Global Link Training

How to find student bio's

Road Map

- Searching for students and using filters

- How to generate and share bio sheets/get to knows
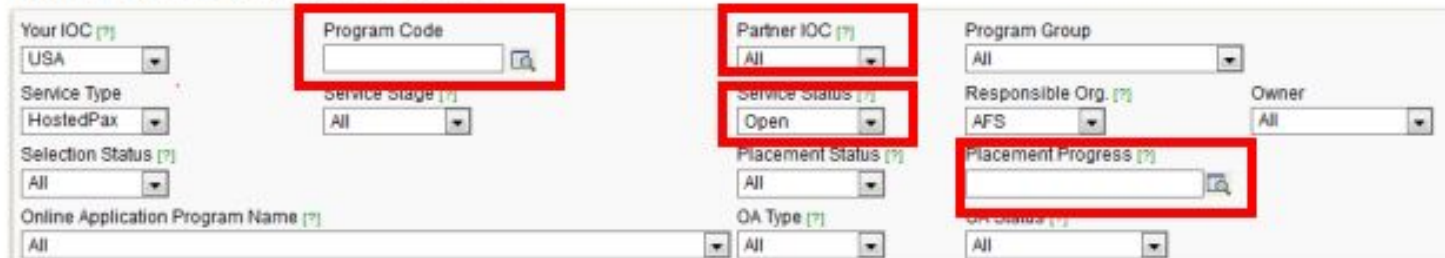
- How to view a student application

- Questions

Searching for students and using filters

- From the search menu on the left, under 'Incoming Info from Partner', click on 'Hosted Participant'

Incoming Info From Partner
Hosted Participant

- This takes you to the search screen. There are several search fields, but the arrows below highlight the most important fields needed to search for your hosted students:

Hosted Participant Service : Search

Your IOC [?]	Program Code	Partner IOC [?]	Program Group
USA		All	All
Service Type	Service Stage [?]	Service Status [?]	Responsible Org. [?]	Owner
HostedPax	All	Open	AFS	All
Selection Status [?]		Placement Status [?]	Placement Progress [?]	
All		All		
Online Application Program Name [?]		OA Type [?]	OA Status [?]	
All		All	All	

Placement Progress

- **Placement Progress:** this status indicates in which stage the student is regarding availability and placement. Click on the magnifying glass next to the search field to retrieve a group of students in a specific status.

Placement Progress [?]

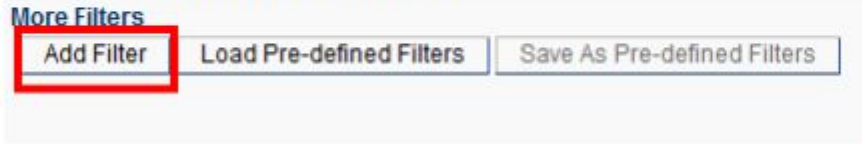- Choose the appropriate status from the list and click on 'OK'

| Filter |

Nationally Available
Personal Early Return
Placed without Papers
Preview
Program Release
Program Terminated
Regionally Available
Rejected
Release at EOS
Return-Family Event
School Placed
Suspended

OK   Cancel

Adding Filters

- **Filters:** to search by even more specific criteria, you can use the filter feature at the bottom of the search screen. Click on 'Add Filter':

More Filters

| Add Filter | Load Pre-defined Filters | Save As Pre-defined Filters |

More Filters

| Add Filter | Load Pre-defined Filters | Save As Pre-defined Filters |

1	About Me contains 'soccer'	Remove Edit
2	Gender (M / F) is equal to 'M'	Remove Edit
3	Birth Date is between '19990812' and '20000811'	Remove Edit

2017 About Me Search Terms

2017 Standard Search Terms

2017 Standard Search Terms for 'About Me' Field

Please Note: In order to search for these terms they will be inputted *exactly* as written below. The grayed out comments are not to be used; they are only an explanation. Highlighted terms are new to the list.

