

# Role of Wake County Public School System's Foreign Exchange Administrator

- Screens Foreign Exchange Organizations and their local representatives for compliance with Board policy and the Council on Standards on International Educational Travel.
- Communicates and upholds School Board Policies regarding foreign exchange
- Reviews and approves all student applications submitted by local foreign exchange representatives
- Serves as a liaison between the school system and foreign exchange organizations
- Informs schools, host families and local representatives of approved students
- Coordinates quarterly events for all foreign exchange students in the district

## Additional Points of Interest

- Foreign Exchange Students are placed in the high school assigned to the host family's address.
- Foreign Exchange students are not eligible if they have graduated from high school in their home country.
- Foreign Exchange students do not receive a diploma from Wake County Public School System.
- Host families shall not be recruited through the Wake County Public School System.



For additional information  
or questions please contact:

Second Language Department  
3600 Wake Forest Road  
Raleigh, NC 27609  
919-850-1788  
Thuffstetler@wcpss.net

## Foreign Exchange in Wake County Public High Schools



An Overview of  
Policies and Procedures  
for Inbound Foreign  
Exchange Students

## Introduction

In accordance with Wake County School Board Policy 6201.2B, high schools enroll visiting international students who are sponsored by an approved foreign exchange organization. A complete list of organizations can be found at [www.csiet.org](http://www.csiet.org).

In the spring of each year, foreign exchange organizations that have a local representative submit student applications for approval by the Wake County Foreign Exchange Coordinator. The deadline for the applications is the end of July. No applications are considered after the deadline.

### Minimum criteria for students who wish to be accepted include:

Eligibility to enroll in grades 11 or 12

Age: between 16 and 19 years

Valid J-1 visa to be presented to the principal of the assigned high school

Adequate English language proficiency to function in a regular classroom as evidenced by an acceptable score on a national recognized test of English proficiency

## Requirements of the Host Family

- Be affiliated with an approved foreign exchange organization
- Must be a resident and live within Wake County
- Assist in registering the foreign exchange student in the high school
- May **not** be a relative of the visiting international student
- Provide safe, comfortable and nurturing environments for the students they host



## Role of the Local Foreign Exchange Representative

- Works with the appropriate governmental agencies to assist foreign exchange student to secure a J-1 visa
- Assumes all financial and legal responsibility for the foreign exchange student
- Provides the Second Language Office with a copy of the student application packet by July 31<sup>st</sup> of the school year in which the student wishes to enroll
- Screens and selects all potential host families involved in the foreign exchange program
- Communicates all changes in foreign exchange students matters
- Monitors student's academic progress
- Provides potential Wake County host families with a detailed summary of the exchange program and the profile parameter of their participation, duties and obligations