by prospective Exchange Student AND THIRD PARTIES

Tools needed: [Acrobat Reader](#) (free version), or full version [Adobe Acrobat](#)
A USB flash drive (“memory stick”)
(If not using d-Signatures) A pen for signatures (blue ink or other)

The remaining application sections can be completed in any order. All sections must be completed before final assembly of paper application copies and the electronic application folder. It may save time to work concurrently on as many sections as possible.

The medical and immunizations section requires the most time with attention to detail and deserves early planning. Even if the physician office is the source of original immunization records, copies of these records should be obtained in advance to prepare the C-2 Section of the form before the medical exam visit.

SECTION C-1: Medical History and Examination

- Enter Home Phone Number (if not previously entered)
- Complete any other missing information in the fields above “Medical History” (if not previously completed)

SECTION C-1; Medical History and Examination (with copy of original immunization records)

- Running Acrobat; From the File Menu
 - Open the page 14 file in the “RYE form Sections” folder (i.e. 14_PDFsam...) Section C-2
 - You should see the page showing official immunization records
 - From the “File” menu use “Print” to print this file on paper (all pages, one copy)
 - You will also take this copy to the physician office.
- Run Acrobat (either version); From the File Menu
 - Open the page 11 file in the “RYE form Sections” folder (i.e. 11_PDFsam...) Section C-1
 - The Medical History and Examination page should appear.
 - From the “File” menu use “Print” to print this file on paper (all pages, one copy + extra for backup)
 - Backup pages can be useful if first copy is accidentally marked with incorrect information.
- **DETERMINE PATHWAY FOR COMPLETING MEDICAL HISTORY AND EXAM (Section C-1:)**
 - Many medical offices have full-featured commercial software for PDF fillable forms. Check in advance.
 - Free software like **Acrobat Reader** or **Foxit Reader** will work. The office manager can tell what is available.
 - **EDGE browser** will work if digital signatures are not required.
 - Some offices may prefer to download from a web-link (such as a cloud service).
 - Some may prefer to receive via e-mail attachment.
 - Some may prefer to use a USB flash drive.
 - For any of the above GO TO “**COMPUTER ENTRY PATHWAY**” below
 - Some may accept none of the above (SKIP TO the “**HANDWRITTEN PATHWAY**” below)
 - **If form-capable PDF software is not available SKIP TO “**HANDWRITTEN PATHWAY**” below**
 - Adobe Acrobat (full version) and other full-feature PDF applications are generally acceptable.
 - **COMPUTER ENTRY PATHWAY (Recommended, if possible)**
 - Insert an unused (empty) USB flash drive (to be used for providing electronic form to physician’s office)
 - **NOTE: The USB flash drive is intended to supply Section C-1 to the physician office in electronic form**
 - **Other options for securely sharing files electronically may include services such as:**
 - **DropBox, iCloud, OneDrive, Google Drive** (substitute file sharing steps as needed)
 - (with the Section C-1 file still open after printing on paper)
 - From the “File” menu use “Save As” to save this file on the USB flash drive
 - Give the file a new name such as “Section C-RYE Medical_” appended with your name and DOB
 - E.g. “Section C1-RYE Medical_MILLER, Peyton_DOB 10 DEC 2003”
 - From the “File” menu use “Print” to print this file on paper (all pages, one copy) + extra for backup
 - Backup pages can be useful if first copy is accidentally marked with incorrect information.
 - **COMPUTER ENTRY PATHWAY, continued (in the Medical office)**
 - Paper copy of the form may be used by physician as a hand-written “worksheet” if desired
 - Using Acrobat Reader the **physician and/or office staff** will do the following:
 - Open the file on USB Flash Drive (or file shared by other method)

- File example: “Section C1-RYE Medical_MILLER, Peyton_DOB 10 DEC 2003”
- Complete the Medical History parts 2 and 3
 - Note that ‘Yes’ responses in parts 2 or 3 require additional notes below
 - **Note “Yes” responses to 2b, 2f, 2q and/or 3c require a letter of explanation**
- Complete infections Disease History, Immunizations History and TB Screening results
 - Cross check immunization dates with original vaccination records
 - Note that all dates should be in YYYY-MM-DD format
- Provide prescription information (if any) and complete physical examination
- **Abnormal findings require an additional page (not handwritten) for full description(s).**

- **(Optional)** Apply Physician digital-Signature
 - Append “_d-Sig” to file name while saving.
 - Example: “Section C1-RYE Medical_MILLER, Peyton_DOB 10 DEC 2003_d-Sig”
 - (skip to **“Additional Pages”**, below)

- **(Alternate Option)** Apply Physician basic electronic signature (using ‘Fill & Sign’ tool)
 - Use ‘Save As’ file command to save signed document
 - Append “_e-Sig” to file name while saving.
 - Example: “Section C1-RYE Medical_MILLER, Peyton_DOB 10 DEC 2003_e-Sig”
 - (skip to **“Additional Pages”**, below)