Placement Info

AFS family

(previous tie to AFS)

Allergies

Allergy: No cats

Allergy: No cats in bedroom

Allergy: No cats indoors

Allergy: No dogs

Allergy: No dogs in bedroom

Allergy: No dogs indoors

Blind

Traits/Characteristics

Academic

Animal lover

Artistic

Cheerful

Energetic

Family oriented

Funny

Good with kids

Independent

Leadership

Tennis

Track

Volleyball

Water polo

Wrestling

Interests

After school clubs

Attends weekly religious services

Aviation

Search Results

Generating Bios

Host an international exchange student

Bring a student like one of these into your home

AFS Intercultural Programs USA

Meet Emmanuel from Argentina

Gender: Male
Age (at arrival): 17 years
Program length: Semester

Emmanuel is an incredibly creative and enthusiastic young man who loves to see everyone around him laughing and having a good time! Emmanuel is very close to his family, and as the youngest he considers himself really lucky to be cared for by a great group of people. Emmanuel's three major passions are listening to new music, playing tennis and acting. He's an active member of his school's theatre group, and he hopes to one day find himself on bigger stages! He also loves theater because of all of the amazing people he's met. While abroad, Emmanuel plans to soak up every experience he can!

Service Ref: 15-02777

Meet Juan from Argentina

Gender: Male
Age (at arrival): 15 years
Program length: Year

Juan is an open and intelligent young man. He is very easygoing and curious about his surroundings. He enjoys playing soccer, swimming, or skiing with family and friends. Juan is very interested in other cultures and hopes to be able to break out of his comfort zone while in the US. He looks forward to trying new things, meeting new people and forming a close bond with his host family. Juan enjoys school and likes to study science, but is open to trying all subjects at least once. Juan takes pride in his friendly nature and is optimistic about his exchange experience.

Service Ref: 15-01500

Meet Sofia from Chile

Gender: Female
Age (at arrival): 15 years
Program length: Semester

Sofia is outgoing and cheerful. She loves animals and gets along well with everyone. She has excellent leadership skills and always tries to help people avoid conflicts. Sofia's family is very close; she loves to play and laugh with her siblings and she talks to her parents whenever she needs advice. At school, Sofia works hard and gets excellent grades. Her favorite subject is biology and she also serves in the student government. In her spare time Sofia enjoys going roller skating, listening to music, participating in her church youth group, and hanging out with her friends.

Service Ref: 15-00265

Meet Hugo from Chile

Gender: Male
Age (at arrival): 16
Program length: Semester

Hugo is an outgoing and compassionate young man who can't wait to have the adventure of a lifetime! He is very close with his family. As the youngest of four brothers and sisters, he considers himself lucky to be looked out for by so many people. Weather permitting, Hugo enjoys spending time outdoors, doing a number of activities from skiing to wake-boarding and sailing. His real passion, however, is all things related to music. Hugo is currently one of the leaders of his school chorus and in his spare time loves jamming out on the guitar. He can't wait to meet new friends in the US!

Service Ref: 15-01248

For more information, contact: **Allyson Birchmeier**

(603)991.5984 | ABirchmeier@afsusa.org

afsusa.org/host | 1-800-AFS-INFO

Get to Know

You could bring a student like this into your home!

Meet Elias from Germany

Service Ref:	1865742
Gender:	Male
Age (at arrival):	16 years
Program length:	Year
Graduation Date:	June 2019
Religion:	protestant

GPA:	Very Good
Quartile:	Q1(Top position)
ELTIS:	265

Elias is an independent and goal-oriented young man. He is very open and approachable and enjoys meeting new people. He likes spending time with his large family and playing ping-pong with his friends. He also enjoys ballroom dancing and has been practicing it for some time. Elias keeps up to date with social and political issues and wants to learn all about the US and American culture. He excels in school and is interested in a variety of topics, especially math. He plans to try as many new things as possible while abroad and can't wait to share his life with his new family and friends!

