

EIL Intercultural Learning
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Affix photo here

SECONDARY SCHOOL ABROAD GERMANY APPLICATION FORM

Personal Details: Applicant		Personal details: Parent / Guardian	
Name:		Name:	
Address:		Address:	
School attended in Ireland:		Relationship to applicant:	
Name of German teacher:		Phone:	
Date of birth:	Male <input type="checkbox"/> Female <input type="checkbox"/>	Mobile:	
Mobile:		E-mail (if checked regularly)	
E-mail:		<input type="checkbox"/> I would like EIL to email me about Travel Award opportunities, participant stories, EIL news ad new programmes. EIL will never rent, sell or share your personal information and you can unsubscribe whenever you wish.	
Where did you hear about EIL?			
Length of programme desired: _____ weeks <input type="checkbox"/> months <input type="checkbox"/>			
Dates: From _____ To _____			
Do you have any allergies that require special medical treatment? No <input type="checkbox"/> Yes <input type="checkbox"/>		Do you have any dietary restrictions? No <input type="checkbox"/> Yes <input type="checkbox"/>	
Explain:		Explain:	
Mother's occupation:			
Father's occupation:			
Please describe your family (names, ages, etc.):			
Have you lived or travelled abroad before (please list year and country)?			
What do you expect from this programme?			
PLEASE READ <ul style="list-style-type: none"> • The attached terms and conditions MUST be carefully read by the student and the parent or guardian, as this information clearly outlines what the course does and does not offer. • Flights should not be booked before confirmation of enrollment by EIL. • Signatures are mandatory. • Incomplete applications will be returned which will slow down the booking process and could result in not getting a placement on the desired dates. 			

Check List: Have you included the following?

- EIL application form
 Experiment e.V application form
 6 passport photos
 Photocopy of photo page of passport
 €500 (or 25% of total fees) deposit

EIL TERMS AND CONDITIONS

1. Each applicant must complete an EIL application form, our partner's application form, submit six passport photographs and a non-refundable deposit of €500 or 25% of programme fees (whichever is higher) **AT LEAST EIGHT WEEKS BEFORE INTENDED DEPARTURE**. Any additional forms, information or documents may be requested after booking and should be returned to EIL promptly.

2. EIL Intercultural Learning is the Irish national office of The Experiment in International Living.

3. Applications to participate in EIL Programmes are welcome from those with a sincere desire to develop understanding and friendship between people of different cultures and backgrounds and with the ability to adapt easily to daily life in another culture.

4. EIL reserves the right to refuse participation on any programme to any person(s) demonstrating discriminatory attitudes in relation to race, class, occupation, religion or colour.

5. EIL reserves the right to remove from the programme any student who consumes alcohol, breaks the law or who engages in dangerous or inappropriate behaviour which puts their own safety or the safety of others at risk.

6. Participants agree at all times to consider themselves ambassadors of Ireland and will at all times behave in a way that reflects positively on Ireland and the Irish people. Participants agree at all times to respect the property of their hosts.

7. Participants agree to obey all school rules, to attend class daily and on time, in a condition to actively participate in class. Failure to do so could result in disciplinary measures imposed by the school up to and including expulsion from the programme.

8. If a participant is expelled from the programme there will be no refund of any unused fees. The participant or his/her legal guardian will be responsible for all repatriation costs.

9. Participants agree to at all times accept any house rules introduced by their hosts, especially in relation to consumption of alcohol, smoking or curfews.

10. Participants agree to contact their nearest EIL Local Representative or EIL Partner school in their host country in the event of any difficulties or problems arising.

11. Applicants should be as flexible as possible in their requirements. Consideration will be given to specific requirements but these can never be guaranteed. Allergies to specific foods cannot necessarily be specially catered to.

12. EIL does not discriminate against different types of host families, and as such participants must be prepared to live with a family who is quite different from their own. EIL accepts families with the following attributes: couples with children, single mothers with children in the house, retired couples and couples without children. Please note that in some cases there may be another student placed with the family, however he/she will not speak the same native language.

13. Applicants cannot reject host family placements and must agree to accept them without prejudice and to go into the programme with an open mind.

14. Accommodation details will, where possible, be sent 14 days before departure, except in the case of special requests, late applications and certain countries (please ask for details).

15. All prices are quoted in Euro. The balance of the programme fee should be paid not later than 4 weeks before departure. Late applications are accepted subject to additional charges of €25 if less than six weeks before departure or €50 if less than 4 weeks before departure. Make cheques payable to 'EIL - Intercultural Learning'. If bookings are made 4 weeks or less before departure the entire fee must accompany the booking form.

16. EIL reserves the right to cancel any programme for which full payment has not been received 14 days before departure.

17. **Students are not allowed to return to their home country during their programme; this includes holidays like Christmas and Easter, and school breaks.** Students who do may be considered to be ending the programme early and as such will not be allowed to return and will not receive a refund.

18. As this is a cultural exchange, students must be willing and prepared to devote a small amount of time to language exchanges within the host family.

19. EIL accepts no liability whatsoever for any loss, illness or accident suffered by a participant during the programme howsoever caused.

20. Participants traveling to destinations outside of The European Union, the United States of America and Switzerland agree to seek medical advice on any vaccinations or medical/ dietary requirements prior to departure.

