

Role of Country Coordinators - Inbound

Pre Exchange

- Prior to receiving overseas student applications contact the overseas country coordinator and impress age limits.
- Application forms arrive from Sponsor District.
- Check application for correct completion.
- Contact Committee Secretary to ascertain what Club has been assigned students from your country/countries.
- Contact Club to confirm willingness to host boy/girl from the particular country. (Remember as a Sponsor Club they are obliged to host someone.)
- Contact Inbound student to pass on Club allocation. Explain District 9790 in short - (Geographical location in Australia, Geography, Industry, weather, trips offered and approx cost of trips.)
- Advise student to buy flight to or via Melbourne because of problems caused by separate International and Domestic terminals in Sydney.
- Send application to hosting club. Explain necessity of haste to return three guarantee forms.
- Follow up.
- Ask Host Club and first host family to contact student.
- When guarantee forms are returned send details to AASES co-ordinator in Victoria or N.S.W depending on the school the student will be attending.
- AASES forms will arrive by email. Make 4 copies.
- Keep one copy of AASES and also one guarantee form.
- Attach three AASES and three guarantee forms and post to overseas co-ordinator. Ask that one completed Guarantee form be returned to you. Other two forms will go with VISA application.
- Ensure that all documentation is returned directly to Terra Australia who will then forward it onto the Country Coordinator.
- Contact student/family with details of health insurance web contacts. Explain that it is a Government requirement that details of purchase of health insurance must be attached to VISA application.
- Impress on the family that the student arrives in Australia at least one week prior to first orientation.
- Ascertain flight details.
- Contact Host Club to ensure they have flight details and that they have arranged a welcome committee to attend at the airport.

During the Exchange

- Contact the student and welcome them to Australia.

- Make yourself known to the student at first orientation weekend. Speak one to one so that they feel comfortable to contact you with problems.
- Maintain regular contact during the exchange.
- Recognise the student's birthday and other special occasions.