Global Horizons USA

Student Handbook

Individual | Personal | Customized

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Welcome

WELCOME to Global Horizons USA!

You are about to begin your global experience, a profound and meaningful adventure in culture, education, and life to be shared with your entire family.

You will soon become a part of your new American host family, and you will begin an exciting adventure together. It is our goal that you will have a rewarding and fulfilling experience.

This handbook incorporates both host family and student materials. We believe it is important for students to understand what is expected by their host families. You will also want to rely on the guidance and assistance of your assigned Global Horizons USA Local Coordinator.

If at anytime you need additional assistance, please feel free to contact our National office.

We will certainly do all that we can to make your year abroad a positive one for all participants: you, your host family and your new American school.

Best regards,

Your Global Horizons USA Team

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# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome!</td>
<td>1</td>
</tr>
<tr>
<td>Our Organization</td>
<td>1</td>
</tr>
<tr>
<td>The Global Horizons USA Philosophy</td>
<td>2</td>
</tr>
<tr>
<td>Our Mission</td>
<td>3</td>
</tr>
<tr>
<td>General Student Responsibilities</td>
<td></td>
</tr>
<tr>
<td>BEFORE YOUR FLIGHT</td>
<td>4</td>
</tr>
<tr>
<td>Applying for your visa, Packing, Clothing, Host Family Gift, Program Expectations</td>
<td></td>
</tr>
<tr>
<td>DURING YOUR SCHOOL YEAR</td>
<td>6</td>
</tr>
<tr>
<td>Your Local Coordinator, Living with a host family, Culture Shock, Host Family Problems, Money</td>
<td></td>
</tr>
<tr>
<td>SCHOOL IN THE USA</td>
<td>10</td>
</tr>
<tr>
<td>School expectations and procedures, School activities, Getting involved in a positive way!</td>
<td></td>
</tr>
<tr>
<td>INSURANCE</td>
<td>12</td>
</tr>
<tr>
<td>AT THE END OF YOUR SCHOOL YEAR</td>
<td>13</td>
</tr>
<tr>
<td>Saying Good Bye, Preparing for your departure, Validation of transcripts</td>
<td></td>
</tr>
<tr>
<td>FREQUENTLY ASKED QUESTIONS</td>
<td>14</td>
</tr>
<tr>
<td>EMERGENCY PROCEDURES</td>
<td>16</td>
</tr>
<tr>
<td>SEXUAL ABUSE AND ITS PREVENTION</td>
<td>17</td>
</tr>
<tr>
<td>RULES AND EXPECTATIONS FOR GLH USA STUDENTS</td>
<td>18</td>
</tr>
<tr>
<td>GLOBAL HORIZONS USA PROGRAM RULES</td>
<td>20</td>
</tr>
<tr>
<td>HOST FAMILY RULES FORM</td>
<td>23</td>
</tr>
<tr>
<td>Foods &amp; Allergies, Household chores, Curfews, Friends Telephone &amp; Internet</td>
<td></td>
</tr>
<tr>
<td>Money, Bathroom, School, Pets, Smoking School, Smoking, Religion, Study, Bedtime, Discipline</td>
<td></td>
</tr>
<tr>
<td>STANDARDS OF CONDUCT FOR STUDENTS</td>
<td>28</td>
</tr>
</tbody>
</table>
Our organization

Global Horizons USA is an educational and cultural international student organization devoted to the growth of friendship and understanding among the people of the world.

We believe that learning about other cultures, languages, and customs is the best way to eliminate international fears and prejudices. Global Horizons USA is responsible for the safety and welfare of the student throughout the program.

We expect the highest standards of behavior, manners and etiquette from program participants at all times.

It is very important to us that you will have a positive experience living with your host family. With that goal, we are here to support you and assist whenever we can. In addition to this handbook, we will also conduct a student orientation. We will give you advice, tools, and guidelines to help you in your new life in the USA. It is important to become a member of your new American family, instead of being a guest in their home, you will find it much easier to adjust to one another and to communicate more clearly with each other from the start. We will help you with this process.

Our Global Horizons USA international team has many years of experience working with international students, and many of us at Global Horizons USA have personal experience as host parents. Many of us have also had experiences traveling or even living abroad, and we are able to apply these experiences to helping our students to be successful. We also have access to specific resource people from around the world who enhance our pool of knowledge about specific cultures and can assist with language barriers.

The last step in the student’s preparation of becoming an international student is the Pre-Arrival Orientation in their home country. During this orientation, the students are provided insight into what they can expect during their exchange year. Often, members of the Global Horizons USA team will attend these orientations in the student’s home countries in order to ensure that students are well prepared before their arrival in the USA. We strive to ensure that you have the best experience possible, and we are always available to you in the event that you need to communicate directly with us. Throughout your experience, we will be in touch with you and your host family directly, via your Local Coordinator and by email.
**Our philosophy**

- To promote cultural understanding and appreciation, personal relationships need to be formed and cultivated.

- Sharing daily life provides for greater understanding through regular communication and example.

- Younger people are our future. Broadening and opening their minds at an age when they are determining who they are helps them to become more well-rounded intellectually and allows them to base their own life philosophy on first hand experience and knowledge.

- Stereotypes and prejudices can be lessened, and often erased, after sharing a year in another culture. The student and family are able to look beyond physical appearances, language, and cultural differences.

- Host families benefit from having a new member of their family that can bring another culture into their home, breaking down barriers that often lead to misunderstanding. Often, relationships are formed that last a lifetime.

- Students will enjoy sharing their culture, beliefs, and lifestyle with their host families. Through sharing their culture, students are able to understand and appreciate their own culture by looking at it with new eyes.

- Schools benefit by learning about other educational systems and teaching methods. The school’s student body benefits by working side by side with students from other cultures. Long-lasting friendships are developed between classmates and the international students.

We hope that this handbook helps you to expand your global horizons.
Our Mission

Global Horizons USA creates and promotes international education, cultural exchange and language study opportunities for high school students from around the world.

Programs such as this can provide motivation for students to continue their studies in language and culture, and to direct them toward their future careers. Global Horizons USA is an international exchange organization dedicated to creating positive international relations, lasting friendships, and great memories.

GENERAL STUDENT RESPONSIBILITIES

Global Horizons USA Students must:

• Demonstrate an interest in their host country, host family, school classes, and other school activities.

• Express enthusiasm and appreciation for the activities and places of interest to the host family.

