



GLOBAL OUTREACH CATHOLIC EXCHANGE PROGRAM

Barbara Tota-Boryczka, Executive Director

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Fr. Larry Seidl, Spiritual Director

lseidl1949@gmail.com

2022-2023 STUDENT APPLICATION INSTRUCTIONS

1. **To complete the application, download all forms to your computer.**
 - a. Carefully read
 - i. **Mission Statement and Objectives of the Global Outreach (G.O.) Program**
 - ii. **Student Rules and Standards of Conduct**
 - b. The Global Outreach Application must be typed. Applications submitted in handwriting will not be accepted.
 - c. It is important that your
 - i. Responses to all questions should be thoughtful, truthful, and detailed. (*Space for your answer adjusts as you type.*)
 - ii. **Letter to Your Host Family** and **Photos** are a very important part of your application. They are shared with families who express interest in being your Host Family.
 1. **Letter to Your Host Family:** Compose it with thought. Write it in English *without* assistance from anyone else.
 2. **Photos:** Share photos of yourself, your family, activities you are involved in, a favorite place in your country, etc.
 - d. Student and Parent(s) / Legal Guardian signatures are **required** on the **Signature Page** and **Student Rules and Standards of Conduct**.
 - i. Print the **Signatures** and **Student Rules and Standards of Conduct** pages.
 - ii. Sign the **Signatures** and **Student Rules and Standards of Conduct** pages.
 - iii. Ask your Parent(s) to sign the **Signatures** and **Student Rules and Standards of Conduct** pages.
2. **Complete and Submit the Application by October 15, 2021**
 - a. Scan the **Signatures** and **Student Rules and Standards of Conduct** pages (you and your parent(s) signatures are required)
 - i. Give the scanned document a title. Include your name in the title so it is easily identified by the recipient of the document, such as
 - a. DocumentName_YourFamilyNameYourFirstName
 - b. *Examples:* SignaturePage_TotaBoryczkaBarbara; StudentRules_TotaBoryczkaBarbara; Application_TotaBoryczkaBarbara
 - b. Attach and e-mail the **Application, Signatures, and Student Rules and Standards of Conduct** pages (**you may send as a PDF document**) to
 - i. barbara.tota-boryczka@globaloutreachprogram.com (Barbara Tota-Boryczka, Executive Director) and
 - ii. lseidl1949@gmail.com (Fr. Larry Seidl, Spiritual Director)
 - c. Attach and e-mail the **Letter to Host Family** and **Photos** (**please send them as a WORD document/do not PDF**) to
 - i. barbara.tota-boryczka@globaloutreachprogram.com (Barbara Tota-Boryczka, Executive Director) and
 - ii. lseidl1949@gmail.com (Fr. Larry Seidl, Spiritual Director)
3. **Medical Information and Physical Exam Forms**
 - a. Schedule a medical/physical exam with your doctor
 - b. **Scan and e-mail the completed forms along with your application by October 15, 2021** to
 - i. barbara.tota-boryczka@globaloutreachprogram.com (Barbara Tota-Boryczka, Executive Director) and
 - ii. lseidl1949@gmail.com (Fr. Larry Seidl, Spiritual Director)
4. **Recommendation Forms (Teachers, Pastor, Headmaster)**
 - a. E-Mail the forms to the appropriate persons.
 - b. Instruct them to download the form, fill it out on the computer and print and sign.
 - c. When completed and signed
 - i. They should email them directly to the Executive Director and Spiritual Director (e-mail is on the form at the top of the page) or send them to the address included.
5. **Candidate Interviews, Communication of Decision, Official Acceptance Letter and Supporting Documents**
 - a. Virtual interviews will take place in November and December 2021.
 - b. Candidates will be notified of decision to accept, place on alternate list, or decline as soon as possible.



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c. Candidates who are accepted as a 2022-2023 Global Outreach Program will receive an *Official G.O. Student Acceptance Letter* and supporting documents/information once a Host Family has been found for you..

6. The G.O. Program Fee is due by **June 30, 2022** for accepted students.

REQUIRED DOCUMENTS: COURSE CERTIFICATE WITH GRADES PASSPORT, and F1 STUDENT VISA

A. CERTIFICATE WITH YOUR COURSES and GRADES from the PREVIOUS YEAR (2020-2021) AND CURRENT YEAR (2021-2022), i.e., TWO ACADEMIC (2) YEARS

Provide a copy of the Certificate with your Courses and Grades from your school translated into English

- a. Scan **previous year's** (2020-2021) courses/grades,
 - i. Give the scanned document a title. Include your name in the title so it is easily identified by the recipient of the document, such as
 1. Document _YourFamilyNameYourFirstName
 2. *Example:* CourseCertificate2020-2021_ TotaBoryczkaBarbara
 - ii. E-mail the scanned copy of your **previous year's** (2020-2021) Courses/Grades Certificate to
 1. barbara.tota-boryczka@globaloutreachprogram.com
 - iii. **Important:** This must be submitted with your application & received no later than October 15, 2021
- b. Scan **this year's** courses/grades, i.e., 2021-2022
 - i. Give the scanned document a title. Include your name in the title so it is easily identified by the recipient of the document, such as
 1. Document _YourFamilyNameYourFirstName
 2. *Example:* CourseCertificate2021-2022_ TotaBoryczkaBarbara
 - ii. E-mail the scanned Courses/Grades Certificate for **this school year** by **June 30, 2022** to
 1. barbara.tota-boryczka@globaloutreachprogram.com