- Complete Certification Section

(If using neither signature option above) From “File” menu select “Save”

- From “File” menu select “Print” and generate 2 (or specified number) copies on paper.
- Use color printer, if possible. Verify Information (make corrections and re-print, if necessary)
- (skip to **“SIGNATURES”**, below)

• HANDWRITTEN PATHWAY

- (with the Section C-1 file still open after printing on paper)
 - From the “File” menu use “Print” to print this file on paper (all pages, one copy + extra for backup)
 - Backup pages can be useful if first copy is accidentally marked with incorrect information.
 - **(In the Medical office)**
 - **Paper copy of the C-1 form will be used by physician as a handwritten Medical History and Physical**
 - Physician completes the Medical History parts 2 and 3
 - Note that ‘Yes’ responses in parts 2 or 3 require additional notes below
 - **Note “Yes” responses to 2b, 2f, 2q and/or 3c require a letter of explanation**
 - Physician completes infections Disease History, Immunizations History and TB Screening results
 - Cross check immunization dates with original vaccination records (copies in C-2)
 - **Note that all dates should be in YYYY-MM-DD format**
 - Physician provides prescription information (if any) and complete physical examination
 - **Abnormal findings require an additional page (not handwritten) for full description(s).**
 - Physician completes Certification Section
 - Make 2 (or required additional) paper copies (before signing)

• SIGNATURES (from physician)

- Before signing Section C-1, PLEASE NOTE the required Signature Date Format: YYYY-MM-DD
- The Physician must sign EACH PAPER COPY of Section C-1 with ink if not signing electronically.

• **Additional Pages (if any). The physician must sign:**

- EACH COPY of Abnormal Findings page (if any) with ink on paper.
- EACH COPY of Letter of Explanation (if any) with ink on paper.
 - Letter of explanation may come from a different physician, if appropriate.

- Applicant and Parent/Legal Guardian signatures using same method as physician (i.e. ink or d-Signature)
- **SAVE: Any paper copies with signatures.** [These can be scanned later, if any.]
- (if applicable) Eject and return Flash Drive to Student

SECTION D: Dental Health and Examination

- Run Acrobat (either version); From the File Menu
 - Open the page 16 file in the “RYE form Sections” folder (i.e. 16_PDFsam...) Section D
 - The Dental Health and Examination page should appear.
 - From the “File” menu use “Print” to print this file on paper (all pages, one copy) + extra for backup)
 - Backup pages can be useful if first copy is accidentally marked with incorrect information.
 - **DETERMINE PATHWAY FOR COMPLETING DENTAL HEALTH AND EXAM (Section D:)**
 - Many dental offices have full-featured commercial software for PDF fillable forms. Check in advance.
 - Free software like **Acrobat Reader** or **Foxit Reader** will work. The office manager can tell what is available.
 - **EDGE browser** will work if digital signatures are not required.
 - Some offices may prefer to download from a web-link (such as a cloud service above).
 - Some may prefer to receive via e-mail attachment.
 - Some may prefer to use a USB flash drive.
 - For any of the above GO TO “**COMPUTER ENTRY PATHWAY**” below
 - Some may accept none of the above (SKIP TO the “**HANDWRITTEN PATHWAY**” below)
 - **If form-capable PDF software is not available, SKIP TO “**HANDWRITTEN PATHWAY**” below**
 - Adobe Acrobat (full version) and other full-feature PDF applications are generally acceptable
 - **COMPUTER ENTRY PATHWAY (Recommended, if possible)**
 - Insert an unused (empty) USB flash drive (to be used for providing electronic form to dentist’s office)
 - **NOTE: The USB flash drive is intended to supply Section C to the physician office in electronic form**
 - **Other options for securely sharing files electronically may include services such as:**
 - **DropBox, iCloud, OneDrive, Google Drive** (substitute file sharing steps as needed)
 - From the “File” menu use “Save As” to save this file on the USB flash drive
 - Give the file a new name such as “Section D-RYE Dental_” appended with your name and DOB
 - E.g. “Section D-RYE Dental_MILLER, Peyton_DOB 10 DEC 2003”
 - **COMPUTER ENTRY PATHWAY (in the dentist’s office)**
 - Paper copy of the form may be used by dentist as a hand-written “worksheet” if desired
 - Using Acrobat Reader the dentist and/or office staff will do the following
 - Open the file on USB Flash Drive (or file shared by other method)
 - File example: “Section D-RYE Dental_MILLER, Peyton_DOB 10 DEC 2003”
 - Complete the Dental Examination questions.
 - Add explanation or additional comments, as appropriate.
- **(Optional)** Apply Dentist digital-Signature
 - Append “_d-Sig” to file name while saving.
 - Example: “Section D-RYE Dental_MILLER, Peyton_DOB 10 DEC 2003_d-Sig”
 - (skip to “**Additional Pages**”, below)
 - **(Alternate Option)** Apply Dentist basic electronic signature (using ‘Fill & Sign’ tool)
 - Use ‘Save As’ file command to save signed document
 - Append “_e-Sig” to file name while saving.
 - Example: “Section D-RYE Dental_MILLER, Peyton_DOB 10 DEC 2003_e-Sig”
 - (skip to “**Additional Pages**”, below)
- (If using neither signature option above) From “File” menu select “Save”
 - From “File” menu select “Print” and generate 2 (or specified number) copies on paper.
 - Use color printer, if possible. Verify Information (make corrections and re-print, if necessary)
 - (skip to “**SIGNATURES**”, below)