• Clean their own rooms, make their own beds, and share in the household chores as a member of the family (e.g. wash dishes, vacuum, or help in the yard work - to name just a few).

• Do well in school. Students must participate fully in academic instruction, hand in assigned homework on time, and get good grades in school.

• Let their host family know where they are at all times. Families need to communicate this expectation directly to the students as well.

• Be flexible, open, and accepting of cultural differences.

• Discuss any problems or misunderstandings immediately when they occur.

• Receive allowance money (spending money) from their natural parents, not the host family.

As an Global Horizons USA student, you will be expected to contribute knowledge of your culture and family to your host family and community. In return, you will have many opportunities to experience the host culture first hand. You are expected to display good behavior and a good attitude in your interactions with other people. You represent Global Horizons USA, your home country and your family, so it is important that you create a superior image.
BEFORE YOUR FLIGHT

Applying for your visa

Upon receiving your DS-2019/ I-20 Visa form, follow the visa application instructions you receive from Global Horizons USA very closely and be sure to bring all of the required materials to your visa interview appointment. Please note that you are responsible for applying for your J-1/ F-1 visa. The processing time for visa applications can vary from embassy to embassy and can take six weeks or longer.

During your visa interview, you will need to demonstrate the following to the consular officer:

- That you have sufficient financial resources to cover your expenses during your exchange.
- That you have strong ties to your home country and motivation to return home at the end of your program.
- That your knowledge of English is sufficient for you to attend a high school in the U.S.

Your placement As soon as you receive your placement information, contact your host family. They will be eagerly waiting to hear from you and share their thoughts and tips about the upcoming exchange.

Once you receive your acceptance materials, you should also contact your local coordinator to introduce yourself. Your local coordinator is also eager to hear from you before your arrival and will play an important role during your exchange. All pre-departure arrangements should, however, be made through Global Horizons USA and/or our partner organizations.

Packing

- **Essential items** - don’t forget these!
  - Passport
  - Your DS-2019/ I-20 Visa form: required to enter the US
  - Your placement information: the contact information of your host family and local coordinator, as well as your insurance information.
  - **International phone card:** Talk with your parents before leaving your home country about the best way for you to call home. It is advisable to buy a phone card in your home country that can be used in the U.S. so you can call your parents as soon as you arrive to let them know you had a safe trip.
  - **Credit card:** Many students will bring a credit or debit card from their home country. You will most likely pay a fee each time you withdraw money from a foreign bank. Visa and MasterCard are widely accepted throughout the U.S., but be sure to check with your bank before your departure to make sure your card can be used in the U.S.
• **Prescription medication:** Bring a year’s worth of your medication, a copy of your prescription, as well as a note from your doctor, in case you do need refills during your exchange.

**Clothing**

• Do some research or ask your host family about the weather in their area. The weather might be different from what you are used to where you live and it is important to bring appropriate clothing.
• Bring at least one nice outfit (dress up) to wear for special occasions that might come up.
• If you would like to participate in Physical Education (P.E.) classes at school or extracurricular activities, you will need sports clothes and tennis shoes.

**Host Family Gift**

• It is a nice gesture to bring along a small gift for your host family. You might want to bring a small photo album with pictures of you, your family, friends, and your hometown in order to share a bit of your home life with your host family. If there is something that your town or country is particularly famous for, you might consider bringing this along as well.
• The US may use a different electrical current than you are used to in your country. You may not be able to use hairdryers, laptop, or anything that needs to be plugged in without a converter. Computers need a universal adapter and smaller items use a simple converter that you can buy in your country before you leave. Do research to find out what converters you need.

**Program expectations**

It is very important to have “realistic” expectations about your experience in the USA. You, your parents, and your host family should be open-minded about what your exchange will be like. Remember that all Global Horizons USA host families are volunteers and are not paid to host. Families host exchange students because they are interested in sharing their culture and making a difference in a young person’s life.

The Global Horizons USA program is cross-cultural, academic, and educational. You should not expect to be able to travel much during your program or to live in or visit popular tourist areas. Your main priorities during your exchange should be:

• To establish a good relationship with your host family
• To do your best at school and succeed academically
• To establish ties to the area in which you are placed through friendships, participation in school activities and community life
DURING YOUR SCHOOL YEAR

Your local coordinator

Each Global Horizons USA student is assigned a local coordinator (LC) or academic coordinator (AC).

Your local coordinator is there to support you and your host family throughout your program.

He/she will be in touch with you and your host family at a minimum of once per month to monitor the progress of your exchange. It is important that you and your host family make time to connect with your AC by phone or in person on a monthly basis.

Your AC is a valuable resource for you and is interested in making your exchange as successful as possible for everyone involved. If you have any questions or news at any time, do not hesitate to call or email your local coordinator.
**Living with a host family**

The family you will be staying with will probably be very different from your natural family back home. Accept them and be open with them right from the start so that you may build relationships with them. This will prevent you from feeling like an outsider or being perceived as a guest. Relationships take a lot of effort, so you must commit to seeking them and building them into something meaningful.

Your host family has chosen you to become a member of their family. As a family member, you will take part in daily life in the home and share in the work and responsibilities as well. Although you may not be accustomed to doing chores at home, as a member of your host family, you may be expected to help with household duties. There may be times when you do not understand what is expected of you. If this happens, ask questions and openly discuss the situation with your host family.

Remember that the decisions you make affect your host family, so it is important that you respect family rules, discuss any rules that are unclear, and avoid making assumptions about the family’s house rules. It is essential that you follow your host family’s rules, as well as Global Horizons USA’s program rules in order to make the exchange work. If these rules are not followed, you run the risk of having your program terminated.

Expect to make your own friends and pursue your own interests. If you have a host sibling, you should not always rely on him or her to be able to guide you around and be there for you. Think of it this way; you would not do or talk about absolutely everything with your own brothers or sisters; find common interests or adopt new ones to share with them.

Your host family is your primary source of help. If anything is unclear or confusing to you, be sure to ask someone to explain it. Regardless of how independent you are, let them help you. If you experience something positive, be sure to share that as well. Open communication and understanding among all parties involved virtually guarantees and enjoyable exchange.

When someone does something for you, even a small thing, say “thank you”. If someone gives you something for does something very nice for you, write a small note of thanks, even if the note is just a few lines.
Culture Shock

You will encounter many differences between your host country and your home country. You will observe cultural differences all around you: family, language, foods, homes, dress codes, and social customs. Be open and curious. Make an effort to look, listen, and to ask questions. Your host family and teachers are there to answer your questions. Maintain a positive attitude and avoid criticizing your host country simply because it is different. These differences make the exchange experience special. Pay particular attention to the little differences; noticing and reacting to these will help you learn more about and adapt to your new surroundings. For instance, if your host school has a strict dress code, even if it is quite different for that of you home school, you can adjust to it fairly easily.

