



**WAATI / Intercultura Exchange**  
**Completing the Host Family Application Forms 2019**  
**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 yourself 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.
- 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.

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