

## Tulsa-Celle-Partnership Student Exchange Application Guidelines

Form # 1

Dear Applicant,

The Tulsa-Celle-Partnership is proud to facilitate exchanges between our city and Celle, Tulsa's Sister City in Germany.

Please go to our website <http://www.tulsa-celle-partnership.com> to obtain a copy of the various application forms. Once you have reached the website select "Exchange and Grant Applications" from the menu to access the Tulsa-Celle-Partnership student exchange information.

### The Application packet consists of the following forms:

1. Application Guidelines.
2. Application Form.
3. Financial Agreement and Release (requires notarization).
4. Commitment Statement (requires notarization).
5. Three 75-100 word essays form.
6. German Teacher's Recommendation.
7. School Principal Form.
8. Three References Form

Allow at least 12 weeks for gathering the forms, submitting them to the Partnership, and having them processed by the Partnership.

### Program requirements:

The following requirements must be met for a student to make an application for a home-hosted stay in Celle, Tulsa's Sister City in Germany:

1. Student must be at least eighteen years old at the time of his departure from Tulsa.
2. Student must be a Greater Metro Tulsa resident and be a Senior at a local High School, or attend a local College, or equivalent educational institution.
3. Student must be staying in Celle for a minimum of four weeks.
4. Student must have his basic understanding of German **confirmed by his/her German teacher** on form # six.
5. Student must have no more than 10 excused absences and no unexcused absences in the current school year.
6. Student must have an exemplary discipline record.
7. Student and parent must read and complete in ink forms one through five. Please note that forms #3 and #4 need to be notarized.
8. Student must have references from his/her German teacher, his/her principal, and three character references (forms six through eight) filled out by the appropriate party. These forms should then be mailed in a sealed envelope to the Tulsa-Celle-Partnership VP of Education at the address indicated below.

### Application submittal:

Please make a copy of your application forms before sending them to our VP of Education.

The applicant must send forms one through five to the Tulsa-Celle-Partnership's VP of Education at the following address:

Mr/Ms \_\_\_\_\_

An addressed stamped envelope must be given to the German teacher, the school Principal, and to each of the three references so that these people can fill out the forms and mail them back to the Tulsa-Celle-Partnership Education VP at the above address.

# Tulsa-Celle-Partnership

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### **Application Processing:**

Each application will be reviewed by the **Executive Committee of the Tulsa-Celle Partnership**, and the applicant will be asked to meet with representatives of the committee.

The VP of Education will notify each applicant of the committee's decision, no later than four weeks after receipt of his/her application.

The Tulsa-Celle-Partnership adheres to the equal opportunity guidelines set forth by state and federal law.

### **Stipend Awards:**

Depending on funds availability, the Partnership may offer up to two student stipend awards per school year for Celle home-stays students. The stipends will only be awarded upon submission of a paid up airline ticket.

Should more than two stipend applications be received, the Executive Committee, in its sole discretion, will make its selection based on criteria such as, but not limited to, date of application, applicant's knowledge of the German Language, and applicant's scholastic achievements, and his/her goals for the exchange.

Receipt of a stipend award is not required to participate in the home-stay program.

### **Pre Exchange and Post Exchange Briefings:**

The student agrees to attend a Partnership sponsored pre-departure culture comparison session. The purpose of this meeting is to acquaint the student with some of the differences between the German and American cultures.

Shortly after returning to Tulsa, the student agrees to write a short report describing the impact of the "Celle experience" on his career plans and on his/her international outlook, and to present his/her report during a Partnership meeting.

### **Travel Arrangements:**

All travel arrangements and responsibilities are to be handled by the student or his family. The partnership's sole responsibility will be to forward the exchange request to Celle, inform the student of Celle's answer, and once Celle has agreed to proceed with the exchange to provide the student with the names of the Celle officials responsible for coordinating the exchange.