Expect to be challenged intellectually, linguistically, emotionally and culturally. In the first weeks of the exchange you will meet new people, learn new things, and make many adjustments. This will be tiring and sometimes exhausting. It is to be expected that self-doubt and frustration may occasionally take the place of joy and a sense of accomplishment. Don’t worry – this is natural. To benefit fully from the exchange you will need to work through these times.

Cultural differences, if ignored, can cause uncomfortable situations. Some may appear to you to be minor, but in the host country they are significant. For example, in Japan, the accepted behavior is to remove one’s shoes before entering someone’s house; in Thailand, it is important, when sitting and crossing your legs, to make sure your foot does not point at anyone. You may find that things are set up differently in your host family’s home than at your own home. This is another way in which you will have to adjust. These subtle differences are examples of the things that you will want to watch for and ask about to make adapting to the new culture as smooth as possible.

You may feel that you are adapting too much, that you are losing a sense of who you are (were) inside. You may also notice that you begin forgetting your native language. This is normal, so do not worry. Instead, you should welcome these changes as additions to your personality. All these changes are signs of personal growth.
Host Family Problems

An exchange student living in a host family creates certain changes in the dynamic of that family. Both you and your host family will need to adjust to these changes and expectations, as well as to one another. These changes usually occur with ease, but sometimes problems arise. The best way to solve any problem is to talk about it directly with the person(s) with whom you are having the problem. Try to figure out how the problem began, share and explain your thoughts and feelings, and listen to what they have to say.

If you feel unable to solve a situation within your host family (after having attempted to work it out), contact your local/academic coordinator in order to determine what to do next. You can also contact your program coordinator in Seattle with any questions or concerns. Global Horizons USA is there to help you and your host family. Keeping your thoughts to yourself can make the problem worse and is unfair to your host family.

A student’s and family’s well-being and enjoyment are essential to a successful exchange. This is not an endurance test. Nobody has “failed” if things just don’t work out. If, after all best efforts have been made, there still remain different needs and expectations, which cannot be met during the exchange, talk to your local coordinator and the staff at the Global Horizons USA office. They are always ready and willing to help identify potential solutions.

Money

You are responsible for managing your own spending money (also known as “allowance” or “pocket money”). Do not give it to anyone else to manage. You can open a checking and/or savings account at a local bank. However, do NOT give money to your host family unless you are specifically instructed to do so by the Global Horizons USA office. If you should ever have any questions about money matters, please contact your local representative or the main office right away. The reason for this policy is to avoid any confusion, misunderstandings or problems regarding matters of money, and to help ensure that your experience will be enjoyable and positive.

The best way to bring money on your exchange is with a credit card or debit card. Some people even travel with three different cards. For example: American Express (which always assumes you will be anywhere in the world); a VISA (credit) card; and an ATM (debit) card. You MUST call the Customer Service division of the credit and debit card companies before leaving on your overseas trip and tell them where you are going and for how long. They will make a note of this in your record. With identity theft on the rise, credit card companies are more concerned than ever when your card suddenly is used in different countries. Remind the credit card company to put a note in your records along the lines of "travels regularly abroad" or “on student exchange until June,” so that they are alerted to the fact that you are out of the country. If you do not do this, it is possible that you may not be able to use your card during your program.

Long before departing for your exchange, make sure to check that your card is valid for international use. Many banks do NOT assume you will use your card internationally when it is first issued to you.
SCHOOL IN THE USA

School expectations and procedures

US schools are managed by locally elected school boards that oversee operations. Students usually take six to eight subjects per semester, each course for five hours per week. In the US, vocational and academic students attend the same schools, and even the same classes, such as in comprehensive schools overseas.

Global Horizons USA requires that all students attend school full time and expects them to be serious and responsible, to hand in all homework on time, to take challenging classes, and to participate in school club and sports activities where appropriate. Your local school expects this as well. Irresponsible, arrogant behavior toward school will threaten your continued participation in the program, as well as the reputation of your country and our program in the community.

You may need to take a test to determine which classes are best suited for you. Do not repeat courses that you have already had back home. Depending upon your academic preparation, school may seem relatively ‘easy’ or ‘hard’. If you need a challenge, look into attending special courses at your school that you cannot take at home. We recommend that students attend classes at or above the level of instruction they would have at home. In addition to courses that your home school requires you take, such as mathematics, sciences or languages, we suggest that you take courses like US history/social studies, American literature, or other courses that might not be offered in your school back home.

If you find schoolwork hard, tell your host family, teacher(s), and counselor. Inquire about help and extra tutoring. It is to be expected that the first two months will be difficult. We do not expect Global Horizons USA students to be the best students in school, but we do expect them to try their best and to work through problems.

At school you will have a counselor who advises and helps you choose which courses to take during your exchange. He or she is also there just to talk about school and any problems you might have. If you have any questions or problems, you are expected to contact the counselor on your own, without being asked. This is a normal part of U.S. school life, and makes life in your host school much easier.

MOST SCHOOLS DO NOT ISSUE DIPLOMAS TO EXCHANGE STUDENTS. Individual schools will determine whether or not credit and/or diplomas will be issued. Some schools may present an honorary diploma or certificate. All students must make arrangements with their host school to receive or have their transcript of grades mailed.
home before departing from the U.S. This is the exchange student’s responsibility, not the host family’s or Global Horizons USA’s, though we will provide assistance if a student encounters problems.

Some schools begin with a ceremonial “Pledge of Allegiance.” If you feel uncomfortable reciting the “Pledge”, you should at least stand up to show your respect. The same is true when the national anthem is played: it is important to stand up to indicate respect for your host country.

Each day, you will have to understand and speak English. You will probably find school difficult because you will be doing all your work in this new language. Commit yourself to the effort it takes and your own exchange goals. School life and procedures in the US may be confusing during the first few days or even weeks. DON’T WORRY, just ask questions. Expect the difficulty with the language to significantly decrease or even disappear within a few weeks. Make sure to take notes in your classes; not only on the content and subject matter, but on the new vocabulary that is flying at you.

