

## WELCOME TO THE WORLD OF STUDENT EXCHANGE...



Here at **International Student Exchange**, we have a goal of bringing people of the world together in life changing ways. We change lives by placing wonderful high school aged foreign students into the homes of volunteer host families. Learning to live and laugh together as a family helps bridge the gap that keeps us strangers. In order to accomplish this endeavor we look to find caring, capable people like yourself to work together with us to accomplish this goal. The people who support the students while they are in the families and communities throughout the United States are called **Area Representatives**.

People who become Area Representatives are well respected and are familiar with the schools and communities in which they live. If you are that kind of individual we look forward to having you apply to our program in the role of the Area Representative.

Included in this packet you will find an **Area Representative Information Sheet**. We will need this information from you to proceed with your contract and you will have a more accurate picture of how you can best work with ISE. You will also find included in this brochure a **complete description of your role along with the compensation and incentive plans for ISE**.

Please read through this carefully and call me if you have any questions regarding this or any aspect of the ISE program. **My phone number is included on the back of this brochure.**

*After reading this information and returning your completed Area Representative Information Sheet, I will contact you to set up a training schedule. ISE has a complete training plan for our Area Representatives to assist you in the position and work toward your success.*



## THE ROLE OF THE AREA REPRESENTATIVE

As an ISE Area Representative you are responsible for two areas: (1) placement of international students and (2) their supervision. This process includes the following:

### Student placements

- locating host families
- communicating with high schools
- matching students with families
- completing placement paperwork

### Student supervision

- organizing and conducting orientations
- monthly communication
- meeting with students on a bi-monthly basis
- completing required Student Progress Reports
- counseling to resolve issues
- communicating to the regional office
- following directions from the regional office



This information is given to you so that you are aware of your role and the importance of it. You will have a more accurate picture as you complete the training offered to you by ISE.

ISE fully supports Area Representatives with Regional Offices located around the United States. These offices are staffed with experienced managers capable of advising you on issues or concerns. ISE also has a 24 hour emergency telephone number along with trained counselors available to help with any situation.

## Earn Extra Incentives!!

### PLACE 5 EARN \$5 HUNDRED

#### ON-TIME PLACEMENT BONUS

Earn extra \$500 each time you place 5 August arriving students with complete paperwork by July 15th.

#### EARLY PLACEMENT BONUS

Place 5 August arriving students by May 31st with complete paperwork, and earn another \$500 or a total of \$1,000 for groups of 5 early placements.

There is no limit to the number of bonuses that can be earned for the placement of 5 students by the target dates.

**PLACE 7 STUDENTS AND YOU CAN TRAVEL ABROAD!**

Earn an incentive trip to an exotic location.  
Airfare, hotel, tours and most meals are included

## COMPENSATION FOR THE AREA REPRESENTATIVE

### Fall Semester student (5 months)

<u>Type of Fee</u>	<u>Date of Payment</u>	<u>Payment</u>
Placement*	Paperwork*	\$150
Supervision*	October 15	\$100
Supervision	December 15	\$100
Supervision	February 15	\$100

### Spring Semester student (5 months)

<u>Type of Fee</u>	<u>Date of Payment</u>	<u>Payment</u>
Placement*	Paperwork*	\$150
Supervision*	February 15	\$100
Supervision	April 15	\$100
Supervision	June 15	\$100

**Total Payment for a Semester student :\$450**

### Academic Year student (10 months)

<u>Type of Fee</u>	<u>Date of Payment</u>	<u>Payment</u>
Placement*	Paperwork*	\$150
Supervision*	October 15	\$80
Supervision	December 15	\$80
Supervision	February 15	\$80
Supervision	April 15	\$80
Supervision	June 15	\$80
Departure	June 30	\$150

**Total Payment for an Academic Year student :\$700**

### Calendar Year student (12 months)

<u>Type of Fee</u>	<u>Date of Payment</u>	<u>Payment</u>
Placement*	Paperwork*	\$150
Supervision*	February 15	\$85
Supervision	April 15	\$85
Supervision	June 15	\$85
Supervision	August 15	\$85
Supervision	October 15	\$85
Supervision	December 15	\$85
Departure	December 30	\$150

**Total Payment for a Calendar Year Student :\$810**

\* See agreement for details about placement and supervision paperwork requirements

At **International Student Exchange** we have designed a company that attempts to put the students, schools and families ahead of all else. In order to accomplish this we need qualified, trained and caring Area Representatives dedicated to making a difference in those life changing opportunities within their communities. Thank you for considering this special program. **You, too, can make this life changing experience yours!**

## IMPORTANT FACTS ABOUT ISE...



- Founded in 1982
- Designated By the Department of State Exchange Visitor Program
- Granted listing by CSIET (Counsel on Standards for International Educational Travel) each year since inception
- Issues Form DS-2019 to all qualifying participants so that they can obtain their J-1 Visa to enter the United States
- Headquarters are on Long Island, New York (60 minutes from Manhattan)
- Fully Staffed Regional Offices strategically located in the United States
- Headquarters administered by certified public school administrators and teachers with over 30 years of combined student exchange experience.
- Counseling staff headed by certified senior school counselor
- Cooperates with over 70 independent foreign agencies in over 50 countries around the world
- Conducts annual training sessions for all representatives on an annual basis
- Provides fully paid travel seminars on an annual basis for qualifying representatives

INTERNATIONAL STUDENT EXCHANGE  
MANAGER

ADDRESS

PHONE /FAX

E-MAIL ADDRESS

PLEASE RETURN THE ENCLOSED AREA REPRESENTATIVE INFORMATION SHEET TO THE FAX ABOVE OR THE ADDRESS LISTED ABOVE



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Student Management Group is a leader in educational management, marketing and promotion. **International Student Exchange** has been selected by SMG as a premier American company to offer education and training programs for foreign students. SMG offers diverse international education, travel, work and training programs to students of all levels worldwide.

*"Educating Tomorrow's Leaders"*



INTERNATIONAL  
STUDENT EXCHANGE



**CHANGING LIVES!**