

# International Fellowship, Inc.

## Foreign Representative Position Description and Responsibilities

### Position Description

Foreign Representatives are local nationals who are the facilitators of the International Fellowship exchange student program in their respective country. They assist International Fellowship by recruiting students who wish to live with a host family and study abroad. Intercultural student exchange is made possible through the promotion and recruitment efforts of the Foreign Representatives. For students interested in traveling to countries where an International Fellowship Foreign Representative exists, the Foreign Representative is responsible for linking students with schools and recruiting host families.

The Foreign Representative reports ongoing activities to International Fellowship Headquarters on a monthly basis (more frequently, if needed) and agrees to abide by all International Fellowship rules and regulations while recruiting students and hosting families on behalf of our organization. The Westfield Office must first approve all foreign language materials used in recruitment efforts.

### Position Responsibilities

1. Promote International Fellowship intercultural student exchange programs in respective area to obtain qualified applicants.
2. Conduct initial student and natural parent interviews, determining suitability for acceptance according to established student selection criteria and personal interview guidelines. Obtain signatures on the acknowledgment form for receipt of Student Rules of Conduct and Department of State Regulations.
3. Provide completed applications, references, recommendations, school transcripts, language proficiency test, a non-refundable application fee of US\$500.00 and all other required materials to International Fellowship for review and final approval.
4. Notify student and natural family of acceptance.
5. Responsible for the collection of and transfer to International Fellowship in Westfield, New York, the balance, US \$XXXX.00, due by May 15. This is the program cost (US \$XXXX.00 for the academic year program) less the application fee (US \$500.00). Our program price, does **NOT** include **TRANSPORTATION** expenses, however **INSURANCE** is **INCLUDED**. Documents to obtain visas will not be released until full payment has been received in Westfield, New York. (The Semester Program is US \$XXXX.00)
6. Provide information on host family placement abroad and assist students to obtain necessary travel documents.
7. Assist the student with round trip travel arrangements by providing them with approved dates of departure from and return to their home country and the closest U.S. airport to the host family. The cost of each student's round trip transportation is the responsibility of the student and/or their natural family.
8. Conduct suitable pre-departure student orientations which, depending on the number of students traveling, can vary from a formal gathering to individual conferences with the Foreign Representative. Include information of the host family, school, community and culture of the host country as well as a review of International Fellowship rules and regulations, using the Student Handbook as a guideline. The Foreign Representative must obtain a signed acknowledgment of orientation attendance that is sent to the Headquarters in Westfield, New York.

9. For students traveling outbound to the foreign country, the Foreign Representative would identify prospective host families and conduct home screenings, using the Host Family selection criteria and interview guidelines. Complete the Home Screening Form for submission to the Westfield New York office.
10. Conduct host family orientations prior to the student's arrival using the Host Family Handbook as a guideline. Obtain host parent signatures acknowledging receipt of the Student Rule of Conduct and Department of State Regulations.
11. Conduct post-arrival student orientations within one to two weeks of the student's arrival in the host country, providing information as described in #8.
12. Assist student and host family throughout the program stay, with contacts at least monthly or more frequently if difficulties arise. Any serious problems, violations of laws or International Fellowship rules and regulations must be reported by phone, followed by a written report to the Westfield, New York office.
13. Inform International Fellowship Headquarters in Westfield, New York **immediately** of any emergency situation for appropriate and necessary actions.
14. Secure replacement host family if necessary.
15. Conduct re-entry meetings with students and submit final evaluations to the Westfield, New York office.

Please Note: Responsibilities 9 through 14 pertain to U.S. students on our program traveling to your country.