There will be times when you may feel frustrated because you have not understood as much as you wanted to, or you couldn’t communicate with everyone as well as you would have liked. When this happens, remember that this is expected and natural. Make sure you eat regularly, get enough sleep, feel confident in the knowledge you have acquired, and know that tomorrow will be better. Each day will get easier and easier.

**School activities**

U.S. schools have many academic, scholastic and sports clubs and activities including: drama, language, chess, science, and international clubs, the school newspaper and yearbook, DECA, FBLA, FFA, to name a few. These clubs offer important access to school and community life and present an excellent way to make friends. You should definitely join those activities that interest you. You may want to attend basketball, soccer, football games, etc. Even if you don’t understand the games right away, you can have fun watching the games and spectators.

In addition to these activities, you may be asked to give presentations at your school about your home country or your cross-cultural experience. We strongly encourage you to do this because others may benefit from what you have learned during your experience. When you prepare your presentations, make them personal. People will want to see things “through your eyes.” Think about the group you are speaking to and relate daily aspects of life in your family and country to their particular interests. Do not be surprised if you have to do some research on your own country in order to answer questions.
VOLUNTEERING

Getting involved in a positive way!

Volunteer service can give you a chance to join others in local efforts. You can tutor a child, do volunteer work in a hospital, be a scout leader, help clean up a neighborhood park, or read to the blind. As you make a personal contribution, you will gain insights into the problems and workings of your host community. You are coming here to learn, so be sure to take every opportunity to do so. Visit your host mother’s or host father’s place of work, attend various places of worship, learn about the town’s government, attend court during a trial, try to understand the economic and social factors that have influenced the development of your town. You will be surprised at how interesting even the smallest town can be.

INSURANCE

It is your responsibility to know how to obtain your insurance benefits and to follow all necessary steps to claim your insurance benefits. Your host family should never pay for your medical expenses or bills.

When you go to the doctor, be sure to provide them with your complete insurance information, including the name of your insurance provider, your policy number, and the phone number of your provider.
AT THE END OF YOUR SCHOOL YEAR

Saying Good Bye

Allow yourself time to say good bye to the people who have been important to you during your exchange.

• Write short notes to your teachers, counselor, and school administrators to thank them for welcoming you to their school.

• Make sure your friends have your contact information so you can stay in touch after you return home.

• Plan to spend your last day with your host family so you can say good bye. It’s also a nice gesture to leave a thank you note or letter in your room on the day of your departure.

Preparing for your departure

You have spent an extended period of time in the U.S., so be sure to allow yourself enough time to wrap up any loose ends. You want your departure to go smoothly, so don’t leave things until the last minute.

• Have your passport, DS-2019/I-20 form, and I-94 form (in your passport) ready for your departure.

• Return any school or library books and pay any outstanding school fees or fines.

• Close your U.S. bank account (if you opened one).

• Return any items you may have borrowed from your host family and reimburse them for any long distance phone calls you may have made from their phone.

• Request a copy of your final school transcript.

• If you ordered a yearbook and have not yet received it, leave a self-addressed envelope with your host family with enough postage for the yearbook to be sent to you in your home country.

• Allow yourself enough time to go through your things and pack. It’s a good idea to check on the baggage limits for your airline, in case you want to mail some things home instead.
Validation of transcripts

Global Horizons USA cannot guarantee that the high school credits you receive during your exchange will transfer to your home school. Some countries require exchange students to have their transcripts validated in order for them to be recognized. If you need to have your transcripts validated, it is your responsibility to go through the necessary steps, including receiving an Apostille from the Department of State, although Global Horizons USA will provide assistance, if necessary.

FREQUENTLY ASKED QUESTIONS

What should I do if I have a problem?

If you sense a problem, it is important that you address it right away. The longer you let a problem sit without confronting it, the worse the problem it can become for both you, your host family, and anyone else involved. You can avoid a lot of unnecessary stress and awkwardness by being open and communicative about any issues you have.

Step one: TALK TO YOUR HOST FAMILY. We encourage you, as a member of your host family, to speak directly with them about any concerns, issues or problems you have, as soon as they arise. Sometimes, problems are caused by misunderstandings of speech or customs among cultures.

Step two: CONTACT YOUR LOCAL REPRESENTATIVE. If you do not feel comfortable talking about a specific problem directly with your host family or if you have talked to them but the problem continues, call your local representative immediately. Your AC is there for you as a neutral person who will provide you with counseling and support for any issue. You should also notify your representative about a problem or issue you have with your family even if you resolve it, just to keep them informed and updated on the progress of your exchange. Sometimes, students think their representative is their host family’s “friend” and therefore won’t be objective. However, representatives receive thorough training and have only YOUR best interests in mind.

Step three: CONTACT Global Horizons USA Headquarters. If you’ve talked to both your host family and LC/AC and you still feel like your situation is unresolved, don’t hesitate to contact the staff in the Seattle office. We’re here for you 24 hours per day, 7 days a week. We will be hearing from your local representative on a monthly basis, but welcome you to contact us directly as well.
Here’s what NOT to do:

• Ignore the problem – it will only become worse.
• Call your natural parents at home before talking to your host family or local representative
• Talk to neighbors, host family friends, school counselors and teachers before contacting your local representative.

What do I do if I want to go on a trip during my exchange?

If you will be traveling with your host family, please let your local coordinator know where you will be going, the dates you will be traveling, and a phone number at which you or your host family can be reached while you are away. If you are traveling without your host family (i.e. with a school group) or internationally (with or without your host family), you will need to complete a Travel Request Form. This can be obtained from your local coordinator or from the National office.

Can I get my driver’s license while on my exchange?

Global Horizon USA discourages students from taking driving lessons or attempting to get a driver’s license during the program. Driving is not part of the program. Any student attempting to take or taking driving lessons while participating in the GLH-USA program and his/her natural parents or a representative thereof shall not hold Global Horizons USA or anyone affiliated with GLH-USA responsible in any manner whatsoever for any damages, injuries or other losses caused by or associated in any way with the student's driving lesson activities during the program.

However, you may have the option to take driver’s education classes in your community and/or at your school. If you do decide to take driving lessons to get a license, you shall NOT do so to the detriment of regular academic or extracurricular (school) and family activities.

Whether or not you may be allowed to drive with your host parents and practice using the host family's vehicle is at the sole discretion of your host family. NO pressure from the student will be tolerated. Your host family are under NO OBLIGATION WHATSOEVER to provide any assistance to you toward attaining a license. Any pressure by a student and/or his/her parents on the host family in this matter is grounds for the student's immediate dismissal from the program.

