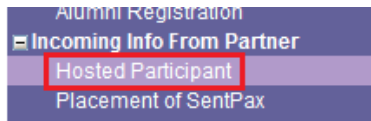


How to Generate PDFs of a PAF & Student Application via Global Link

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 search filter form with various input fields and dropdown menus. 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 located 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'.

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. You will see these three options to answer the question 'Would you like to include application forms?'
Click 'No' if you only want to print a PDF of the PAF.

A dialog box titled 'PAF / App Forms' with a question: 'Would you like to include application forms?'. Below the question are three buttons: 'Include preselected forms', 'I would like to select forms', and 'No'.

6. 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.

A form with three sections: 'Host Family Information', 'Local AFS Representative Information', and 'School Information'. Each section has input fields for Name, Address, City, State, and Zip Code. Magnifying glass icons are placed next to the Name fields in the first two sections and the High School Name field in the third section.

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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'.

The screenshot shows the 'Family Search' form with fields for 'Legal First Name(Native)', 'Last Name(Native)', 'Last Name(English)', and 'Service Ref.'. Below the form is a table with the following data:

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

Below the table is a 'Selected Host Family' button.

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'

The screenshot shows the 'Select AFS Representative' form with fields for 'IOC Code', 'Affiliation Type', 'Affiliation Name', 'First Name', and 'Last Name'. Below the form is a list of search results:

- Jennifer | Person Ref: 08-02275
- Jennifer | Person Ref: 14-27065

Below the list are 'OK' and 'Cancel' buttons.

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'

The screenshot shows the 'Select School' form with fields for 'Name' and 'Max Result'. Below the form is a list of search results:

- Aberdeen Christian School-S (City: Aberdeen, State: SD)
- Aberdeen High School (City: Aberdeen, State: ID)
- Aberdeen High School (City: Aberdeen, State: MD)
- Aberdeen High School (City: Aberdeen, State: MS)
- Aberdeen High School (City: Aberdeen, State: WA)

Below the list is a note: '*Please note that the schools which do not have any Hosting Contact email are in red text.' Below the note are 'OK' and 'Cancel' buttons.

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

The screenshot shows a text editor window with the following text:

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

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

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**