B. COPY OF YOUR VALID PASSPORT

- a. Your passport must not be expired before you travel and needs to have at least 6 months remaining beyond your departure (*G.O. asks that you depart by June 15, 2023*) and your return to your country
- b. Scan your Passport, i.e., the page with your picture
- c. Give the scanned document a title. Include your name in the title so it is easily identified by the recipient of the document, such as
 - i. Document Name_YourFamilyNameYourFirstName
 - ii. *Example:* Passport_ TotaBoryczkaBarbara
- d. E-mail the scanned copy of your Passport Photo Page with your application documents to
 - i. barbara.tota-boryczka@globaloutreachprogram.com

C. COPY OF YOUR F1 STUDENT VISA

- a. When you receive your F1 Student Visa, scan the document.
- b. Give the scanned document a title. Include your name in the title so it is easily identified by the recipient of the document, such as
 - i. Document Name_YourFamilyNameYourFirstName
 - ii. *Example:* StudentVisa_ TotaBoryczkaBarbara
- c. E-mail the scanned copy of your F1 Student Visa to



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- i. barbara.tota-boryczka@globaloutreachprogram.com
- d. Make a copy to leave with your natural family and second copy to pack in your carryon (keep it separate from your original copy) and bring an additional copy of your F1 Student Visa with you to the G.O. Student Arrival Orientation in Wisconsin

2022-2023 APPLICATION COMPLETION CHECKLIST

To ensure that you have completed every component of the application process, please click on the boxes below. Some of the requested documents will need to be completed and e-mailed as separate forms.

Location of Documents and Contents

G.O. PROGRAM INFORMATION & NEEDS FROM STUDENT		Page	Read / Information & Instructions
<input type="checkbox"/>	Student Application Instructions	p. 1	Student and Parent(s) / Legal Guardian(s)
<input type="checkbox"/>	G.O. Application Completion Checklist	p. 2	Student and Parent(s) / Legal Guardian(s)
<input type="checkbox"/>	Copy of Student Passport** and F1 Student VISA <small>**Important: Passport <u>must be</u> valid for Visa interview, prior to departure, <u>and for</u> at least six months after June 15, 2023**</small>	p. 3	Passport: Scan & e-mail with the application F1 Student Visa: Scan & e-mail when received
<input type="checkbox"/>	Certificate with Prior & Current Year's Courses & Grades	p. 3	Include English translation of courses & grades
G.O. PROGRAM STUDENT & NATURAL PARENT INFORMATION		Page	Read and Signatures
<input type="checkbox"/>	G.O. Mission, Vision, Objectives and the G.O. Student Rules and Standards of Conduct	p. 1-4	Student and Parent(s) / Legal Guardian(s)
STUDENT APPLICATION DOCUMENTS		Page	Complete and Signatures
<input type="checkbox"/>	Student Profile (Part I)	p. 1	Student and Parent(s) / Legal Guardian
<input type="checkbox"/>	Passport sized photo (approx. 1"x 1½")	p. 1	Attach one photo to page1 of application
<input type="checkbox"/>	Parent and Family Profile	p. 2	Parent(s) / Legal Guardian
<input type="checkbox"/>	Emergency Contact and Relatives Living In The U.S.	p. 3	Student
<input type="checkbox"/>	School Information	p. 4	Student
<input type="checkbox"/>	Student Information (Part II)	p. 5-8	Student
<input type="checkbox"/>	Parent Questionnaire	p. 9	Parent(s) / Legal Guardian(s)
<input type="checkbox"/>	Student Essay (Part III)	p. 10	Student
ADDITIONAL DOCUMENTS NEEDED		Page	Read and Provide Documents
<input type="checkbox"/>	Permission for Medical Care, to Travel & Agreements (Part IV)	p. 11-12	Parent(s) / Legal Guardian
<input type="checkbox"/>	Student and Parent(s)/Legal Guardian Signatures	p. 12	Parent(s) / Legal Guardian / Student
STUDENT APPLICATION: LETTER & PHOTOS		Page	Complete
<input type="checkbox"/>	Student Letter to Host Family	p. 1	Student
<input type="checkbox"/>	Student Photos	p. 2-3	Student
FORMS FOUND ON G.O. WEBSITE			To be completed and signed by
<input type="checkbox"/>	English Teacher Recommendation	Form	English Teacher
<input type="checkbox"/>	Class Teacher Recommendation	Form	Class Teacher
<input type="checkbox"/>	Headmaster/School Director Recommendation	Form	Headmaster/School Director



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<input type="checkbox"/>	Parish Priest Recommendation	Form	Parish Priest
<input type="checkbox"/>	Medical Information & Physical Exam	Form	Licensed Physician
<input type="checkbox"/>	Liability Form, Student Travel & Medical Insurance Policy <ul style="list-style-type: none"> You will receive the Liability Form and the Student Insurance information with your <i>Acceptance Letter</i>. 	<ol style="list-style-type: none"> Scan & e-mail the signed Liability Form After you receive your Student Visa, purchase your International Student Travel and Medical Insurance and scan & e-mail a copy of the card / policy 	