Students may not drive any motorized vehicle or hitchhike at any time during their exchange, except as described in this section.

Can I get a job while on my exchange?

High school exchange students are not permitted to seek employment. You can, however, do casual work, such as mowing lawns or babysitting.
EMERGENCY PROCEDURES

The best way to handle emergency situations is to use caution and common sense. If, however, an emergency involving your safety should occur, follow these procedures:

1. Thoroughly and efficiently assess the emergency situation. If you get lost, refer to your identification card and call your host family or local representative. You can always have a taxi drive you home using the host family address listed on it.

2. Remove yourself from any threatening/emergency situation.

3. Obtain proper medical or police attention immediately by notifying: (a) your host parents and/or proper authorities; (b) your local representative.

4. Call 911 from any telephone. ‘911’ is the universal telephone emergency number in the USA that contacts local police and/or medical authorities.

5. If you will miss school, your host family should contact and inform your host school.

6. GLH-USA, along with your host family, will monitor your progress and treatment, and inform your parents accordingly.

7. Ask GLH-USA for assistance in any insurance matters that may be unclear. Save copies of all doctor bills that you or the attending physician submit for reimbursement to the insurance company.

8. If you have sudden, serious problems getting along with your host family, contact your local representative immediately. He or she will assess the situation and determine how or whether to re-integrate you to your host family, find a new host family, or to take other necessary courses of action to properly solve the problem(s).

Global Horizons USA’s 24-hour emergency number: 541-760-8621
SEXUAL ABUSE AND ITS PREVENTION

The US Department of State requires that all Exchange Student Sponsors provide their students with information on how to recognize and prevent sexual abuse.

This information is intended 1) to avoid and prevent any incidence of sexual abuse from occurring to anyone participating in the program, and 2) to help you more completely understand and recognize the signs of and issues surrounding sexual abuse.

We expect all students and host families to read this information thoroughly and discuss it with their local coordinators during their orientations. Though this topic is uncomfortable at best to discuss, it is very necessary to do so. It is ESSENTIAL that we all work together to prevent any such incident from occurring. All participants should be aware of the warning signs of sexual abuse, and all exchange participants, students, parents and schools are officially on notice that any such activity is entirely unacceptable in our program.

Additionally, we have put together a list of informational pieces that follow, compiled from the sources listed below. There is much information to be found on sexual abuse on the internet and in libraries.

We urge you to contact your AC any time you feel the need to discuss this topic, or if you feel that you or anyone you know may be at risk. Report ANY incident to the Global Horizons USA office immediately: +541-760-8621 (24 hr emergency #).

How to prevent and avoid sexual abuse:

(Adapted from YFU Germany and National Center for Missing & Exploited Children)

Where to find help:

In your host country: Your GLH-USA coordinator is trained to help you. You have been provided their contact information already. If you happen to lose this information, you can contact GLH-USA at any time at the numbers below.

In the USA: You, your host family and your parents can call us 24-hours a day by calling 541-760-8621

Important: In most countries and local communities it is mandatory to report incidences of sexual abuse to the authorities. In other words it is illegal if a person finds out about an act of sexual abuse and does not report it.

“NOT WITH ME!”

Information regarding sexual abuse toward young people

Even though sexual abuse very rarely occurs across all student exchanges each year, it is important to know how to recognize sexual abuse to minimize your chances of becoming a victim.

While on your exchange program, it can be hard to understand different family and cultural behaviors. And while sharing affection is one of the nicest things in the world, it is possible that someone will show you affection in ways that make you uncomfortable, or even threaten you.
If you feel uncomfortable or threatened due to attention you're receiving, physical or otherwise, tell that person to stop immediately! Do not tolerate it if this behavior does not stop! Tell your Local coordinator and/or the GLH-USA office immediately about what you are feeling. It is never too late to let someone know.

Informational Websites:

http://www.prevent-abuse-now.com
http://www.stopitnow.org/warnings.html#touch

RULES AND EXPECTATIONS FOR GLH-USA STUDENTS

The following rules and expectations must be understood, accepted, and followed by all students and their parents to help ensure and protect the well-being of everyone involved in the program, avoid misunderstandings, and meet the goals of international student exchange. Breaking any of the rules or disregarding any of the expectations can result in immediate termination of the student's program at the expense of the student and his/her parents.

A. Communication

Students are expected to focus their attention on nurturing a positive relationship with their host family. They need to show genuine interest in their host family, initiate conversations, and communicate openly and respectfully about what is on their mind, both when they are happy and when they are unhappy about something. They must view their host family as their primary communication partner. The following is unacceptable, can lead to major misunderstandings and problems, indicates to GLH-USA a lack of motivation to participate in the program, and can ultimately to the termination of the student's program:

a. Students contacting friends and natural family members from their home country to discuss or solve problems before or without communicating these problems clearly to their host family and GLH-USA

b. Student's friends and natural family members contacting directly the host family, school personnel or local coordinators to discuss or solve problems before or without communicating and discussing these problems clearly with GLH-USA's in-country partner and/or the GLH-USA office.

c. Students and their friends and natural family members from their home country communicating too frequently and/or at the expense of the success of the exchange.

B. Adapting to the New Home

Students must realize that their host family and school is used to doing things differently from their family and school at home. Therefore, it is essential that students delay judgment, commit themselves to open communication and to understanding and
accepting a different way of life, and attempt to successfully integrate themselves into their host family, school, and community. Tolerance and a willingness to learn are required of all students.

C. Participating in Family, School, and Community Activities
Students are expected to participate actively in host family, school, and community activities, choose a full load of challenging school classes, and do their best in all of their classes. This includes taking part in family events, doing chores at home, offering help, completing all school assignments, and participating in after-school activities (e.g. clubs and teams).

D. Standard of Conduct
All students are expected to follow all GLH-USA and individual host family rules, to obey the law, and to maintain a high standard of conduct and respectful behavior during their exchange. Participants should understand and accept their immediate program termination if they exhibit unreasonable or disrespectful behavior and/or attitudes.

IMPORTANT: Students who break a rule or the law endanger themselves and others and jeopardize their and other students’ participation in the program. Following all rules and the law reflects respect for the host culture and helps ensure a safe and enjoyable exchange experience for everyone. Violation of any law or regulation of the host country and/or GLH-USA, host family or school rule constitutes sufficient grounds for immediate termination of the program. In such a case, the student will be sent home immediately at the expense of his/her family.