- **HANDWRITTEN PATHWAY**
 - Paper copy of the form will be used by the Dentist as a hand-written Dental Exam report
 - Complete the Dental Examination questions.
 - Add explanation or additional comments, as appropriate.
 - Make 2 (or required additional) paper copies (before signing)
- **SIGNATURES (from Dentist)**
 - Before signing PLEASE NOTE the required Signature Date Format: YYYY-MM-DD
 - The dentist must sign EACH PAPER COPY with ink.
- **Additional Pages (if any)**
 - (Extra comment page requires specified number, if any, of paper copies with ink signatures.)
- **SAVE: Any paper copies with signatures.** [These can be scanned later, if any.]
 - From “File” menu select “Save As” and save under a NEW FILE NAME
 - e.g. “Section D-RYE Dental_MILLER, Peyton_DOB 10 DEC 2003_dentist signed”

Section C-1: Parent and Applicant Declaration: (bottom on page 13)

- Running Acrobat; From the File Menu
 - If you have paper copies of page 13 signed with ink,
 - Then apply ink signatures for both parents/legal guardians and Applicant
 - Sign all copies and SAVE for later scanning. (**skip to “Section E:”**)

- **(If C-1 was signed by physician with a digital signature)**
- Apply Applicant and Parent/Legal Guardian digital-Signatures one at a time
 - Append “_d-Sig” to file name while saving (if not done already)
 - Suggest each signer append initials to file name as it is saved.
 - Example: “Section C1-RYE Medical_MILLER, Peyton_DOB 10 DEC 2003_d-Sig+mmm+bdm+mam”
 - **(skip to “Section E:”)**

- **(If C-1 was signed by physician with a basic electronic signature)**
 - **It may be necessary to first use ‘Print’ to PDF technique to enable further signatures**
- Apply Applicant and Parent/Legal Guardian basic electronic signatures (using ‘Fill & Sign’ tool)
- Use ‘Save As’ file command to save signed document
 - Append “_e-Sig” to file name while saving (if not done already)
 - Suggestion: Append initials of signer(s) to file name as it is saved.
 - Example: “Section C1-RYE Dental_MILLER, Peyton_DOB 10 DEC 2003_e-Sig+mmm+bdm+mam”
 - **(Skip to “Section E:”)**

- NOTE: If you are unable MATCH the signature technology used by the physician, you will need to save the physician signature page in original form and also make a separate copy showing his signature add your own signatures using whatever technology works for you (either electronic or ink on paper). If your signatures are applied on paper, the sponsor district may need this to be scanned to an PDF file.
 - You will be submitting **two** versions of the Section C-1:
 - 1) original Section C-1 with physician signature
 - 2) copy with your own signatures added
 - (Consult your Sponsor District Instructions for signature guidelines. Consult your outbound coordinator for any other questions.)
- (If electronically signed) From “File” menu select “Save As” and save under a NEW FILE NAME
 - e.g. “Section C1-RYE Medical_MILLER, Peyton_DOB 10 DEC 2003_physician signed”
 - e.g. “Section C1-RYE Medical_MILLER, Peyton_DOB 10 DEC 2003_copy_applicant+parents signed”
- **Save Paper Originals (if any) for scanning later.**

Section E: Student, Parent & Sponsor Endorsements (Best done simultaneously with Section G)