21. **The following scale of cancellation charges shall apply for this programme:**

Loss of deposit - once confirmed

50% once host family placement is made

75% if less than 2 weeks in advance

100% for no shows

In all cases there will be a loss of deposit if the booking is cancelled after receipt of the application. Participants are strongly advised to take out 'trip-cancellation' insurance as cancellation charges are non-negotiable.

22. **No refund will be given to participants who withdraw from the programme before the finish date (this includes going home for a holiday or school break).**

23. Insurance is included in the cost of each EIL programme.

Key features:

Medical expenses in case of accident: Unlimited

Medical evacuation: €/US \$100,000

Accidental disability: Max. €/US \$50,000

Liability Insurance: €/US \$500,000

Toll-free, multi-lingual 24/7 emergency hotlines

Host family property damage: €/US \$1,000

Family member to bedside of insured: €/US \$2,500

Theft / damage of personal property: €/US \$1,500

Before travel we send full details of the cover including your insurance identity card and contact information for how to make a claim. We encourage all participants traveling within the European Union to also bring a European Medical Card as well. Please note that you need to purchase additional travel insurance to cover you for delay/cancellation of flights/programme.

24. Please note that participants are responsible for their own flights and must give their full flight details to EIL at the latest 4 weeks in advance.

25. The possibility exists of transport delays or cancellations due to weather conditions, industrial disputes or other causes; whilst EIL greatly regrets any inconvenience caused to participants, it can not be held responsible for any repercussions, financial or otherwise caused by weather conditions, war, fire, flood, strike, industrial dispute, terrorist activities, hostilities, political unrest, riot, civil commotion, inevitable accident, pandemic illness, act of God, or other circumstances amounting to force majeure.

26. Participants agree to contribute €30.00 (to be deducted from amount paid for programme) towards the work of The Trust for Education in International Living to promote intercultural programmes which foster international understanding, world peace and the elimination of racist attitudes. Further information on the Trust is available on request.

PARTICIPANT DECLARATION:

I declare that all of details as provided by me on this form are true and accurate to the best of my ability. I have read and understand all of the terms and conditions for participation on this programme and I agree to abide by them in full.

Signature: _____

Date: _____

PARENT OR GUARDIAN DECLARATION:

I am aware and agree the terms and conditions as outlined in this document and give my permission for my son/daughter to participate in this programme. I have also read, understood and agree to the terms and conditions as outlined in the partner school's application.

Signature: _____

Date: _____



APPLICATION CHECKLIST

Diese Bewerbung ist die Grundlage für deine Platzierung und dient deiner Gastfamilie und deiner Schule zur Vorbereitung auf deine Ankunft. Fülle alle Seiten gründlich und ehrlich aus. Deine Antworten sollen ein klares Bild von dir vermitteln. Bitte benutze eine Schreibmaschine oder schreibe in Druckbuchstaben.

Your placement is based on the enclosed materials and will help your German host family and school to prepare for your arrival. The enclosed materials will be of help to your German school and host family as they prepare for your arrival. Please be neat, thorough, and honest. Your answers should present a clear picture of who you are. Type or print neatly.

INTERNATIONAL HIGH SCHOOL PROGRAM (IHSP) Anmeldeformular / Placement form
BRIEF AN DEINE GASTFAMILIE / LETTER TO YOUR HOST FAMILY Stelle dich, deine Interessen und Hobbys vor, beschreibe deinen Tagesablauf und erkläre, was du vom Aufenthalt in Deutschland erwartest. Wenn nötig, füge weitere Seiten bei. / <i>Present yourself, your hobbies and interests, describe your daily routine and explain your expectations of your stay in Germany. Use additional pages if necessary.</i>
BRIEF VON DEINEN ELTERN AN DEINE GASTFAMILIE / LETTER FROM YOUR PARENTS TO YOUR HOST FAMILY Bitte deine leiblichen Eltern deiner Gastfamilie einen Brief zu schreiben. / <i>Please ask you parents to write a letter to your host family</i>
FOTOALBUM / PHOTO ALBUM Schicke uns einige Fotos, die einen Eindruck von deiner Persönlichkeit, deinen Freunden und deiner Familie geben. Schreibe ein paar Erläuterungen zu jedem Foto. Wenn nötig, füge weitere Seiten bei. / <i>Send us some pictures that represent your personality, friends and family. Write some details about each picture. Use additional pages if necessary.</i>
SCHULBESCHEINIGUNG / SCHOOL RECORD Bitte fülle dies zusammen mit deinem Vertrauenslehrer oder einem anderen Lehrer aus. Füge Schulzeugnisse der letzten 3 Jahre bei. / <i>Ask your guidance counselor or a teacher for help in completing this form. Include official school transcripts for the last 3 years.</i>
BEURTEILUNG DER DEUTSCHKENNTNISSE / GERMAN LANGUAGE REFERENCE Bitte von deinem Deutschlehrer ausfüllen lassen. Wenn du kein Deutsch gelernt hast, schreibe deinen Namen auf das Formular und streiche alles andere durch. / <i>Ask your most recent German teacher to complete this form. If you have had no German language study, simply draw a line across this form and sign your name.</i>
BEURTEILUNG DER ENGLISCHKENNTNISSE / ENGLISH LANGUAGE REFERENCE (FOR NON-NATIVE SPEAKERS ONLY) Bitte von deinem Englischlehrer ausfüllen lassen. Wenn du kein Englisch gelernt hast, schreibe deinen Namen auf das Formular und streiche alles andere durch. / <i>Ask your most recent English teacher to complete this form. If you have had no English language study, simply draw a line across the form and sign your name.</i>
EMPFEHLUNGSSCHREIBEN / LETTER OF RECOMMENDATION Bitte von einem Lehrer ausfüllen lassen. / <i>Ask one of your teachers to fill this form out.</i>
GESUNDHEITZEUGNIS / MEDICAL RECORD Bitte von deinem Arzt ausfüllen und unterschreiben lassen. / <i>This form should be read, signed and dated by your doctor.</i>
PASSPORT VERIFICATION Bitte selbst ausfüllen. Füge eine Kopie des Passes bei. / <i>Complete this form yourself. Include a photocopy of the passport.</i>
STANDARDS OF CONDUCT / PROGRAMMREGELN Bitte zusammen mit deinen Eltern ausfüllen und unterschreiben. / <i>This form should be read, signed and dated by you and your parents.</i>
RELEASE Bitte zusammen mit deinen Eltern ausfüllen und unterschreiben. / <i>This form should be read, signed and dated by you and your parents.</i>
AGREEMENT ON ONLINE ACTIVITIES AND CODE OF GOOD PRACTICE Bitte sorgfältig durchlesen und unterschreiben. / <i>Please read carefully and sign.</i>
SPRACHKURS / LANGUAGE COURSE (OPTIONAL) Bitte ausfüllen, wenn wir für dich, bevor du in deine Gastfamilie ziehst, einen Deutschkurs organisieren sollen. / <i>This form should be filled in if we shall organise a German course for you before you move to your host family.</i>