E. Diploma, Grade Level, and Courses
Students cannot expect to graduate from their host school, receive a diploma, be placed at a particular grade level or participate in specific courses at the host school. Students and their natural families must accept the host school’s decisions and policies and may not press the host school to make an exception.

F. Sport Participation
Athletic eligibility or participation is not guaranteed. Although many schools allow students to attempt to be accepted in a sports team, students cannot expect to participate in sports at school.
IT IS THE STUDENT’S RESPONSIBILITY TO:

- Research in advance of the program whether they need to complete any coursework (credits), other academic work or take exams during the program (e.g. for their home school or university admission).

- Prepare in advance of the program for the possibility that the student may not be able to complete the desired or necessary coursework, other academic work, or take any required tests during the program.

- Determine in advance of the program what documentation of coursework, other academic work or exams taken during the program they may need in the future (e.g. to receive credit at their home school, apply for university, etc).

- Obtain directly from the host school or test administrator any documentation of their coursework, other academic work or tests that may need in the future.

GLOBAL HORIZONS USA PROGRAM RULES

1. Student Travel:
   No travel is allowed during the program without prior written and/or verbal agreement with GLH-USA, the host family, the natural family AND the local GLH-USA representative or coordinator. Students may travel only with proper adult supervision (e.g. by participating in a trip with their host parents).

2. Hitchhiking:
   Students are strictly prohibited from hitchhiking during their program.

3. Driving Policy:
   Global Horizons USA students are NOT permitted to take driver-education classes, behind-the-wheel driver training, or obtain a U.S. driver's license during the first year on our program. Exceptions to this rule will be handled by the National Director. If a host parent supports their student in obtaining a license and insurance coverage for a teenage driver, he/she may be held liable in the event of an accident. By imposing this program rule, Global Horizons USA is attempting to protect the host family and student and prevent unnecessary anxiety and conflict.

4. Visitor’s Policy:
   Students may not receive visits from natural parents, family members and friends from home during the exchange. Visits from friends and family can hinder the ability to adjust to a new home and environment and hasten the onset of homesickness or family communication problems. The natural family may visit the student only in case of an emergency before or after the program.
5. **Student Work:**
   Students are not allowed to work in a regular job during their stay in the U.S.

6. **Cooperation and Following Rules:**
   Host and natural parents should at all times adhere to GLH-USA rules and expectations. They shall at no time inform, misinform, encourage or allow their child to perform actions contrary to GLH-USA rules and expectations. This includes short-cutting GLH-USA established lines of communication. Students whose parents interfere with the program shall immediately be subject to program dismissal and termination.

7. **Place of Residence:**
   Students must reside only at the GLH-USA designated host family during their exchange, as described in the documentation received from GLH-USA.

8. **Changing Host Families:**
   Students may not for any reason change or plan to change their host family or school without first seeking prior written approval from GLH-USA. GLH-USA must have ample time to determine whether a change is necessary, permissible, and conforms to regulations governing students on the J-1/ F-1 Visa.

   Changing or leaving a host family, or planning to do so without GLH-USA approval will be grounds for the student to be considered “out of status” by the U.S. Department of State, the U.S. Citizenship and Immigration Services, as well as GLH-USA, and may result in such actions as immediate termination of the J-1/F-1 student visa status, and forced departure from the U.S. at the student's expense.

9. **Drugs and Alcohol:**
   Using, possessing and/or dealing with illegal drugs, controlled substances, alcohol, drug paraphernalia as well as association with anyone illegally involved with these is strictly prohibited on the GLH-USA program.

10. **Smoking:**
    Smoking is strictly prohibited for all students on the GLH-USA program.

11. **Obtaining Permission from Host Family:**
    Students must ask for and receive approval for all extracurricular activities from the host family prior to participation, and must always tell the host family where they are, who they are with, and when they will return home.

12. **Limiting Communication with Home Country:**
    Students must limit the communication with their family and friends from their home country to a maximum of one hour per week. This includes e-mailing, sending and receiving text messages, chatting on the internet, writing letters or postcards, etc. Additionally, students may not talk to their family and friends from their home country (on the phone or through the internet) more than one time per week.
13. **Computer/Internet/Cell Phone Policy:**

The student and host family should discuss and agree upon a time limit regarding the use of the computer, including use of the internet and e-mail. Students are prohibited from installing any programs or making any other changes to their host family’s computer without express permission from the host family. Students are prohibited from visiting any pornographic or other inappropriate websites or chat rooms. Students are discouraged from bringing a cell or mobile phone on the program.

14. **School and Academic Participation:**

Students are required to attend school full-time on every school day, take a full load of challenging classes, and maintain a “C” or better grade in each class. Because school participation is central to the program, students who show an attitude that school is not important to them may be subject to termination from their exchange at their expense. Only students participating full-time in an academic program are eligible for the J-1/F-1 Visa and continued program participation.

Students skipping school, maintaining unacceptable academic standards or grades, or requiring excessive disciplinary measures will be subject to immediate termination of their program and return to their home at their and their family’s expense.

If the host school, in conjunction with GLH-USA, determines that – contrary to GLH-USA’s prior careful evaluation of the student’s academic and language skills – the student requires individual tutoring to be able to succeed academically on the program, the student and his parents must agree to cover the cost of the tutoring or be subject to program termination.

**Amendments to GLH-USA rules, expectations, and procedures.** GLH-USA may at any time and at its sole discretion amend its rules, expectations, and procedures. All students, host families and natural families accept and understand that they shall abide by the amended rules and procedures as well those rules and procedures that remain in force.

Involvement in any way with illegal drugs, alcohol, smoking or any criminal activity will be dealt with swiftly and firmly by GLH-USA, and if necessary, by the local law enforcement authorities. Violation of any law of the host country or GLH-USA rules constitutes grounds for immediate termination of the exchange and students will be sent home at their own expense.
Host Family Rules Form: (please fill out before arriving in the USA)

Welcome to our family! These rules and expectations are designed to help “bond” our family and prevent misunderstandings. Your Local Coordinator asked us to go over these with you shortly after you arrive. If there are ever any concerns this year, we should sit down as a family and discuss them as a first step. Then, if we cannot come to an agreement, either of us should call the Local Coordinator to discuss this concern. It’s important to know that these rules may change during the course of your time in our family based on your behavior and other factors.