- Run Acrobat (either version). From the File Menu:
 - Open the page 17 file in the “RYE form Sections” folder (i.e. 17_PDFsam...) Section E
 - The section E page heading should appear
 - Enter the name of the Rotary witness and phone and e-mail address
 - Enter all signature dates that can be anticipated accurately.
 - If uncertain of signing date, leave blank (for d-Signatures, refer to supplemental section)
 - From the “File” menu use “Print” to print this file on paper (2 or specified number of copies)
- NOTE: All signature dates should be entered in YYYY-MM-DD format.
 - **Schedule a time when a Sponsor Club Representative can join you and your parents**
 - If paper copies are required, each signer and witness must sign each copy.
- If signing electronically using “Fill & Sign” tool (basic electronic signature) keep these points in mind:
 - It will be easier, if more people can sign using the same computer. This might mean using a family computer and taking turns applying signatures. Using Acrobat Reader, you can have Section E open on one tab and Section G open on another. The student can apply the applicant’s signature first (one signature on Section E, then click on Section G and add the signature in five more places.
 - Keeping the documents open, each parent can then use the “sign yourself” button, remove the student signature and temporarily add a new signature. After applying this to Sections E and Sections G, the Rotary Witness might also do the same thing. Otherwise each document needs to be saved and electronically shared with the Rotary Witness to add signatures.
 - **IMPORTANT:** Each time a document is saved after using “Fill & Sign” tool, no further signatures can be added until it is converted into a simple PDF document. (This is sometimes referred to as a step to ‘flatten’ the document.) This is effectively accomplished by ‘printing’ to a PDF file.
 - ‘Print’ to PDF can be used in place of “Save as” when preparing for an additional signer.
 - After all signatures are applied (whether electronic or on paper)
 - (If electronically signed) From “File” menu select “Save As” and save under a NEW FILE NAME
 - e.g. “Section E-RYE Sponsor Endorsements_MILLER, Peyton_DOB 10 DEC 2003_signed”
 - **Save Paper Originals (if any) for scanning later.**

Section F: Host Club, District & School Endorsements

- Run Acrobat (either version). From the File Menu:
 - Open the page 18 file in the “RYE form Sections” folder (i.e. 18_PDFsam...) Section F
 - The Section F page heading should appear
 - From the “File” menu use “Print” to print this file on paper (2 or specified number of copies)
 - From “File” menu select “Save As” and save under a NEW FILE NAME
 - e.g. “Section F_“Section F-Host Endorsements_MILLER, Peyton”

Section G: Rules & Conditions of Exchange (Do simultaneously with Section E)

Run Acrobat (either version). From the File Menu:

- Open the page 19 file in the “RYE form Sections” folder (i.e. 19_PDFsam...) Section G
 - The section G page heading should appear:
 - "Section G: Rules, Attestations, Permissions, Releases & Consents"
- Enter the name of the Rotary witness (Pages 20 and 21. Three locations)
- Enter all signature dates that can be anticipated accurately.
 - If uncertain of signing date, leave blank (for d-Signatures, refer to supplemental section)
- From the “File” menu use “Print” to print this file on paper (2 or specified number of copies)

NOTE: All signature dates should be entered in YYYY-MM-DD format. Signatures should be with ink.

- See signing instructions for Section E.

When signatures are completed.

(Scan copies, if needed) From “File” menu select “Save As” and save under a NEW FILE NAME

- e.g. “Section G-RYE Legal_MILLER, Peyton_DOB 10 DEC 2003”

Save Paper Originals (if any) for scanning later.

SECTION H-1: Secondary School Personal Reference

- Note the reference return instructions (near the bottom of Section H-1).
 - Prepare a pre-addressed envelope with appropriate postage.
 - Include this envelope with other materials given to the person providing the school reference
- Prepare and Insert an unused (empty) USB flash drive
 - (to be used for providing electronic form to the school official)
 - Label the flash drive with your name (if you want it back).
- Run Acrobat (either version); From the File Menu
 - Open the page 23 file in the “RYE form Sections” folder (i.e. 23_PDFsam...) Section H
 - The Secondary School Personal Reference page should appear.
 - From the “File” menu use “Save As” to save this file,
 - Select the output location (flash drive)
 - Give the file a new name such as “Section H-RYE School Reference_” appended with your name and DOB
 - E.g. “Section H1-RYE School Reference_MILLER, Peyton_DOB 10 DEC 2003”
 - From the “File” menu use “Print” to print this file on paper (2 or specified number of copies)
- NOTE: The USB flash drive is intended to supply Section H-1 to the person providing school reference
 - **Other options** for sharing files electronically may include services such as:
 - DropBox, iCloud, OneDrive, Google Drive or e-Mail attachment

