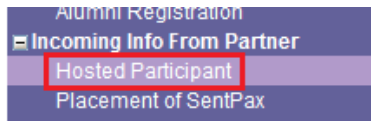


How to Generate PDFs of a PAF & Student Application via Global Link

1. Click 'Hosted Participant' in the left hand search column.



2. Type the student's name into the 'English First Name' and 'English Last Name' fields & click 'Search'.

A screenshot of a search form. The 'English First Name' and 'English Last Name' fields are highlighted with a red box. Other fields include 'Hosting Staff Contact', 'Host Region', 'Host distribution', 'Late Traveler', 'Late Traveler Date Range', 'Sort By', and 'Max Result'. A 'Search' button is highlighted with a red box at the bottom right.

3. In the Record(s) Found, click the student's 'Placement'.

Online App	Placement (F,O,T,L)	Pending Requests
School Program FullApp / Transferred	A (0, 0, 0)	0

4. At the top of the Service Case: Placement Detail, click 'PAF/App Forms'.

(Note: This used to be the 'Generate PAF' option.)

Service Case : Placement Detail

[\[Pax. Info.\]](#) [\[Resend Placement Info\]](#) [\[Bio Sheet\]](#) [\[Print Placement Info\]](#) [\[History Log\]](#) [\[Send Status Change Email\]](#)
[\[Contact Log\]](#) [\[Print for Hosted Pax\]](#) [\[Student ID Card\] \[?\]](#) [\[Medical ID Card\] \[?\]](#) [\[PAF / App Forms\]](#) [\[Host Family Letter\]](#)

5. Click one of the three options to answer the question 'Would you like to include application forms?'
 - 5a. Click 'Include preselected forms' to include all forms that can be shared with a school.
 - 5b. Click 'I would like to select forms' to choose which forms are included. In the pop up box that appears, check the checkboxes next to the forms you wish to include & click 'Choose'.

*Note that the form names may vary for each country/program.

 - 5c. Click 'No' if you only want to print a PDF of the PAF.

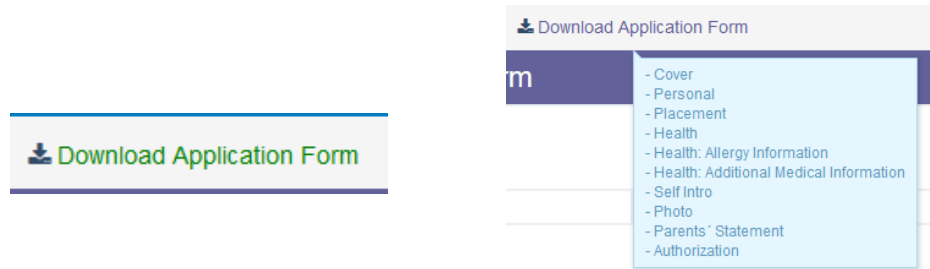
A dialog box titled 'PAF / App Forms' with the question 'Would you like to include application forms?'. It has three buttons: 'Include preselected forms', 'I would like to select forms', and 'No'. A blue arrow points from the 'I would like to select forms' button to the next dialog box.

A dialog box titled 'Choose Application Forms' with a table of forms and checkboxes. The 'Choose' button is highlighted.

	Form Name
<input checked="" type="checkbox"/>	Cover
<input checked="" type="checkbox"/>	Personal
<input checked="" type="checkbox"/>	Placement
<input checked="" type="checkbox"/>	Health
<input type="checkbox"/>	Health: Allergy Information
<input type="checkbox"/>	Health: Additional Medical Information
<input checked="" type="checkbox"/>	Self Intro
<input type="checkbox"/>	Photo
<input checked="" type="checkbox"/>	Parents' Statement
<input type="checkbox"/>	Authorization

How to Generate PDFs of a PAF & Student Application via Global Link

6. **Optional:** If you selected forms to create a PDF of the student application in step 5, click 'Download Application Form' to download the document. *Note that hovering your mouse over 'Download Application Form' will show you the names of the application forms you've selected.



7. The Generate PAF Form will automatically include the student's name, country, month & year of graduation, and the years of enrollment. To add the Host Family Information, Local AFS Representative Information, and/or High School Name, click the magnifying glass icon next to each, and follow steps 7a, 7b, and/or 7c accordingly.

Generate PAF Form

Student Information

Name Country

Student's date of graduation in his/her home country Month Year

Host Family Information

Name Phone

Address City State Zip Code

Local AFS Representative Information

Name Phone E-mail

Address City State Zip Code

School Information

High School Name Enrollment to

- 7a. To add Host Family Information after clicking the magnifying glass icon, type the family name or Service Ref. into the Family Search, and click 'Search'. Then, in the resulting record(s), click the radio button to the left of the family you want to select, and click 'Selected Host Family'.

Family Search

Legal First Name(Native) Last Name(Native) Last Name(English)

Service Ref. Max Results

No.	Program Code	IOC Code	Service Ref.	Native Name	English Name	City	State	Service Stage	Active Placement
<input checked="" type="radio"/>	1	SMscNH15	USA	15-02207		Williamsville NY		Application	1

How to Generate PDFs of a PAF & Student Application via Global Link

7b. To add Local AFS Representative Information after clicking the magnifying glass icon, type the representative's name, & click 'Search'. Then, in the resulting record(s), click the person's name to highlight them, & click 'OK'

Select AFS Representative

IOC Code

Affiliation Type Affiliation Name

First Name Last Name

7c. To add the High School Name after clicking the magnifying glass icon, type the school name, and click 'Filter'. In the resulting record(s), click the school name with the correct city and state to highlight it, and click 'OK'

Select School

Name Max Result

*Please note that the schools which do not have any Hosting
Contact email are in red text.

8. **Optional:** If you want to include your contact information at the bottom of the page, you can edit this section to direct the PAF Signer to send the completed form to you instead of the NY Office.

Contact Information

Please return this form to your local AFS volunteer or submit to AFS, USA via one of the following options:
120 Wall Street 4th Floor, New York, NY 10005
Fax: 646-937-6032 / Email: hostingpaperwork@afsusa.org
For assistance call 1-800-AFS-INFO

*Contact Information will display on report footer.

9. Click 'Print PAF Form' at the top or bottom of the screen to download a PDF of the PAF. The PDF will include the Department of State letter to school administrators which must be sent along with the PAF for compliance purposes.

 **Print PAF Form**