** WAATI / Intercultura Exchange**

 **Completing the Host Family Application Forms 2020**

 **Information for Host Families**

Information regarding the Exchange Program and the link to the Host Family Application Form can be found at:

[**www.waati.com.au/scambio-studenti/stage-1-hosting**](http://www.waati.com.au/scambio-studenti/stage-1-hosting)

To complete the Host Family Application, you are required to:

* Complete the **Host Family Application Form** about your family, school and community. The application must be **typed.**
* Insert **digital photos** of your family, home and friends with captions into **Form E –** a Word Document that can be downloaded from the application instruction page.
* Insert a **photo** of student into the **Cover Page –** a Word Document that can be downloaded from the application instruction page and complete your Family, School and Teacher details
* Participate in a **Family Interview** with the Contact Teacher in your home. Host student & at least one parent but ideal is all members of the family.
* Provide your Contact Teacher with evidence of or an application for a **Working With Children Check** for each family member over 18 (this includes parents of split families where the Italian student will have any overnight stays).
* **Sign** the completed Application Form

**Completing the Forms:**

* Go to [**www.waati.com.au/scambio-studenti/stage-1-hosting**](http://www.waati.com.au/scambio-studenti/stage-1-hosting)to access information about the Exchange Program and the link to the Host Family Application Form, Cover Page and Photo Page (Form E)
* Download the forms
* You must open the Host Family Application with **Adobe Acrobat or Adobe Reader.** Do **not** use the Mac program Preview **-** it will corrupt the formatting of the Form
* Complete the questions. You can now save your form and complete it over a few days. Ensure you provide all of the relevant information. Your teacher will complete the Contact Teacher details. Save your completed form. It must be typed – **handwritten forms will not be accepted.**
* Email your completed Host Family Application to your teacher so he /she can check your responses and print it for you. Your teacher will then organise for you to sign the forms.
* Insert a photo and complete the details on the **Cover Page** Word Document. Email it to your teacher.
* Insert photos with captions into **Form E –** the photo pages. Ensure you delete the instructions. Ask your teacher to print it for you.
* Ensure all forms are returned to your teacher by the deadline. He /she has to review, return if necessary for edits and then send to coordinator by the deadline.

 *Thank you for taking the time to follow these instructions carefully.*