STEPS TO BE COMPLETED BY PERSON PROVIDING SECONDARY SCHOOL PERSONAL REFERENCE

- DETERMINE PATHWAY FOR COMPLETING SECONDARY SCHOOL REFERENCE (Section H:)
 - Many schools have form-capable PDF commercial software applications
 - **Section H can be completed electronically with Acrobat Reader or Foxit Reader (free to download).**
 - **The Microsoft EDGE browser will also suffice if not signing digitally.**
 - **If none of the above are available to the school reference person, SKIP TO “PAPER PATHWAY” below**
 - Adobe Acrobat (full version) and other full-feature PDF applications are generally acceptable
- **ELECTRONIC PATHWAY**
 - Using PDF reader (Acrobat, Foxit, Edge or other) the school reference person will do the following
 - Open the file on USB Flash Drive (or file shared by other method)
 - File example: “Section H1-RYE School Reference_MILLER, Peyton_DOB 10 DEC 2003”
 - Complete the reference questions.
 - Add explanation or additional comments, as appropriate.
 - (Digital Signatures are acceptable if noted on return instructions)
 - From “File” menu select “Print” (or use PRINT icon) to generate 2 (or specified number) copies on paper.
 - Eject the Flash Drive for return to student
 - (skip to “SIGNATURES”, below)
- **PAPER PATHWAY**
 - Paper copy of the form will be used by the school reference person as a hand-written report
 - Complete the reference questions.
 - Add explanation or additional comments, as appropriate.
 - Make 2 (or required additional) paper copies (before signing)
- **SIGNATURES**
 - Before signing PLEASE NOTE the required Signature Date Format: **YYYY-MM-DD**
 - The person providing the school reference must sign EACH COPY.
- **DO NOT RETURN REFERENCE TO STUDENT**
 - **Follow the instructions at the bottom of the form “Please submit this form directly to:”**

ADDITIONAL FORMS preparation (if any)

- Prepare the specified number of paper copies for each additional form
- Create a digital color scan (300 dpi or better) for each additional form

SAVE: (Each additional file with a suitable name and file location) (for later assembly, if any)

DIGITAL SCANNING OF COMPLETED AND SIGNED APPLICATION SECTIONS

Tools needed: Digital Color Scanner with 300 dpi resolution

- Use a color digital scanner with 300 dpi (or better) resolution. Put scans of each section in a new folder "SCANS".
 - **The Preferred digital scanner file output format is PDF**
 - (Other formats such as TIFF, JPG, PNG, BMP may work but will require Acrobat Reader to be used in a separate step to create PDF files for final assembly.)
 - Many digital printers are "printer/scanners" and capable of producing suitable scans at home.
 - Other sources of digital scanning may include (depending on country and local resources):
 - Parent's workplace, School (Guidance/Counselor), Library, Office Supply Store, Printing/Copy Center, UPS Stores
- Select one good paper copy (with original signatures) and obtain a digital scan of:
 - **(NOT APPLICABLE to Sections completed with d-Signatures. OMIT d-Signed sections from scanning, if any)**
 - **(NOT APPLICABLE to Sections completed with basic electronic signatures. OMIT from scanning, if any)**
 - Section C (medical)
 - "Physician Letter" (if any)
 - Section D (dental)
 - "Dentist comments" (if any)
 - Section E (Sponsor Guarantees)
 - Section G (Rules with exchange agreement and permission for medical care, etc.)
 - Additional Forms (if any are required by sponsor district, save as Section X1, ...X2, ...X3)
 - Additional form 1 (Section X1), Additional form 2 (Section X2), Additional form 3 (Section X3)
- It may more efficient or less expensive to scan all the above to produce a single PDF document. In such cases the applicant could then use PDFsam to separate the scanned document into individual PDF files that can be copied to a separate folder named "SCANS" with files renamed "Section C-1", "Physician Letter" (if any), "Section D", "Dentist Comments" (if any), "Section E", "Section G", and "Section X1", "...X2", "...X3" (if any).

FLATTENING AND ORGANIZING COMPLETED SECTIONS

Tools needed: [Acrobat Reader \(free version\)](#), or full version [Adobe Acrobat](#)

This process will accomplish two things that are important for the electronic copy of the application: 1) “Flattening” the form so it is no longer “fillable” and no longer accidentally altered; 2) in some instances, reducing the file size.

- Create a new folder named “**FINISHED**” to hold each application section as it is generated below:
- Using either version of Acrobat (Acrobat Reader or Adobe Acrobat)
 - From “File” menu open EACH OF THE FOLLOWING sections of the application form and
 - PLEASE NOTE that you will be “printing” to a PDF file rather than an actual printer
 - From “File” menu select “Print”.
 - Windows 10 systems: Select “Microsoft Print to PDF”
 - Apple Mac systems: Select “Save as PDF”
 - If not a printer choice:
 - In Print Window click “Printer” near lower left corner
 - (If an Adobe dialog Window appears, check “do not show this again” and click “Yes” to continue)
 - In the lower left, click on the PDF pull-down and select “Save as PDF”
 - Find the file location of the “**FINISHED**” folder created above and direct BELOW “Print” output accordingly.
 - FROM folder “**RYE form Sections**” **OPEN the following** previously split (or updated) application Sections and
 - Repeating “Print” for each section of the application form, specify the output file names as shown:
 - From File “1_PDFsam...” (Personal Data) - Save As: “**Section A**”
 - If needed, Siblings Supplemental page – Save As: “**Section A2**”
 - From File “4_PDFsam...” (Letters and Photos) – Save As: “**Section B**”
 - From File 14_PDFsam... (Original Immunizations) – Save As: “**Section C2**”
 - From File 24_PDFsam... (Transcripts Pages) – Save As: “**Section H2**”
 - From File 26_PDFsam... (Passport or Birth Certificate) – Save As: “**Section P**”
 - For each File, If any, for “Additional Forms” – Save As: “**Section M**”, “**Section N**”, “**Section O**”
 - From File “27_PDFsam...” (checklist) – Save As: “**Section Z**”
 - FROM folder “**SCANS**” **OPEN the following** previously scanned application Sections and
 - Repeating “Print” for each section of the application form, specify the digital scan output file names as shown:
 - (SKIP THIS STEP for any of the following sections signed with full d-Signatures.):
 - Basic e-Signatures (not secure full digital signatures) may be included in these steps
 - From File “Section C” – Save As: “**Section C**”
 - If any, Physician Explanation Letter – Save As: “**Section C1b, Section C1c, etc.**”
 - From File “Section D” – Save As: “**Section D**”
 - If any, Dentist additional comments page – Save As: “**Section D2**”
 - From File “Section E” (Sponsor Guarantees) – Save As: “**Section E**”
 - From File “Section G” (Rules and Releases) – Save As: “**Section G**”

