



An Organization of International Rotary Districts in Bermuda, Canada and the U.S.A.

Dear Club Youth Exchange Officer:

Consulate divisions in many, if not most of the countries we exchange with, are going to be reviewing every DS-2019 and Rotary Guarantee form with a fine toothcomb.

We have great success getting EVERY student through the process by providing the embassy with one additional piece of documentation that sealed the validity of the student's participation.

Please contact the accepting high school and have the school create the following letter on the school's OFFICIAL STATIONARY and have it signed either by the superintendent, high school principal, or their designate.

Items in bold and underlined are for your attention.

In the letter the school creates, everything needs to be in plain text with nothing bolded and no underlining.

The sample letter needs to look just like this.

Thank you,

Chairperson
Eastern States Student Exchange

U.S.A. Consulate General
Visa Processing Division

Dear Visa Processing Officer.

Please allow me to introduce myself. I am **NAME**, the **TITLE** at **SCHOOL NAME** High School in **CITY, STATE, COUNTRY.**

This letter is to confirm for you the acceptance for the academic year _____,

«**First**» «**Last**»

as a Rotary Exchange student visitor in our High School. All school signatures and seals of the school on the Rotary Guarantee forms and all other documents pertaining to this student are true and accurate.

◆ This student is being hosted by a family that resides in our School District, therefore, there will be no cost for tuition.

◆ For Private School: Tuition is being waived for this Rotary Exchange Student.

We are holding a space in our class and I request that you expedite the appropriate visa to enter our country.

We appreciate all and any courtesies you are able to offer in the visa process.

Sincerely yours

Name of School Officer : _____ (print legibly)

Date _____

Title: _____

Signature of School Officer

SCHOOL SEAL REQUIRED: