

## Instructions for Completion of Application Forms

1. Please complete **three application forms** in full to forward to your German teacher or forward directly to Margot Glaser-Brown (see address below). You may wish to make a fourth copy to keep to your own reference.

(The information provided in this application is required to arrange the most suitable placement for the students and to enable effective arrangements to be made for the education and well-being for the student. In New Zealand the information will be confidential to the New Zealand organiser of the programme and will be supplied by her only to the organiser in Germany. The German organiser will be requested to supply it to others only when that is necessary to ensure the proper placement, education and well-being of the student.)

2. Please attach one or more A4 pages with photos of yourself, your family, your house, your pets, etc. (please glue or staple firmly). Only one set of photos required.
3. In addition, we require you to include with your application a one page description of yourself, which should include details of your family, your interests and hobbies, where you live, and a description of your “ideal exchange partner”. This will assist in finding an exchange partner best suited to you. See details on page 5 of the application form.
4. Please read the “exchange agreement form” carefully, sign and return one copy with your three application forms to your school.
5. To cover our administrative costs – e.g. postage, international phone calls, etc. – we ask you to include with your application form NZ\$60 (please make cheque payable to New Zealand Exchange)

### **Police Vetting**

Under the New Zealand Ministry of Education’s “Code of Practice for the Pastoral Care of International Students” Exchange Programme organisations must meet the pastoral care standards of the Code in order to become New Zealand Government approved and for exchange students to be fees exempt. I am pleased to advise you that this Exchange Programme (North-Rhine-Westphalia option) has been amalgamated with the Exchange Programme of Dr. Volker Knüfermann (Baden-Wuerttemberg/Bavaria options) and therefore is registered as a Government approved scheme.

Both organisations remain separate operationally with separate co-ordinators.

Host families need to be police checked under the terms of the “Code of Practice”. This is a simple procedure and only requires a little paperwork. Please complete the form enclosed. Acceptance for the exchange is subject to us receiving satisfactory police clearance of applicant families. **Any person living in the family over the age of 18 (Parents/Guardians, siblings) should complete the form and not the student.**

Margot Glaser-Brown (Exchange Co-ordinator)  
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Tauranga

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