COPYING SECTIONS ALREADY IN COMPLETED FORM

- These additional steps copy other sections to the “**FINISHED**” folder
 - COPY From file “17_PDFsam...” (Host Guarantees) – Save as “**Section F**”
 - This section remains “fillable” to be completed in the Host Country
 - COPY Sections completed with d-Signatures (if any) from the files containing the d-Signed PDFs
 - For each d-Signed Section save in “FINISHED” folder with respective name “SECTION x”
 - Possible d-Signed Sections may include: C1, D, E, G

PRINTING COLOR COPIES OF ELECTRONICALLY CREATED APPLICATION SECTIONS:

- **Use either version of Acrobat (Acrobat Reader or Adobe Acrobat)**
 - From “File” menu open EACH OF THE FOLLOWING Application sections in the “FINISHED” Folder
 - From “File” menu select “Print” and select 2 (or specified number) copies of each section:
 - “Section A” (Personal Information)
 - “Section A2” If present (Siblings Supplemental Page)
 - “Section B” (Letters and Photos)
 - (ONLY if electronically signed, **basic e-signature** or **digital signature**) “Section C1” (Medical evaluation)
 - “Section C2” (Official/Original Immunization Records)
 - (ONLY if electronically signed, **basic e-signature** or **digital signature**) “Section D” (Dental Evaluation)
 - (ONLY if electronically signed, **basic e-signature** or **digital signature**) “Section E” (Sponsor Guarantee)
 - “Section F” (Host Guarantees)
 - “Section H2” (Official Transcript)
 - “Section P” (Passport copy)
 - “Section Z” (Checklist)

FINAL PREPARATION AND ASSEMBLY OF PAPER APPLICATION COPIES

(Number of copies specified by Sponsor District – See Application Cover Page)

- For each paper copy of the application arrange the sections in the following order
 - All signatures must be original ink on paper.
 - Do not staple. Use paper clip/clamp only.
 - Section A (Personal Information): pages 1-3
 - Section B (Letters and Photos): pages 4-10 (include any unused pages)
 - Section C-1 (Medical History and Examination): pages 11-13
 - Physician’s Letter of Explanation (if any) should follow Section C
 - Section C-2 (Immunizations – Original Records): pages 14-15 (include 2nd page, if unused)
 - Section D (Dental Health and Examination): page 16
 - Dentist’s additional comments (if any) should follow Section D
 - Section E (Sponsor District Guarantees): page 17
 - Section F (Host District Guarantees): page 18
 - Section G (Rules and Conditions; Releases and Consents): pages 19-22
 - (Section H-1 not needed: submitted directly by school reference): do not include page 23
 - Section H-2: Transcript Pages: page 24-25
 - Section P: Passport Page: page 26
 - Additional Forms (if any)
 - Section Z: CHECKLIST: page 27
- Use the CHECKLIST for EACH COPY of the application
 - Check off each section to assure all pages (except page 23) are included.
- Assemble each application copy with paper clips.

FINAL PREPARATION AND ASSEMBLY OF ELECTRONIC APPLICATION COPY (Only if required by Sponsor District)

Tools needed: [PDFsam Basic](#) (or Adobe Acrobat) [This invalidates any d-Signatures]

If Adobe Acrobat is available, it could accomplish much the same result using the “Organize Pages” under “Tools” menu to preserve Sections F and J as “fillable”). These instructions assume use of PDFsam (Basic version, free to download)