NAMES AND NICKNAMES
I should call my host parents __________________ and __________________
My host siblings can be called ______________________________________
My host family can call me _______________________________________

MEALS
Breakfast
I will ___ or will not ___ be expected to fix my own breakfast. Breakfast normally consists of:
(list food) ______________________________________________________________
Times for breakfast: ______ am on weekdays, and _____ am on weekends.

Lunch
I will:
_____ buy my lunch at school daily. The cost is _______.
_____ pack a lunch using food provided by the host family.
(Host families provide 3 meals. If I choose not to pack a school lunch using the food you provide, I may elect to purchase lunch at my own expense.)
On weekends, lunch is usually eaten at __________________

Dinner
Dinner is usually eaten at __________ pm.
If I will not be home at this time, I should call by ____________ If I will be home later and would like to eat dinner, I should: ______________________________

Snacks
I do ____ or do not_____ have unlimited access to the food in the house.
I understand these foods are off-limits __________________________________________

I understand that my host family can set reasonable limits to the food I eat, and may help guide me to make healthy choices. If there are certain foods that I would like in the house that my host family doesn’t usually buy, if I have a special diet, or if I’m eating a particular food in excess, I understand it’s my responsibility to pay for this food.
FOODS and ALLERGIES

I am allergic to these foods: _________________________________________
The reaction I have when eating them is: ________________________________
My favorite foods are: _____________________________________________
My least favorite foods are: __________________________________________
I have the following non-food allergies: __________________________________
Members of my host family have the following allergies:_____________________

HOUSEHOLD CHORES

I am expected at all times to keep my room clean and to make my bed daily.

Other duties: ___________ When: __________ How often: __________
Other duties: ___________ When: __________ How often: __________
Other duties: ___________ When: __________ How often: __________

HOUSEHOLD PROCEDURES

If I come home and nobody else is here, I will get into the house by:
___________________________________________________________

Are there any appliances in the home I’m not allowed to use, or which require special instruction? Please explain. ______________________________________________________

CURFEWS

One important courtesy is to always ask my host family’s permission BEFORE making any plans with others.
My curfew is: _________ pm on weekdays, and _________ pm on weekends.
Although I should always be home before curfew, if I think I may not be home before curfew; I must always call my host family before that time.

These are the times my host family is usually home from work:
Host parent 1: ___________ on weekdays, and ___________ on weekends
Host parent 2: ___________ on weekdays, and ___________ on weekends
I should spend ________ evenings per week with my host family and not with friends.

ENTERTAINMENT OF FRIENDS

I can___cannot ____ entertain friends in my host family’s home.
If possible, I should always ask permission in advance before bringing friends over.
I ___can ___ cannot have friends over when my host family is not home.
I understand that at no time may I take a friend of the opposite sex to my bedroom.
TELEPHONE AND INTERNET

I understand that calls to home may be very expensive, and the best method of contacting home varies by host family. For personal calls within the United States, I should only use my host family’s phone if there is no charge.

The rules for using the phone to make calls within the USA are:

When calling home, I should use:

____ A pre-paid calling card
____ Skype
____ My host parent’s phone (only if there is no charge to call my home country)

I should list any long distance calls I make on a sheet of paper. I will date the call and write the phone number down. I know it is my responsibility to reimburse the family for these calls when they get their monthly phone bill.

If there is a cost involved in making calls from a host family’s phone, Global Horizons USA encourages students to purchase a pre-paid phone card for long distance or international calls, or to use Skype. Also, Global Horizons USA encourages students to purchase a pre-paid cell phone for calls within the United States.

I should not use the phone after ___ pm on weekdays, and ___ pm on weekends.

My host family does___ does not ___ have Internet access.

I understand that some host families pay for their internet access based on usage, and my use of the Internet may cost my host family money. If my host family pays for Internet access based on data usage, I understand that I may have to reimburse my host family for my own Internet usage.

____ My host family has unlimited access to the Internet, or
____ My host family must pay for Internet access based on data usage

I understand my host family will set reasonable limits and rules regarding how much I use the telephone and the Internet.

When I do use the Internet,
I will use _____ my own computer, or _____ my host family’s computer.

I understand that I am never allowed to download pirated material, even if using my own computer, and to be safe, I should always check with my host family before downloading anything from the Internet.

The rules for using the Internet are:

________________________________________________________________________
MONEY

My Local Coordinator will go over with me what I should pay for. I will keep in mind that my host family is providing me with a home for the school year and meals when we are eating at home and when they take me to dinner with the family.

I understand that the following expenses are my responsibility:

- School registration (from $0.00 - $150.00)
- Athletic fees ($0-$800)
- School lunches ($2-$5 daily)
- School supplies, school yearbook, and school dances
- Going out with my friends (movies, football games, etc.)
- Toiletries such as make up, shampoo, hair spray, personal hygiene items, and deodorant.
- Haircuts
- Clothing
- Travel costs on host family vacations, independent travel, and field trips
- Special food items that I would like to have that my host family does not ordinarily buy (such as snacks, drinks, special diets, and food that I eat in excess)

I understand that it is my responsibility to budget my money. I am not supposed to borrow money from my host family at any time, nor am I to lend my host family money.

BATHROOM

The frequency I should shower is_____________________.
I should shower in the _____ morning _____ evening
If I shower in the morning, I should do so around ________ am, and be out of the bathroom by ________ am.
My showers should last no longer than _______ minutes.
I should store my personal hygiene items in _________________________
(For girls)
How should I dispose of my sanitary napkins or tampons?
________________________________________________________

SCHOOL

I need to be dressed and ready to leave for school by _____ am.
I will get to school _____ by bus, _____ by car, _____ bicycle, _____ or walk.
I may _____ may not _____ get a ride to or from school with friends.
SMOKING

I understand that Global Horizons USA students are forbidden from smoking, regardless of age.

RELIGION

My host family does _____ does not _____ attend religious services.
Although I will not be forced to attend, my family would like for me, out of courtesy to them, to attend on ____________________________
I need to be dressed and ready to leave by _________.
The church service will last approximately _________.

STUDY

I am expected to complete all homework assignments each night. If I need help on an assignment, I will ask. If I have a host sister or brother studying after I have finished, out of courtesy to them, I will be relatively quiet during that time (for example, no loud television or music).

BEDTIME

My host family usually goes to bed at _____ pm on weekdays, and _____ pm on weekends.
On school nights, I should be in my room no later than _____ pm.
If I am up later, I will be quiet.
I understand I should be asleep by _____ pm on school nights.

