American GAPP Coordinator Checklists for Long-Term Exchanges

Thank you for hosting a long-term GAPP student at your school! We've put together a series of 5 checklists to help you stay organized before, during, and after your GAPP student's exchange. Each checklist comes with a deadline and a goal for you to work toward. Here is a quick overview of the checklists:

→ **Checklist 1**: *Getting Started* (steps to take **before** you start the DS-2019 application process, including a digital form submission!)

→ **Checklist 2**: *DS-2019 Application Process*

→ **Checklist 3**: *Pre-Arrival Orientation and SPARC* (what to prepare before your exchange student arrives in the U.S.)

→ **Checklist 4**: *Student Reports and Advising* (what to do during the exchange)

→ **Checklist 5**: *Post-Exchange* (final steps after the student has returned home)

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Checklist 1 (of 5): Getting Started

Deadline for Fall Semester/Academic Year exchanges: **April 15**
Deadline for Spring Semester exchanges: **September 15**
Goal: Complete the below steps in order, then submit GAPP's digital "Getting Started" Form (linked below)

- ❑ Read GAPP Long-Term Exchange Guidelines and Code of Federal Regulations for the Secondary School Student Exchange Visitor Program
- ❑ Decide on exchange start and end dates (normally these align with the school year/semester start and end dates); share these dates with a) your school administration, b) the German GAPP coordinator, and c) the exchange student(s) and their family
  *Reminder: exchanges must be between 5 and 12 months long
- ❑ Obtain *written* approval for the exchange student(s) from your school principal and/or administrative official with enrollment authority
- ❑ Obtain information about your school/district and state requirements and/or procedures for international J-1 exchange students
- ❑ Find and pre-screen a host family for each exchange student according to the U.S. Department of State requirements for host families (22 CFR 62.25(j), 22 CFR 62.25(d), and 22 CFR 62.25(m))
- ❑ Gather the following names and email addresses:
  - o Exchange student
  - o Exchange student's parent(s)
  - o German GAPP coordinator
  - o German school principal
  - o American school principal
  - o American school enrollment/administrative official

- ❑ Complete GAPP's "Getting Started" Form

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Checklist 2 (of 5): DS-2019 Application Process

Deadline for Fall Semester/Academic Year exchanges: **May 15**
Deadline for Spring Semester exchanges: **October 15**
Goal: Complete 3 forms; serve as point of contact for student, host family, school administration, German partner school, and GAPP office during application process

❑ Inform the exchange student and their parent(s) of the exchange start and end dates (school start/end dates), if you haven't already

❑ Complete 2 forms: American GAPP Coordinator Form and Authorization to Release Information – American Coordinator

❑ Sign the School Enrollment Form when you are prompted via an email from DocuSign

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❑ Support the exchange student and their parent(s), the selected host family, and your German partner school with the DS-2019 application process

❑ Liaise with the GAPP office regarding the status of your exchange student's application

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Checklist 3 (of 5): Pre-Arrival Orientation and SPARC

Deadline: ***2 weeks before the semester starts***
Goals: 1) Prepare the student for school, 2) prepare the host family, 3) complete the mandatory SPARC test, and 4) submit GAPP's digital Pre-Arrival Form (linked below)
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❑ Read the Long-Term Orientation Guide for American GAPP coordinators

❑ Share any important school and community information with the exchange student (and German GAPP coordinator):
   o School rules/student handbook/map of the school
   o Course catalogue
   o List of names and contact information (emails and phone numbers) for important faculty and staff at school
   o List of resources in the host community—medical facilities, libraries, recreation centers, gyms/sports facilities, banks, and public transit

❑ Officially enroll the exchange student in school and help them register for classes and athletics (if interested)

❑ Submit any required immunization records to your school's administration on behalf of the exchange student

❑ Provide the exchange student any assigned equipment typical for your school: ID card, locker, computer login, technology, etc.

❑ Prepare the student with age- and language-appropriate information on how to identify and report sexual abuse and exploitation

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❑ Meet with the host family to share best practices for hosting developed in your community, strategies for intercultural communication and conflict resolution, and an overview of the GAPP Long-Term Exchange Guidelines (section for host families on pg. 13)

❑ **Two weeks before the student arrives**, complete the mandatory SPARC Training and Test:
   o Go to My Goethe.de
   o Register for an account with My Goethe.de (if you have never taken the SPARC test before)
   o You will come to the Goethe-Institut New York home page. Click on "My Goethe.de" in the top-right corner, then click on "My courses and exams," the first option in the drop-down menu
   o In the "Add a Course" field, paste the following code: **dpzmvvpjwpxz** and click "Save"
   o You will then see "GI New York GAPP Local Coordinator Training SPARC." Click the link for "To the course room"
   o Follow the instructions and complete the SPARC test. You may repeat the test several times if you don't receive a passing score (27/30) the first time
   o Once you have passed with a score of at least 27/30 (90%), screenshot your result and upload it to the Pre-Arrival Form below

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❑ After taking all steps above, complete GAPP's Pre-Arrival Form

Checklist 4 (of 5): Student Reports and Advising

Deadline: **Last day of semester/academic year**
Goals: 1) Submit Monthly Reports, 2) select a school official to submit 60-day Program Report, and 3) advise the student regularly

❑ Once per month, meet separately with the exchange student and the host family to complete a digital Monthly Report. Meetings can be held in-person or via phone/video call, but one meeting per semester must be in-person

❑ Select a school official or administrator to visit the student in their host family home **within 60 days of their arrival** and submit the digital 60-Day Program Report Form

❑ Support, advise, and encourage the student; be their advocate!

❑ If the student needs to change host families, notify the GAPP office **two weeks before** moving the student and follow the procedure on page 11 of the GAPP Long-Term Exchange Guidelines

Checklist 5 (of 5): Post-Exchange

Deadline: **1 month after the student's exchange**
Goal: Complete exchange evaluation form

❑ Encourage the student to submit an exchange reflection to GAPP! Exchange student reflections are included in GAPP's annual report to the U.S. State Department and help make future exchanges possible

❑ Complete GAPP's Long-Term Exchange Evaluation Form

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