- Run PDFsam. Select “Merge” from menu or using purple/green icon on the left side tool bar
 - Build a list of files in order they should appear in final document after merging.
 - These files should all come from the “FINISHED” folder, as prepared in an earlier step.
 - Use “Add” or “Clear” buttons or “Drag and drop” PDF file names to the merge list
- The list should have the following order: (Files created from digital scans are underlined)
 - Section A: (Personal Information): pages 1-3
 - Section B: would need to be separated in separate steps to allow insertion: pages 4-10
 - Section C-1: (Medical History and Examination): pages 11-13
 - Section C1b (if any) should follow Section C-1: (physician letter(s), or additional examination details)
 - Section C-2: Immunization Records: pages 14-15
 - Section D: (Dental Health and Examination): page 16
 - Section D2 (if any): (Dentist Comments)
 - Section E: (Sponsor District Guarantees): page 17
 - Section F (Host Guarantees): page 18 (Note: PDFsam makes this page unfillable, i.e. read only)
 - Section G: (Rules and conditions of Exchange): pages 19-22
 - (Section H not needed: submitted directly by school reference: skip page 23)
 - Section H2: Official Transcript – previously saved file “Transcript page”: page 24-25
 - Section P: (Passport copy): page 26
 - (IF ANY) Section X1, Section X2, Section X3 (Additional forms which may be required by Sponsor District)
 - Section Z: (Checklist): page 27
- For each entry check the number of pages
 - The number in the “Page” column must match the total shown in the Pages column
 - To prevent dropping pages, edit each non-matching number
 - Double click in “Page” to edit number of pages.
- Select the destination FOLDER and FILE NAME for the merged output file:
 - E.g. “FINISHED” folder already created,
 - E.G. FILE NAME: “RYE application 2021-2022_MILLER, Peyton.pdf”
 - (i.e. Change the output file name from “PDFsam_alternatemix.pdf”)
 - Click the RUN button (lower left)
- After merging, use the CHECKLIST to review the entire PDF copy of the application
- Using “Acrobat Reader” (or Adobe Acrobat)
 - From the FILE menu use “Open”
 - Check each section and confirm that all pages (except page 20) are included.
 - On Page 28 use Select “Acrobat Reader” TOOLS and click “Fill and sign”
 - Click “Fill and Sign, again (if needed)
 - Click on the “Add Check Mark” icon in the Fill & Sign toolbar
 - Click in each check box to confirm the Section is correct and complete
 - Leave unchecked if any pages are missing or out of sequence.
 - From the FILE menu use “SAVE AS” to save a new CHECKED copy
 - E.g. “RYE application 2021-2022_MILLER, Peyton_checked.pdf”
 - After the file has been saved close “Acrobat Reader”

SUBMIT THE LAST COMPLETED FILE (“..._checked”)

Follow sponsoring District Instructions for submitting Electronic Copy application forms. Processes vary by Sponsor District..

SUPPLEMENT: d-Signatures (Most people will NOT want to attempt...but “doable”)

(Steps without signature management services)

(Section E)

D-SIGNATURES (all signers will create or already have their own Digital ID)

- This is how it MIGHT work. (Adjust to fit your own circumstances and the people involved.)
- Invite your Club Youth Exchange Officer or President to join you and your parents where each of you can see each other working from the same computer (or from your own smartphones if you have the capability).
- NOTE Either President or YEO may also serve as witness if you coordinate appropriately. This person will sign the Witness signature line separately after watching applicant and parents/legal guardians sign.
- Run Acrobat (either version). From the File Menu:
 - Open the page 16 file in the “RYE form Sections” folder (i.e. 16_PDFsam...) Section E
 - The section E page heading should appear
 - Enter the name of the Rotary witness and phone and e-mail address
 - Enter all signature dates that can be anticipated accurately.
- With your Rotary Witness present and watching the process Applicant does the following:
 - Click on Signature space for Applicant

e-Signed (Applicant) (or blue ink)	Signature
e-Signed (Parent/Legal Guardian #1) (or blue ink)	Signature
e-Signed (Parent/Legal Guardian #2) (or blue ink)	Signature
e-Signed (Witness Name: Sponsor Rotary Club representative) (or blue ink)	Signature

