



STS High School - Application Guidelines

Congratulations!

You have been accepted as an STS exchange student and now it's time to start filling out your application!

Depending on your destination the application documents might look a bit different, some of you will get access to an online platform, others will get the application package by email.

Most of the forms can be filled out electronically, but you will still need to download some documents that requires your signature, and you will then need to upload a scanned copy of the signed document on the platform or send it back to us by email.

It is important that you upload the **scanned copy** of the forms as **PDF** documents, where the information is **clearly written**. If you do not have a scanner at home, follow the instructions on how to scan documents with your phone in the separate file.

In this guideline, we have compiled a few instructions and tips for filling out the application. We hope they are helpful for you. **If you have any questions, please get in touch with your local STS office. We are happy to help!**

Personal Information

In the first few pages you will be asked to fill in your personal information. Make sure to follow the instructions on the forms. Remember to **write your name as it is stated in your passport**, and make sure you provide us with the **correct home address** and **contact information** both yours and your parents'.

Attach a front **profile picture** of yourself to the form. Please remember that this is the first picture of you which your future host family will see. Therefore, choose a happy, smiling picture of yourself!

When you are asked to share about your **hobbies** and **interests**, describe yourself with adjectives and be honest about your interests. Make sure to include the things that you do like now, not things that you liked in the past. You can also tell what kind of student you are at your school and what are the important things in your everyday life. This is one of the first points, which your future host family will see in your application.

Rules and Agreement

All the students and their legal guardians need to carefully read **STS rules and Agreement** as well as the specific rules of the local partner.

Remember to **sign** where it is needed and to fill in **all the requested fields**.

Please **provide us with the signed copy** including **all the pages of the document**, not only the signature pages.

Grades

When it comes to "**Grades**", you need to provide us with a copy of the **official school reports** from your school from the **3 years before departure**.

This section can be completed later on in the process, once you receive the final grades before departure, please make sure to send a copy to your local STS office.

N.B If you believe that you will get F in any subject, inform STS as soon as possible.

Student Letter

Letters are a great opportunity to share more of your interests with your prospective host family. The letter can be personal, and you should preferably describe many different things about yourself. The letter must be **at least 450 words**. STS recommend you divide the letter into 3 parts:

1. An introduction of yourself, your family, your daily life and interests

N.B Make sure you **avoid personal information** as: names of your family members, occupation of family members, name of places (your hometown, etc.)

2. Present your **future goals** and how doing an exchange can help you reach your goals.

3. Describe your excitement, what you look forward to with doing an exchange and express your gratitude. Also explain **why you choose that specific country for your exchange**.

Remember that this letter will be one of the first things that your future host family will read about you, so please be honest but positive!

Student Photo/Photo Album

In this section you will be asked to share some photos that are meaningful to you. Share photos that help to understand what kind of person you are! Remember that photos will help in the placement process and to match you with your future host family! This section may be called in different ways depending on your destination.

Here are some tips on how best to fill out this important section of your application:

- Please choose photos where you are smiling.
- The pictures should not be older than 3 years.
- Host families appreciate pictures showing your life with your own family, of yourself with friends, partaking in activities that you enjoy doing, of yourself in places where you spend your time
- Do not use pictures where you are in your swimsuit, of yourself at a disco, in the presence of alcohol, etc. Remember that your future host family will see these photos!
- Remember to upload **at least 5 pictures**.

Video Presentation

The video is an opportunity to show who you are and your personality. Please be sure to introduce yourself, be energetic and positive, and talk a little bit about your hobbies and interests, why you want to go to the host country, and of course that you look forward to meeting your host family.

The video should not be longer than 1–2 minutes

N.B Make sure you avoid personal information as: names of your family members, occupation of family members, name of places (your hometown, etc.)

Birth Certificate and Passport

You will be asked to provide us with a copy of your birth certificate and a copy of your passport.

BIRTH CERTIFICATE:

The birth certificate should be in English. If you have any doubts about how to request one, get in contact with your local STS office, they will be able to guide you.

PASSPORT:

In case you don't have a passport yet, start the process to get one **as soon as possible** - it may take some time. If your passport is about to expire or has expired, upload it anyway and start the process to obtain a new one.

Remember that you will need your passport to be valid at least 6 months after your return to your home country, and depending on your destination you will need it for the Visa application. Without it you can't start the Visa application and this might affect your departure date.

Certificate of Health

You must print this form from the application package. Please note that this document needs to be signed and stamped by a doctor so you must **book a time for a doctor's appointment as soon as possible**.

Please make sure that the information on the **Allergy section** matches with what the doctor has filled in the **Certificate of Health**.

At the end of the doctor's visit, check that all the necessary fields have been filled in and do not forget the **doctor's signature and stamp!**

Immunization

You must print this form from the application package and ask your doctor to fill it in. You will see how many doses are required for each vaccination. Please **make sure that the dates are easy to read**.

Depending on the destination you are going to, there might be **different requirements** when it comes to immunization. Even if according to your home country you are in line with the vaccination program, this could not be the case for your destination country.

- Students going to USA/Canada must take the **Hepatitis A and B** vaccine. Ask from your healthcare provider on how to get the vaccine.
- TB test: required for the USA, it can either be a skin or blood test, to be done 1-2 months before departure.
- If you have had chicken pox, remember to add the date in the form, otherwise you need the chicken pox vaccine.

The vaccine dates can be updated right until departure. Remember to send your local STS office an updated copy of the vaccination form when available.

ELTIS Test (Only students going to USA)

As part of the application process **all students going to the US** need to take an online English test called ELTIS, before we can send your application over to our US partners.

This is an online based test that includes a **listening** part and a **reading** part.

You will receive more information about it from your local STS office.

School Record Transcript

This section is different depending on the destination you are applying to.

If the document/section is marked with **“to be completed by sending agency”** your local STS office will complete this part, but to be able to complete this section we need you to provide us with your Grades first.

Otherwise, you will need to print the form. Enter the grades of the last three years here. You can send us a copy of your latest autumn and spring certificate after receiving it from your school. If requested, please also remember to mark the number of weekly hours for each subject (just an estimate is enough). You must write your grade as in your country and translate them to US grades. To translate grades to US, check here: <https://www.scholaro.com/grade-conversion/>

If the School Record Transcript has a second section, ask **someone from your school** (principal, your study counsellor or teacher) **to fill it out and sign**.

Teacher Recommendation

This form needs to be filled out and signed by your **English teacher** or, if you study it in school, the language of the country you are going to (for example, a Spanish language teacher if you are going to Spain, Germany if you are going to Germany).

Make sure that your teacher answers **all questions** in the document.

The teacher must have been your teacher for at least **6 months**.

Application Ready to Submit

When you have filled out all the sections, and completed all the requested documents, your application will be ready to be submitted to us.

We will review everything and if there is anything missing or need to be changed, we will let you know. If there is nothing to add or change, we will send your application to the host country office to review.

We hope to receive your application as soon as possible so that the host country can start the search of finding you a host family and school.

Don't hesitate to reach out to us if you have any questions. Good luck!