

ROTARY YOUTH EXCHANGE PROGRAM – LONG TERM

EXPLANATION REGARDING THE PRELIMINARY APPLICATION DOCUMENTS

The preliminary application for the Rotary Youth Exchange Program (Long Term) is considered complete when the six documents listed below are fully submitted.

Details on how to complete and submit each form are provided below.

DOCUMENT 1: PRELIMINARY APPLICATION FORM

- The form consists of 4 sections.
 - Sections 1, 2, and 3 should be completed by the applicant.
 - Section 4 should be completed by the club presidents (current and next term).

Important Notes:

- All entries must be filled out on a computer.
- Signatures should be in blue ink and signed in person.
- The applicant should place a passport-sized photo taken within the last 6 months in the designated area of the form.
- All information must be filled out accurately and completely.

File Preparation:

- After completing all pages, including the photo and signatures, the form must be scanned.
- All pages should be combined into a single file (PDF or JPG format).
- The file name should indicate the applicant and its content (e.g., applicant name-surname-preliminary application.pdf).

DOCUMENT 2: CONFIRMATION FORM

- The applicant and their family must read and sign the form.
- Signatures must be in blue ink and signed in person.

File Preparation:

- After completing the signatures, scan the form.
- Combine all pages into a single file (PDF or JPG format).
- The file name should indicate the applicant and its content (e.g., applicantname-surname-confirmationform.pdf).

DOCUMENT 3: COMMITMENT FORM

- The form should be filled out and signed by both the club presidents (current and next term) and the club's youth exchange officer.
- Signatures must be in blue ink and signed in person.

ULUSLARARASI ROTARY 2430.BÖLGE

SANCAK MAHALLESİ 535.SOKAK NO: 9/2 ÇANKAYA- ANKARA

TEL: +90 (312) 438 36 40 FAKS: +90 (312) 438 05 63

www.rotary2430.org.tr



File Preparation:

- After completing the signatures, scan the form.
- Combine all pages into a single file (PDF or JPG format).
- The file name should indicate the applicant and its content (e.g., applicantname-surname-commitmentform.pdf).

DOCUMENT 4: ID CARD

- A scanned copy of the front and back of the applicant's ID card is required.
- The file should be saved in PDF or JPG format.
- The file name should indicate the applicant and its content (e.g., applicantname-surname-idcard.pdf).

DOCUMENT 5: CRIMINAL RECORD

- A criminal record of the applicant must be obtained and scanned.
- The file should be in PDF or JPG format.
- The file name should indicate the applicant and its content (e.g., applicantname-surname-criminalrecord.pdf).

DOCUMENT 6: PAYMENT RECEIPT

- The application fee for the Rotary Youth Exchange Program (Long Term) is 100 USD.
- The applicant's full name must be stated in the payment description.
- The payment receipt must be scanned and saved in PDF or JPG format.
- The file name should be descriptive (e.g., applicantname-surname-receipt.pdf).

Bank Details:

Account Holder: Rotary 2430. District Federation

Bank Name: Akbank

Branch: Gimat

Currency: USD

IBAN: TR76 0004 6006 3100 1000 0902 09

REFUND POLICY:

- Applicants who do not attend the interview will be refunded 100 USD, provided they notify at least 24 hours before the interview.
- No refunds will be provided to applicants who attend the interview but decide not to go on the program or fail the interview.

GENERAL DOCUMENT SUBMISSION RULES:

- The applicant is responsible for completing and submitting all 6 documents correctly.
- Partial submissions by the applicant and club separately are not accepted.
- All documents must be completed by the applicant and submitted together in a single submission.
- All forms must be completed with wet signatures and accurately filled out.

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SUBMISSION DETAILS:

1. Physical Copy Submission:

- A printed copy of each document must be prepared.
- The documents must be submitted in person or by mail to the address below by **December 19, 2025, at 17:00** at the latest:

Submission Address:

U.R. 2430. District Office
Sancak Mah. 535. Sok. No:9/2
Çankaya – ANKARA
Tel: +90 (312) 438 36 40 (pbx)

2. Digital Copy Submission:

- All digital copies of the documents (total 6 files).
- The files should be sent in a single email, with a maximum size of **2 MB**.
- The email must be sent by **December 19, 2025, at 00:00** to basvuru@rye2430.org.



**ONLY DIGITAL OR ONLY PHYSICAL SUBMISSIONS WILL NOT BE
ACCEPTED.**

Both formats must be submitted.

**Digital documents are used in system processing, while the printed wet-
signed documents are necessary for archiving and certification.**

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