INTERNATIONAL HIGH SCHOOL PROGRAM (IHSP) ANMELDEFORMULAR / APPLICATIONFORM

Versuche bitte, dieses Formular auf Deutsch auszufüllen.
Es ist sehr wichtig, dass du die Fragen ehrlich beantwortest!
Schreibe bitte deutlich in Druckbuchstaben!

*Please try to complete this form in German. It is very important that
you answer the questions truthfully! Use neat hand writing, please!*

Programmdauer / Program length

____ Jahr / Year ____ Halbjahr / Semester
____ Monate (Anzahl) / Months (numbers)

Hier ist Platz für ein
SCHÖNES Photo von dir!!!

Please attach a **NICE**
picture of yourself!!!

PERSÖNLICHE INFORMATIONEN / PERSONAL INFORMATION

Vorname / First name	Familienname / Family name
<input type="checkbox"/> weiblich / female <input type="checkbox"/> männlich / male	Geburtsdatum / Birthdate
Heimatanschrift / Home address: (street, city, zip code, country)	
Email	Telefonnummer / Telephone
Staatsangehörigkeit / Citizenship	Religion / Religious affiliation
<input type="checkbox"/> Raucher / Smoker <input type="checkbox"/> Nichtraucher / Non-smoker	

ANGABEN ZU DEINEN ELTERN / INFORMATION ABOUT YOUR PARENTS

Vater / Erziehungsberechtigter / Father/legal guardian	Mutter / Erziehungsberechtigte / Mother / legal guardian
Name / Name	Name / Name
Adresse / Address (street, city, state zip code)	Adresse / Address (street, city, state zip code)
Telefonnummer / Telephone	Telefonnummer / Telephone
Beruf / Occupation	Beruf / Occupation

IN DRINGENDEN FÄLLEN KONTAKTIERBAR / EMERGENCY CONTACT

Name / Name	Adresse / Address
Telefonnummer / Telephone	
Beziehung / Relationship	



ANGABE VON BEKANNTEN IN DEUTSCHLAND / CONTACT INFORMATION ABOUT FRIENDS IN GERMANY

<i>Hast du Verwandte oder Freunde in Deutschland? / List any close relatives or friends in Germany</i>	
<i>Name / Name</i>	<i>Name / Name</i>
<i>Adresse / Address</i>	<i>Adresse / Address</i>
<i>Telefonnummer / Telephone</i>	<i>Telefonnummer / Telephone</i>
<i>Beziehung / Relationship</i>	<i>Beziehung / Relationship</i>

ANGABEN ZU GESCHWISTERN / INFORMATION ABOUT SIBLINGS

<i>Vorname & Name / First name & second name</i>	<i>Geschlecht/ Sex</i>	<i>Lebt sie/er noch zu Hause? / Does she/he still live at home?</i>

ANGABEN ZU DIR UND DEINEM UMFELD / INFORMATION ABOUT YOURSELF AND YOUR SOCIAL ENVIRONMENT

<i>Beschreibe kurz deine Heimat, deine Schule, deinen Wohnort (z.B. Größe, Klima, Aktivitäten) / Give a brief description of your home, school, and community, including size, population, climate, and activities</i>
<i>Beschreibe einen typischen Tag in deinem Leben (Alltagsroutine, Essenszeiten, Pflichten im Haushalt) / Describe a typical day in your life (including daily routine, meals and chores)</i>
<i>Wie viel Zeit verbringst du am Tag am Computer/vor dem Fernseher? / How much time do you spend on the computer/in front of the TV everyday?</i>



Beschreibe deine Hobbies / <i>Describe your hobbies</i>
Nenne die letzten drei Bücher, die du gelesen hast / <i>List the last three books, you have read</i>
Was ist deine Lieblingsmusik? / <i>What is your favourite music?</i>
Spielst du ein Instrument? Welches? Seit wann? / <i>Do you play an instrument? Which? Since when?</i>
Hast du besondere Interessen oder Fähigkeiten / <i>Do you have any unique interests or skills</i>
Welchen Gruppen oder Vereinen gehörst du an? / <i>Which clubs, groups or associations are you a member of?</i>
Welches sind deine Berufsziele? / <i>What career goals are you considering and why?</i>
Für welche internationalen Ereignisse interessierst du dich? / <i>What international affairs are you interested in?</i>
Worin siehst du den Wert von Zweisprachigkeit? / <i>What do you think is the value of being bilingual?</i>
Zeig an einem Beispiel, wie du mit einer schwierigen Situation umgegangen bist! / <i>Please give an example of how you dealt with a difficult situation you were confronted with!</i>
Inwiefern wird sich nach deiner Einschätzung das Austauschjahr auf dein Verhalten und deine Wertordnung auswirken? / <i>What impact do you expect the exchange year to have on you and your values?</i>
Beschreibe ein wichtiges Kindheitserlebnis! / <i>Describe a memorable incident during your childhood!</i>



Wann und wo fühlst du dich am sichersten? / <i>When and where do you feel most comfortable and secure?</i>
Was würdest du gern an dir selbst ändern? / <i>What would you like to change about yourself?</i>
Wie gehst du mit Langeweile um? / <i>How do you cope with boredom?</i>
Welche sind die "Spielregeln" innerhalb deiner Familie? Was passiert, wenn sie gebrochen werden? / <i>What are the "rules" in your family? What happens if those rules are broken?</i>
Wie verbringen deine Familie und du Zeit zusammen? / <i>How do you and your family spend time together?</i>
Hast du bereits Reisen ins Ausland unternommen? Wohin und weshalb? / <i>Have you ever travelled outside your country? List where and why</i>
Warum möchtest du ausgerechnet nach Deutschland kommen? / <i>Why would you like to come to Germany as an exchange student?</i>

WEITERE INFORMATIONEN / FURTHER INFORMATION

Ist eine spezielle Diät für dich erforderlich? Bist du Vegetarier? / <i>Do you require a special diet? Are you a Vegetarian?</i>
<input type="checkbox"/> Nein / <i>No</i> <input type="checkbox"/> Ja, bitte ausführen: / <i>Yes, please elaborate</i>
Bist Du allergisch? / <i>Are you allergic?</i>
<input type="checkbox"/> Nein / <i>No</i> <input type="checkbox"/> Ja, bitte ausführen: / <i>Yes, please elaborate:</i>
Kannst Du Fahrrad fahren? / <i>Can you cycle?</i> <input type="checkbox"/> Nein / <i>No</i> <input type="checkbox"/> Ja / <i>Yes</i>



Experiment e.V.

THE EXPERIMENT IN INTERNATIONAL LIVING

BRIEF AN DEINE GASTFAMILIE / LETTER TO YOUR HOST FAMILY



Experiment e.V.

THE EXPERIMENT IN INTERNATIONAL LIVING

**BRIEF VON DEINEN ELTERN AN DEINE GASTFAMILIE / LETTER FROM YOUR
PARENTS TO YOUR HOST FAMILY**



Experiment e.V.
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FOTOALBUM / PHOTO ALBUM



SCHULE / SCHOOL

Derzeitige Klassenstufe / *Present school year*

Durchschnittsnote letztes Zeugnis / *Average grade on last report card*

Bitte füge deiner Bewerbung deine Schulzeugnisse der letzten drei Jahre bei. / *Please include with this application the official transcripts (school records) for your last three years at school.*

FREMDSPRACHENKENNTNISSE

Sprache / <i>Language</i>	Studienjahr / <i>Years of study</i>	Sprachkenntnisse Level / <i>Proficiency</i>		
		Anfänger / <i>Beginner</i>	Gut / <i>Good</i>	Exzellente / <i>Excellent</i>
Deutsch				
Englisch				
Andere / <i>Other</i>				

Welche sind deine Lieblingsfächer? / *What are your favourite subjects at school?*

Für welche Fächer benötigst du deutsche Noten? **Bitte kläre dies mit deiner Schule bevor du nach Deutschland kommst!!!** / *For which classes do you need to receive credits while you are in Germany? Please discuss this with your school before coming to Germany!!!*

Datum / *Date*

Unterschrift / *Signature*



SCHULBESCHEINIGUNG / SCHOOL RECORD

Bitte deinen Vertrauenslehrer oder einen anderen Lehrer, dieses Formular auszufüllen.

Ask your guidance counsellor or another teacher to fill in this form.

Schulstempel oder Schulsiegel /
Place school seal or stamp here

Name des Schülers / *Student's Name* _____

Name der Schule / *School's Name* _____

Adresse der Schule / *School's Address* _____

Telefon / *Telephone* _____

Für welche Fächer benötigt der Schüler deutsche Noten? / *For which classes does the student need to receive credits while in Germany?*

In welcher Klasse ist der Schüler / die Schülerin? / *In what grade is the student currently enrolled?*

Klassenstufe / *Grade* _____
2010/11 (1st Semester)

Klassenstufe / *Grade* _____
2009/10

Klassenstufe / *Grade* _____
2008/09

Fach / *Note /*
Course Mark

Fach / *Note /*
Course Mark

Fach / *Note /*
Course Mark

Notenschnitt / _____
Grade Point Average

Notenschnitt / _____
Grade Point Average

Notenschnitt / _____
Grade Point Average



BEURTEILUNG DER DEUTSCHKENNTNISSE / GERMAN LANGUAGE REFERENCE

Bitte deinen Vertrauenslehrer oder einen anderen Lehrer, dieses Formular auszufüllen.