DISCIPLINE

I understand there must be consequences for breaking rules. Some rules, such as curfew, are mentioned on these sheets, but I understand there may be other instances that occur that my host parents will need to address.

________________________________________
Student’s Signature 
________________________________________
Host Parent #1 Signature 
________________________________________
Host Parent #2 Signature 

__________________________
Date

__________________________
Date

__________________________
Date
STANDARDS OF CONDUCT FOR STUDENTS

LOCAL, STATE, AND FEDERAL LAWS

1. Drinking of alcoholic beverages, including beer and wine, is not permitted while on the program and is illegal in most states for persons under 21 years of age.

2. It is against the law in the United States for persons under the age of 18 to smoke or buy tobacco products. It is against Global Horizons USA rules for exchange students to use tobacco products at any age. **Use of tobacco products may be cause for your dismissal** from the program. If the student has stated in the application that he/she is a non-smoker, he/she must not smoke while in the U.S. If a student is found to be a smoker after having stated otherwise, he/she may be returned home.

3. The student must not buy, sell, possess, or use illegal drugs of any kind or use any controlled drugs, unless prescribed for him/her by an authorized health professional. If the student is taking prescription drugs, the name, dosage, and length of time of use for each drug must be listed on the Global Horizons USA Personal Medical History Form. The student must not associate with any person involved in illegal drug taking or drug trafficking.

4. Students must not commit or take part in any act of violence against another person or property.

5. Shoplifting and theft are illegal and may lead to criminal charges.

6. Driving a car without a driver’s license is illegal in all states.

7. It is illegal for the student to take regular employment while in the U.S. The only exceptions are occasional odd jobs, such as yard work or baby-sitting. Any such jobs must not interfere with schoolwork, and the student must have host family permission.

8. Students may not access, view, download, email, receive, or have contact with any Internet sites that might be deemed pornographic in nature. This includes, but is not limited to, chat sites, videos, photographs and text.

9. Students may not download potentially illegal/pirated material, including, but not limited to, music, movies, and computer programs.

*Please note: If a student is arrested and found at fault, or if it is reliably confirmed that the student has acted illegally, program sponsorship will be revoked, resulting in early return as soon as legally possible to the home country at the expense of the student’s parents.*
High School and Interscholastic Sports Participation

High Schools expect students to maintain high academic standards and to participate actively in school life. U.S. high schools believe that the presence of exchange students enhances the learning environment. Therefore, a student who is deficient at school due to problems with attendance, attitude, discipline, or failing grades will be terminated from the Global Horizons USA Program and returned home immediately.

1. The student is not guaranteed placement in a certain grade level, or that transferable credit will be granted, or that a diploma will be awarded at the end of the academic program. All such decisions are at the discretion of individual high schools and/or school districts.

2. No guarantee is made to the student with regard to participation in interscholastic sports. Eligibility is at the discretion of each high school and/or regional/state high school athletic association. Depending on local regulations, if a student has graduated from high school in the home country or has completed a certain number of years of high school, he/she may be deemed ineligible for interscholastic sports. Students who try out for high school sport teams are not guaranteed a place on the team.

3. The student must obey all school rules, attend classes regularly, and be responsible for assuming a full course load, (including an English and History/U.S. Government course), for making a strong effort in all classes, and for maintaining at least a “C” average on all classes at the end of the semester.

4. The student is responsible for all school fees. Such fees may include but are not limited to: registration, books, lockers, laboratories, gym/physical education, yearbook, class ring, letter jacket, student activities, etc.

5. The student may choose one of the following options for lunch on school days:
   a. Pack a sack lunch from home
   b. Buy a lunch at school at the student’s expense
   c. Buy a lunch off campus at the student’s expense, if the school permits
Host Family Participation

Host families participate in the Global Horizons USA program because of their sincere desire to have a cross-cultural experience and learn about other cultures while sharing the American way of life.

1. No guarantee is made with regard to placement in a particular region of the United States, in a town of a certain size, or with a particular kind of host family (for example, with a teenager in the home).

2. A private bedroom is not guaranteed. Only a separate bed is guaranteed.

3. The student must comply with all reasonable rules and expectations of the host family (e.g. curfews, chores, visitors, phone calls/e-mail, etc.).

4. The student must keep the host family informed at all times of his/her whereabouts, with whom he/she is associating, and time of departure from and return to the host family’s home.

5. The student must not borrow money from the host family or from any other source. Natural parents must supply the student with an adequate amount of spending money at all times, normally $200-$300 per month, and not to fall below $100. The student is responsible for paying for his/her miscellaneous expenses, such as toiletries, entertainment costs, etc.

6. Global Horizons USA students must pay for their long distance phone calls, or use an alternate method of communication. Calls to a student’s home country should be limited to 1 or 2 calls per month. It is recommended that students obtain a prepaid calling card to use for long distance telephone calls.
Family Visits and Student Travel while on the Program

1. Visits by members of the student's natural family or by friends from his/her home country can be very disruptive to the adjustment of the student and an inconvenience to the host family. Therefore, visits during the exchange program are not permitted until the very end of the program. Any visit must have the prior permission of the Global Horizons USA National Office.

2. The student is not permitted to travel outside the local area by him/herself or do overnight travel without a responsible adult chaperone age 25 or older who has completed and passed a Criminal Background Check.

3. The student is not permitted to hitchhike.

4. Overnight or normal weekend travel with the host family does not require prior approval, but as with any travel, the Local Coordinator must be informed of all such trips and have a phone contact to reach the student in an emergency. Students must carry their ID Card and Insurance Cards with them at all times.

5. Traveling out of the area or being away for more than 24 hours with hosts or another family with a responsible adult (at least 25 years of age), church or school groups is permitted if prior consent is given. Please consult instructions and complete the “Request for Permission to Travel”. If a student travels outside of the host country, he/she must check with the Website for instructions and the Local Coordinator regarding what documents to carry and information on re-entry procedures.

6. Criminal Background Checks (CBCs) must be submitted by all adult chaperones not already vetted by Global Horizons USA prior to a student's travel (for instance, if a student travels with the family of a friend or host grandparents).

7. If a student travels outside the United States, he/she must always carry a passport and their DS-2019/I-20 form. Before departing, students are advised to contact their Local Coordinator or the Global Horizons USA National Office for more information.

Address of National Office: 4342 119th Ave SE, Tenino, Washington 98589, USA
Emergency Phone Nr: 1-541-760-8621
Email Address: info@globalhorizons-usa.org
GLH-USA Website: www.globalhorizons-usa.org