Good to Know

ABOUT ME:

Allergy: No dogs, Allergy: No dogs in bedroom, Allergy: No dogs indoors, Allergy: No cats in bedroom, Allergy: No cats indoors, Allergies, Rural, Protestant, Academic, Good with kids, Independent, Energetic, Leadership, Sporty, Family oriented, Dance, Computer, Politics/Social issues, Recreational sports, Movies

MEDICAL & HEALTH:

Slight allergy to dust mites and hay fever - uses medication as needed, Asthma - controlled with medication

LIVING WITH PETS:

No cats, No cats indoors, No cats in bedroom, No dogs, No dogs indoors, No dogs in bedroom

Comments: Allergic to animal hair (especially cat and dog)- Uses allergy medication
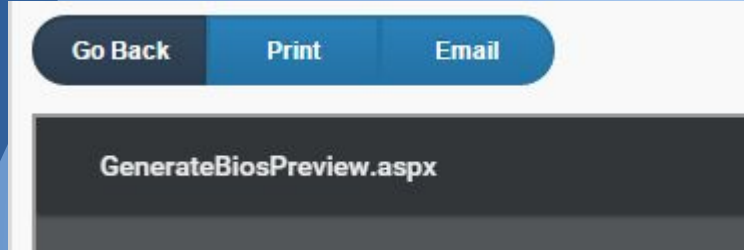
Get to Know Includes Host Family Letter

Letter to Host Family

Dear Hostfamily,
first of all, I'd like to thank you for your interest in taking an exchange student into your family. That's a great possibility for me to learn a lot and to have a lot of fun.

In this letter, I would like to tell you something about me, my family, where I live and what I do in my free time.

My name is Elias, I'm now 15 years old, but when I'll come to the USA, I will be 16. I was born the year 2000 in a city, which is located pretty much in the center of Germany and has about 250,000 inhabitants. When my little sister was born in 2002, we moved to a village (20 minutes from the city by car) where we live now. Our village is very nice, is located next to a forest and has about 1300 inhabitants. We have a kindergarten, a restaurant, a bakery, a kiosk, a flower shop, a butchery and some farmers which can easily be reached by foot.

Emailing or Printing Bios/Get to Know

How to view a student application

1. Go to Hosted Participant in the left side orange column:

Reference Forms	Online Ap
Alumni Registration	All
Incoming Info From Partner	
Hosted Participant	Service R
Placement of SentPax	
Chapter Matrix Management	English F
Chapter Matrix - Hosting	
Travel Module	Hosting S
Travel Plan	

2. Retrieve a list of applicants, or to retrieve a specific student enter student's name in the 'English First Name' and 'English Last Name' search fields.

English First Name	English Last Name
fernando	
Hosting Staff Contact	Host Region
	All
Host distribution	Host Welcome
All	All
Sort By	Max Result
	50
	Note: "Show All" will work for Export only. On-screen result is limited to 2000 records.

More Filters

Add Filter | Load Pre-defined Filters | Save As Pre-defined Filters | (Load/Save function is for USA and INT only)

Search

3. Click on the student's service reference number:

Record(s) found: 1 [Click here to show total number of records matching these search criteria]

No.	☐	IOC	Program Code	Service Ref.	Assigned To	Applicant	Gender
1	☐	PAR	SMscSH10	09-00203	Area Team: Greater Cincinnati Area Team	Piris Tillner, Fernando (Piris Tillner, Fernando)	M

4. Next Click on View application which is about halfway down the screen:

OA Type
FullApp

OA Status
Transferred

OA Program Name
School Base

| View Application | Move OA To Another Service Case | Create/Reque |

PreApp ☑ Received | June 10, 2009 | Completed | Ye

FullApp ☑ Received | September 10, 2009 | Completed | Ye

			[Download All Blank Forms]
[01] Cover 🔒	[02] Personal 🔒	[03] Placement 🔒	[Print This Form]
[04] Health 🔒	[05] Self Intro 🔒	[06] Photo 🔒	[Printable Version]
[07] Parent Statement 🔒	[08] Authorization 🔒	[09] Academic 🔒	[Check Mandatory]
[10] Confidential 🔒	[10a] Confidential Recommendation 🔒	[11] Consent 🔒	
[12] CS Project 🔒	[13] CS Confidential 🔒	[14] Attachment 🔒	
[15] Curriculum Vitae 🔒			

PRINT ALL ITEMS

6. To view, print, or save a PDF of the entire application, click on 'printable version' and then double click on the PDF next to 'print all forms (volunteer version)':

Print all forms(Volunteer Version)

7. Click on 'open' or 'save' to view the application and/or save a copy to your computer.

Questions?

Thank you