Ask your guidance counsellor or another teacher to fill in this form.

Schulstempel oder Schulsiegel /
Place school seal or stamp here

Name des Schülers: _____

Für den Lehrer/Beurteilenden: Dieses Formular wird für die Beurteilung der Deutschkenntnisse des Schülers und seine Einstufung in einen Deutschkurs benötigt. Bitte bewerten Sie vorrangig die mündlichen Sprachkenntnisse.

Bitte nutzen Sie zur Beurteilung den folgenden Schlüssel:

Anfänger: Kann vertraute, alltägliche Ausdrücke und ganz einfache Sätze verstehen und verwenden, die auf die Befriedigung konkreter Bedürfnisse zielen. Kann sich vorstellen und anderen Leuten Fragen zu ihrer Person stellen und auf Fragen dieser Art Antwort geben.

Fortgeschritten: Kann die Hauptinhalte komplexer Texte zu konkreten und abstrakten Themen verstehen; kann sich so spontan und fließend verständigen, dass ein normales Gespräch mit Muttersprachlern ohne größere Anstrengung auf beiden Seiten gut möglich ist. Kann sich zu einem breiten Themenspektrum klar und detailliert ausdrücken.

Mittelstufe 1: Kann Sätze und häufig gebrauchte Ausdrücke verstehen, die mit alltäglichen Bereichen zusammenhängen. Kann sich in einfachen, routinemäßigen Situationen verständigen, in denen es um einen einfachen und direkten Austausch von Informationen über vertraute und geläufige Dinge geht.

Mittelstufe 2: Kann die Hauptpunkte verstehen, wenn klare Standardsprache verwendet wird und es um vertraute Dinge geht und sich dazu auch äußern. Kann die meisten Situationen bewältigen, denen man auf Reisen im Sprachgebiet begegnet. Kann sich in allen Zeitstufen ausdrücken.

Fließend: Kann praktisch alles mühelos verstehen und wiedergeben. Kann sich spontan, sehr flüssig und genau ausdrücken und auch bei komplexeren Sachverhalten feinere Bedeutungsnuancen deutlich machen.

Lernort _____ Lerndauer _____ Bewertung _____

Anmerkungen:

Name des Lehrers: _____

Unterschrift: _____



BEURTEILUNG DER ENGLISCHKENNTNISSE / ENGLISH LANGUAGE REFERENCE

Bitte deinen Vertrauenslehrer oder einen anderen Lehrer, dieses Formular auszufüllen.

Ask your guidance counsellor or another teacher to fill in this form.

Schulstempel oder Schulsiegel /
Place school seal or stamp here

Participant's Name: _____

To the Teacher/Evaluator: This form will be used to assess language capabilities and for placement purposes in English language classes. Please consider the participant's ability to communicate verbally.

Please use the following key to assess the participant

Novice: Unable to function in the target language

Intermediate High: Able to satisfy most survival needs and limited social demands; can create with the language; occasionally, but not consistently, can describe and narrate in simple past, present and future.

Novice High: Able to satisfy immediate needs using memorized materials; limited ability to speak in short sentences.

Advanced: Able to satisfy routine social demands and limited work requirements; can describe and narrate in the past, present and future; can participate fully in casual conversation.

Intermediate Low: Able to satisfy basic survival needs and minimum courtesy requirements; can create with the language; has limited vocabulary and minimal grasp of grammar.

Intermediate Mid: Able to satisfy most survival needs and limited social demands; can create with the language; has larger vocabulary and more control of grammar; able to say many things simply.

Advanced Plus: Able to satisfy most work requirements and show some ability to communicate on concrete topics; can sometimes support an opinion; control of complex grammatical structures is uneven.

Superior: Able to support opinions, hypothesize and deal with abstract topics and unfamiliar situations; rarely hesitates in speaking and errors never interfere with meaning.

Where Studied _____ Years Studied _____ Assessment Rating _____

Additional Comments:

Teacher's name: _____

Signature: _____



EMPFEHLUNGSSCHREIBEN / *LETTER OF RECOMMENDATION (1/2)*

Bitte einen Lehrer, dieses Formular auszufüllen. / *Please give this form to one of your teachers.*

Vor- und Nachname des Schülers / der Schülerin / *Student's name*

Name der Schule / *School's name*

1. Welche besonderen Talente, Fertigkeiten, Interessen besitzt der Schüler / die Schülerin, die einen besonderen Beitrag leisten könnten, z. B. in der Schule, Gemeinde oder Gesellschaft? / *Does the student possess any specific talents, skills or interests which would make a special contribution to his/her host community or school?*

2. Warum würde gerade dieser Schüler / diese Schülerin ein guter Repräsentant seines Herkunftslands sein? *Why would this student in particular be a good representative of his/her home country?*

3. Bitte bewerten Sie den Schüler / die Schülerin in den folgenden Bereichen *Please evaluate the student in the following areas.* (1 = ausgezeichnet / *excellent*; 2 = gut / *good*; 3 = befriedigend / *satisfactory*; 4 = ausreichend / *sufficient*; 5 = unzureichend / *insufficient*)