- Select your digital ID (or create one on-the-spot if you have previously established a digital ID)
 - (Doing a few “test signatures” ahead of time will assure you don’t waste time at this step.)
- Apply your secure identifier (password, fingerprint, other).
- Click “SIGN” and it will save. Append “_d-SigX” to the end of the file to note signature number.
 - E.g. “Section C1-RYE Medical_MILLER, Peyton_DOB 10 DEC 2003_d-Sig1”
- Repeat the above steps for each Parent, incrementing the signature count each time the file is saved.
 - E.g. Parent 1: “Section C1-RYE Medical_MILLER, Peyton_DOB 10 DEC 2003_d-Sig2”
 - E.g. Parent 2: “Section C1-RYE Medical_MILLER, Peyton_DOB 10 DEC 2003_d-Sig3”
- After saving the third (Parent 2) signature, immediately e-mail the partly signed file “....Sig3” as an attachment to your Rotary witness.
- Each person receiving this document file for signature purpose would typically perform these steps:
 - Save the attachment to desktop or suitable file folder on their own system.
 - Start Adobe Acrobat (or Acrobat Reader) and OPEN the file just saved.
 - Update any fields necessary regarding their personal details including Signature Date
 - Click on the appropriate signature space
 - Follow the same signature steps above and incrementing the saved document name.
 - The Rotary witness (usually YEO or Club President) may sign in two places.
 - After signing as Rotary witness, this person (usually club YEO or Club President) may sign again
 - After signing as YEO or Club President, the most recently save file name would become “...Sig5”
 - E.g. “Section C1-RYE Medical_MILLER, Peyton_DOB 10 DEC 2003_d-Sig5”
 - After applying each signature, signer should e-mail the NEXT PERSON to sign (with a CC to applicant)
 - Attach the most recently signed version of the file each time it is passed along.
 - The final person to receive the document would be the District RYE Chair
 - (Some District may allow this signature to wait until the full application is submitted.)

SUPPLEMENT: d-Signatures (more than most people will want to attempt...but “doable”)

(Steps without signature management services)

(Section G)

D-SIGNATURES (all signers will create or already have their own Digital ID)

- This is how it MIGHT work. (Adjust to fit your own circumstances and the people involved.)
- Invite your Club Youth Exchange Officer or President to join you and your parents where each of you can see each other working from the same computer (or from your own smartphones if you have the capability).
- NOTE Either President or YEO may also serve as witness if you coordinate appropriately. This person will sign the Witness signature line separately after watching applicant and parents/legal guardians sign.
- Run Acrobat (either version). From the File Menu:
 - Open the page 18 file in the “RYE form Sections” folder (i.e. 18_PDFsam...) Section G
 - The section G page heading should appear
 - Enter the name of the Rotary witness and phone and e-mail address (2nd and 3rd pages, 3 total)
 - Enter all signature dates that can be anticipated accurately.
- With your Rotary Witness present and watching the process Applicant does the following:
 - Click on Signature space for Applicant

required of a Rotary Youth Exchange student should I be chosen to represent my sponsor
try. I further state that all the material contained in this application and the attached

	Date (YYYY-MM-DD) and e-Signature (or blue ink)
	2020-08-16
	Date (YYYY-MM-DD) and e-Signature (or blue ink)
	2020-08-16
	Date (YYYY-MM-DD) and e-Signature (or blue ink)
	2020-08-16
ime and title)	Date (YYYY-MM-DD) and e-Signature (or blue ink)
	2020-08-16



-
- Select your digital ID (or create one on-the-spot if you have previously established a digital ID)
 - (Doing a few “test signatures” ahead of time will assure you don’t waste time at this step.)
- Apply your secure identifier (password, fingerprint, other).
- Click “SIGN” and it will save. Append “_d-SigX” to the end of the file to note signature number.
 - E.g. “Section G-RYE Legal_MILLER, Peyton_DOB 10 DEC 2003_d-Sig1”
- Do the same for the other two signature positions (bottom of 2nd page and 3rd page).
- At this point you will have saved 3 signatures and built your signature files up to “...Sig3”
 - E.g. “Section G-RYE Legal_MILLER, Peyton_DOB 10 DEC 2003_d-Sig3”
- Repeat the above steps for each Parent, incrementing the signature count each time the file is saved.
 - E.g. Parent 1: “Section G-RYE Legal_MILLER, Peyton_DOB 10 DEC 2003_d-Sig4”
 - E.g. Parent 1: “Section G-RYE Legal_MILLER, Peyton_DOB 10 DEC 2003_d-Sig5”
 - E.g. Parent 1: “Section G-RYE Legal_MILLER, Peyton_DOB 10 DEC 2003_d-Sig6”
 - E.g. Parent 2: “Section G-RYE Legal_MILLER, Peyton_DOB 10 DEC 2003_d-Sig7”
 - E.g. Parent 2: “Section G-RYE Legal_MILLER, Peyton_DOB 10 DEC 2003_d-Sig8”
 - E.g. Parent 2: “Section G-RYE Legal_MILLER, Peyton_DOB 10 DEC 2003_d-Sig9”
- After saving the third (Parent 2) signature, immediately e-mail the partly signed file “...Sig9” as an attachment to your Rotary witness.
- The witness receiving this document file for signature purpose would typically perform these steps:
 - Save the attachment to desktop or suitable file folder on their own system.
 - Start Adobe Acrobat (or Acrobat Reader) and OPEN the file just saved.
 - Update any fields necessary regarding their personal details including Signature Date
 - The witness will apply three separate signatures and at the end of the process will send the “...Sig12” file to you as an e-mail attachment.
 - E.g. Parent 2: “Section G-RYE Legal_MILLER, Peyton_DOB 10 DEC 2003_d-Sig12”