

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: **May 15**

Deadline for Spring Semester exchanges: **October 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:
 - Exchange student
 - Exchange student's parent(s)
 - German GAPP coordinator
 - German school principal
 - American school principal
 - 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
- ☐ 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):
 - School rules/student handbook/map of the school
 - Course catalogue
 - List of names and contact information (emails and phone numbers) for important faculty and staff at school
 - 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:
 - Go to [My Goethe.de](#)
 - Register for an account with My Goethe.de (if you have never taken the SPARC test before)
 - 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
 - In the “Add a Course” field, paste the following code: **dpzmvvpjwpzx** and click “Save”
 - You will then see “GI New York GAPP Local Coordinator Training SPARC.” Click the link for “To the course room”
 - 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
 - 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
- ❑ 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](#)

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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