Wissensdurst / <i>Inquisitiveness</i>	_____	Fähigkeit Niederlagen zu ertragen / <i>Ability to cope with failure</i>	_____
Selbstverantwortung / <i>Responsibility</i>	_____	Kommunikationsfähigkeit / <i>Communication skills</i>	_____
Anpassungsfähigkeit / <i>Adaptability</i>	_____	Frustrationstoleranz / <i>Ability to deal with frustration</i>	_____
Führungsfähigkeit / <i>Leadership ability</i>	_____	Positive Einstellung zu anderen / <i>Positive attitude towards others</i>	_____
Aufgeschlossenheit / <i>Open-mindedness</i>	_____		

Bitte geben Sie spezifische Beispiele an, mit denen Sie Schwächen und Stärken des Schülers / der Schülerin illustrieren können. / *Please list specific examples which demonstrate the strengths and weaknesses of the student.*



EMPFEHLUNGSSCHREIBEN / LETTER OF RECOMMENDATION (2/2)

4. Ist Ihnen bekannt, ob der Schüler / die Schülerin an irgendwelchen körperlichen oder emotionalen Störungen leidet?
Are you aware of the fact that the student suffers from a physical or an emotional disorder of any kind?

Ja / Yes _____ Nein / No _____

Wenn JA, bitte beschreiben Sie diese hier. Benutzen Sie, falls nötig, ein zusätzliches Blatt und fügen Sie dieses bitte dem Formular bei.

If YES, please describe the disorder here. If necessary, use additional paper.

5. Seit wann und in welchem Zusammenhang kennen Sie den Schüler / die Schülerin?
How long have you known the student and in which context?

Unterschrift / *Signature*

Datum / *Date*

Name in Druckbuchstaben / *Name printed*

Titel / *Title*

Schule / *School*



GESUNDHEITSZEUGNIS / MEDICAL RECORD (1/2)

Name des Teilnehmers / *Participant's Name*: _____

Größe / *Height*: _____ cm

Gewicht / *Weight*: _____ kg

Blutdruck / *Blood Pressure*: _____

Puls / *Pulse*: _____

Ihre Einschätzung des gesundheitlichen Allgemeinzustands / *Your opinion of the applicants health*:

Sehr gut / *Excellent* Gut / *Good* Befriedigend / *Fair* Mangelhaft / *Poor*

War der Teilnehmer an einer der folgenden Krankheiten erkrankt? Wenn JA, erläutern Sie diese bitte ausführlich. / *Does the applicant now have or has he/she had any of the following? If YES, give detailed information and dates in the space provided or attach a separate sheet to the Medical Record.*

Krankheit / <i>Illness</i>	Ja / <i>Yes</i>	Nein / <i>No</i>	Funktionsstörung / <i>Disorder</i>	Ja / <i>Yes</i>	Nein / <i>No</i>
Windpocken / <i>Chickenpox</i>			Epilepsie / <i>Seizures</i>		
Masern / <i>Measles</i>			Schlafwandeln / <i>Sleepwalking</i>		
Mumps			Anorexia Nervosa		
Polio / <i>Poliomyelitis</i>			Bulimie / <i>Bulimia</i>		
Rheumatisches Fieber / <i>Rheumatic Fever</i>			Diabetes Mellitus		
Röteln / <i>Rubella</i>			Hörvermögen / <i>Hearing</i>		
Scharlach / <i>Scarlet Fever</i>			Migräne / <i>Headache</i>		
Malaria			Sprachvermögen / <i>Speech</i>		
Hepatitis			Psychisch/Emotional/ <i>Psychological/Emotional</i>		
Kropf / <i>Goiter</i>			ADHS / <i>ADHD</i>		
			Andere / <i>Other</i>		

Anmerkungen / *Comments*:



GESUNDHEITSZEUGNIS / MEDICAL RECORD (2/2)

Wenn Sie eine der folgenden Fragen mit **JA** beantworten, fügen Sie bitte ausführliche Berichte bei. / *If you answer **YES** to any of the following questions, please attach a medical report giving information:*

	Ja / Yes	Nein / No
War der Schüler jemals im Krankenhaus? / <i>Has the student ever been hospitalized?</i>		
Wurde der Schüler jemals operiert? / <i>Has the student ever had surgery?</i>		
Nimmt der Schüler gegenwärtig Medikamente oder Injektionen ein? / <i>Is the student presently taking any medications or injections?</i>		
Gibt es Einschränkungen bezüglich der Teilnahme an sportlichen Aktivitäten? / <i>Are there any restrictions on the student's participation in physical activities?</i>		
Litt oder leidet der Schüler unter Allergien? / <i>Has the applicant any history or present evidence of any allergy?</i>		
Gibt es bestimmte gesundheitlichen Einschränkungen oder einschlägige medizinische Informationen die für einen Auslandsaufenthalt des Schülers von Bedeutung sind? / <i>Does the applicant have any health limitations or do you know of any pertinent medical information that is important, should the applicant be considered for placement abroad?</i>		

Trägt der Schüler eine Brille oder Kontaktlinsen? / *Does the applicant have to wear glasses or contact lenses?* Ja / Yes _____ Nein / No _____

Wenn JA, bitte spezifizieren / *If YES, please elaborate:*

	Sphere	Cylinder	Axis	Prism	Base
(OD) Ocular Dexter					
(OS) Ocular Sinister					

Add: _____ Base Curve: _____ Other: _____

Wenn NEIN, Sehkraft ohne Brille / *If NO, vision without glasses*

OD: _____ OS: _____

Doctor's name: _____

Date

Signature



PASSPORT VERIFICATION

This form is to verify that you will have a valid passport at the time of your participation in the program. Some of the information is also used for airline ticketing purposes.

Please print your full name **AS IT APPEARS (OR WILL APPEAR)** on your passport.

Student's name

I already have my passport:

The number is: _____

Issued at: _____

Date of Issue: _____

Expiration Date: _____

**PLEASE ATTACH A CLEAR PHOTOCOPY OF THE
FIRST PAGE OF YOUR PASSPORT TO THIS FORM.**

OR

I applied for my passport

at _____

Date _____ City _____

**AS SOON AS YOU RECEIVE YOUR PASSPORT,
PLEASE SEND A PHOTOCOPY OF THE FIRST PAGE TO YOUR ORGANISATION.**



Standards of Conduct for Exchange Students in Germany

Experiment e.V. has established the following Standards of Conduct for all participants coming to Germany on the International High School Program (IHSP). Violation or non-observation of these standards may be cause for dismissal from the program.

1. All participants are expected to take an active part in the program, including orientation, evaluation seminars, and all other activities prescribed by Experiment e.V. Participants are expected to represent their country as “ambassadors” and thus to make a considerable contribution towards the understanding between their home countries and Germany.
2. The participant shall live as a member of a host family and shall conform to the obligations, rules and customs of the family. The participant must be prepared to live in any family without regards to race, religion or colour of skin. A host family may be composed of a single parent with child/children, of a couple with child/children, or a couple without children living in the home. In most cases, the participant will have his/her own room, however this cannot be guaranteed.
3. The day to day activities of the participant require the consent of the host parents. They must be informed at all times where the participant is, whom, when, and how she/he is returning home.
4. Any request from a participant for a change in host family must be cleared through the local coordinator. Experiment e.V. will review each request on a case by case basis, and reserves the right to make the final decision. Host family changes are not made solely at the participant’s request.
5. The “Lines of Communication” distributed by Experiment e.V. must be observed at all times.
6. School attendance is a mandatory component of the program. Unsatisfactory school attendance, poor academic performance, lack of compliance with school rules, and/or poor attitude can be cause for dismissal.
7. The participant may not perform and jobs outside of the host family.
8. The participant is obligated to pay all bills accrued (including telephone, postal expenses and additional medical costs not paid for by the insurance, etc.) at the latest before his/her return to the home county. Participants are required to have 150-200 Euros per month available for personal expenses.
9. Hitchhiking is strictly prohibited for all participants.
10. The participant is subject to federal and regional laws of Germany.
11. The purchase or possession of weapons is prohibited.
12. Participants are not allowed to drive any form of motorized vehicle, such as automobiles, motorbikes, motorcycles etc.
13. The possession and/or use of drugs as well as excessive drinking are prohibited and will result in immediate dismissal from the program.
14. Visits to the participant by family members/friends from the home country are not allowed during the first half of the program for year students or at all during the program for semester- or short-term participants. During the second half of the program, family members/friends may visit upon obtaining permission form the host family, local coordinator, the home country organization and Experiment e.V. Students who have family/friends visit during the first half of the program jeopardize their participation in the program.
15. A return to the host country is only possible under exceptional circumstances, and requires the consent of the home country organization and Experiment e.V. A return to the home country without permission will result in dismissal from the program. In addition, participants may not travel to the



home country during the program and return to Germany, unless the return is due to exceptional circumstances as dictated by the home country organization and Experiment e.V.

16. Students must be in good mental and physical condition before starting the program.

TRAVEL RULES

- 1. Independent trips including one or more overnight stays require the written consent of the natural parents as well as the host parents. The natural parents must fill out the parental release form and send it to the partner organisation in their home country or to Experiment e.V..**
- 2. Before booking any trip, the student must ask Experiment e.V. for authorization. Only once Experiment e.V. Germany has agreed with the trip can the student confirm the trip (under the condition that the host parents and the natural parents agree as well).**
- 3. If a trip booked without the authorization of Experiment e.V., the participant and the natural parents must cover the costs for the cancellation.**
- 4. The participant may not miss school for travel. Even if the school approves the trip, Experiment e.V. does not; therefore trips are only approved during school holidays or on weekends.**
- 5. The participant must submit a detailed itinerary including modes of transportation and the addresses and telephone numbers of hotels/youth hostels to Experiment e.V. at least one week before departure.**
- 6. No independent trip may exceed one week.**
- 7. No more than two weekends per month may be used for independent travel.**
- 8. No student will be permitted to travel during the Christmas holiday season, as this time is meant to be spent integrating in the host family.**

An independent trip is considered a trip including one or more overnight stays without an adult. Short trips in the surrounding area with a return to the host family on the same day are not considered as independent travel. Participants may travel with adult members of the host family or with adults 25 years of age or older. For school trips or trips with the host family, no parental release form is required from the natural parents.

Behaviour not in accordance with these Standards of Conduct is cause for the host family, the school, and/or the local coordinator to warn and/or discipline a participant, and may result in the issuing of a formal warning letter of probation from Experiment e.V.

Repeated incidents of unacceptable behaviour are cause for dismissal and return to the home country without undue delay. Serious violations include but are not limited to breaking any German federal or regional law. Any additional cost arising there from will be covered by the participant.

I confirm that I have read and understood the rules.

Date: _____

Student's signature: _____

Parents' signature: _____



RELEASE

AGREEMENT TO CONDITIONS OF MEMBERSHIP

In consideration of the acceptance by Experiment e.V. Germany and their partner organization of the applicant, we agree to the Standards of Conduct as stated, and acknowledge that we have read and understood it thoroughly.

Further, we understand future publicity materials may include statements made by participants or their photographs, and consent to such use of my son's/daughter's comments of photographic likeness.

Student's Signature

Date

Parent's or Guardian's Signature

Date

RELEASE FOR EMERGENCY TREATMENT

To the parents or guardian of a participant under the age of 18 years:

On rare occasions, a surgical emergency arises when we are unable to communicate with parents/guardians. No anaesthesia can be administered nor operation performed without the consent of the parent or guardian. To avoid delaying any procedure necessary to safeguard the health of an Experiment participant, we request that the following permission be signed by the parent or legal guardian of the participant.

I hereby grant permission to Experiment e.V. Germany to authorize the administration of such antibiotics, immunizations, anaesthesia and other medications, and to hospitalize and provide such treatment for my son/daughter/ward (cross out terms not applicable) as professional judgment dictates.

Parent's or Guardian's Signature

Date

GENERAL TRAVEL PERMISSION

We give permission for our son/daughter to travel on school or church-sponsored trips, provided our child's host parents and Experiment e.V. Germany have approved the travel plans. We understand that all trips must be led by an adult, that a completed itinerary must be on file with the host family and the national office and that our son/daughter may not miss school to take a trip.

Parent's or Guardian's Signature

Date

If this form is not signed, parental approval will be secured for each individual trip.



Experiment e.V.

THE EXPERIMENT IN INTERNATIONAL LIVING

PARENTAL RELEASE FOR APPLICATION OF THE VISA DOCUMENTS

I/We hereby confirm that our child _____ is a participant of the International High School Program from _____ to _____ through Experiment e.V. with our knowledge and our support.

Parent's or Guardian's Signature

Date



AGREEMENT ON ONLINE ACTIVITIES

1. Social Networking Policy

Students will be held responsible for everything posted on and linked to their profile on social media and networking sites like Facebook, MySpace, SchülerVZ and others. This includes statements, comments, and photos.

Students must refrain from posting any content or images that indicate a violation of German laws, the laws of the student's home country or the EXPERIMENT E.V. rules, as well as any content or images that are perceived as obscene, defamatory, threatening, harassing and hateful, or hurtful to the reputation of another person.

Further, students must refrain from any online activity that could compromise their safety or the safety and privacy of their host family. This includes communicating or meeting with strangers, posting any information that could be used to identify their or their host family's identity or location such as full names, address, phone number, bank and credit card information, etc.

Any of these actions may result in disciplinary procedures such as warning or probation, and may lead to dismissal from the EXPERIMENT E.V. program.

2. "Downloading"

It is prohibited by German law to provide media files (mp3, mp4, etc.) for other online users to download via "P2P" platforms or software (such as BitTorrent, eMule, LimeWire). When downloading media through these platforms, the files are simultaneously offered to other users. Offense against this law is persecuted and can result in high fines of up to 3000 Euros.

Therefore, students must refrain from downloading music or movie files from other sources than official online stores like "iTunes" or "Musicload". In case students are requested to pay a fine after breaking this law, they are obliged to pay it, and neither EXPERIMENT E.V. nor the host family will take responsibility.

I read and understood the above guidelines and accept them for my exchange year:

Name

Signature, Date

Name

Parent's or Guardian's Signature, Date



CODE OF GOOD PRACTICE

As an internationally recognized exchange organization, Experiment e.V. arranges encounters between people of different origins from and in all areas of the world. This mission creates connections between people of different cultures, and therefore brings with it significant responsibility that is shared by all its participants.

This Code of Good Practice is to declare the measures and principles through which Experiment e.V. will honour this great obligation. It is mandatory for employees, volunteers, participants, host families and members – in short, for all Experimenters.

Experiment e.V. is a non-profit organization whose goal is to develop and expand understanding beyond cultural boundaries. A fundamental requirement of this goal is a discrimination-free environment, in which the dignity of all is respected. It is our expectation from all Experimenters that they be considerate, fair, tolerant and respectful to their fellow Experimenters and their fellow man.

Experiment e.V. takes the studies that indicate that many people have been victims of sexualized violence and/or sexual harassment seriously. For this reason we approach this topic proactively and preventively. All Experimenters are called upon to recognize personal boundaries and to defend them.

Experimenters are law-abiding and respectful of authority. They share an obligation to observe and uphold the laws and regulations of both home and host country.

The quality of our programs is very important to us. To ensure the highest standard is maintained, we subject them to continuous evaluation. Additionally, professional trainings and further education workshops are organized and offered on a regular basis to all of our employees and volunteers.

Experimenters are to hold themselves to these standards in carrying out their duties within the organization. In this, we are all role models.

We do not tolerate discrimination or violence of any kind, in any way, shape or form.

I hereby acknowledge and accept the Code of Good Practice.

Date	Name	Signature
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