

# How to Email a PAF & Student Application to a School Official 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 the following fields: English First Name, English Last Name (both highlighted with a red box), 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'.

## 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. Select the student application forms you'd like to include in your email to the school official.
  - 5a. If you click 'Include preselected forms' the email will include all student application forms that can be shared with a school.
  - 5b. If you click 'I would like to select forms' you'll have the option to choose which forms are included in the email. 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. If you click 'No' the email will not include any student application forms. \*This option can be used to access the 'PAF Sent Log' OR to print only a PDF of the PAF. (Refer to the guide titled 'How to Generate PDFs of a PAF & Student Application via Global Link')

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

A dialog box titled 'Choose Application Forms' with a table of forms and checkboxes, and 'Choose' and 'Cancel' buttons at the bottom.

	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

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6. **Optional:** If you want to download a PDF of the student application forms you've selected in step 5, click 'Download Application Form'. \*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

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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' \*Note that the schools which do not have any Hosting Contact email are in red text.

Select School

Name  Max Result

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

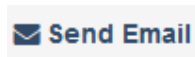
- Optional:** School officials receiving the emailed PAF are given the option to complete the PAF electronically or they can download, print, fill in, and return it via the instructions at the bottom of the form. If you want your contact information included at the bottom of the pdf version, you can 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 4<sup>th</sup> Floor, New York, NY 10005  
Fax: 646-937-6032 / Email: [hostingpaperwork@afsusa.org](mailto:hostingpaperwork@afsusa.org)  
For assistance call 1-800-AFS-INFO

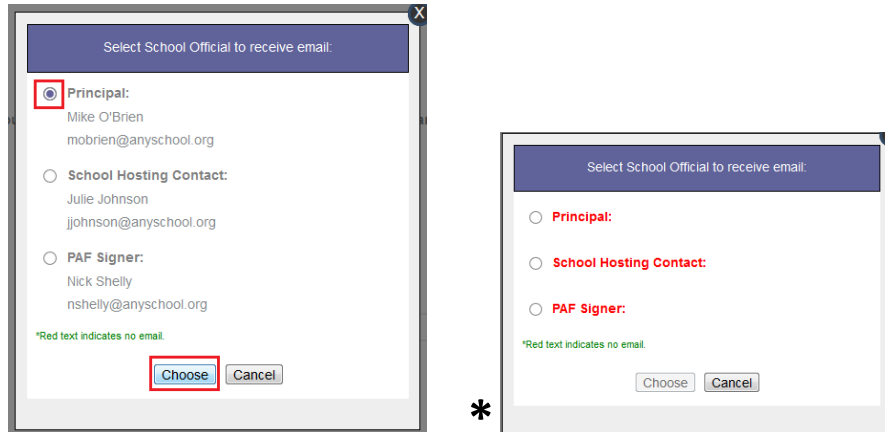
\*Contact Information will display on report footer.

- Click 'Send Email' at the top or bottom of the screen to begin the emailing process. \*Note that the Department of State letter to school administrators will be included along with the PAF, as required for compliance purposes.



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- In the pop up box, 'Select School Official to receive email', select one of three school contacts to receive the email; Principal, School Hosting Contact, or PAF Signer. Click the radio button next to the person you want to receive the email, & click 'Choose'. \*Note that red text indicates no email exists in Global Link for a given contact. To edit school contacts in GL refer to 'How to Add & Edit School Officials Names & Emails in Global Link'.



- An email template will be generated addressing the recipient by name, explaining the purpose of the email, and will include a link to the student application forms you selected, a link for the recipient to complete the PAF online, and a link to download a PDF version of the PAF form. At the end of the email include your name and contact information.

### AFS Email Composer

Send | Parameter Information | Cancel Use Default Template

From: AFS-USA <glnotify@afs.org>

Reply To:

To: mobrien@anyschool.org

CC:

BCC:

Subject: Request for AFS exchange student acceptance

Source | Styles | Format | Font | Size | [Rich Text Editor Icons]

Dear Mike O'Brien,

I am reaching out to you today because a family in your area would like to host an AFS exchange student. In order for the family to be able to host, this academic program requires that the student attend secondary school. For your consideration regarding school acceptance, I have attached a link to information about this student below.

Should this student be accepted, please note that we are required by the Department of State to obtain a signed Placement Acceptance Form from a designated school official. If needed this email can be forwarded with the links below to the appropriate person for signing.

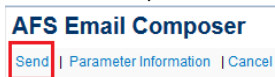
Student Information -> [Click Here](#)

To complete the Placement Acceptance Form online -> [Click Here](#)

Or you can download, print, fill in, and return it via the instructions provided at the bottom of the form -> [Click Here](#)

To learn more about AFS-USA, please visit our website <http://www.afsusa.org/about-afs/fact-sheet/>.

- Optional:** Before sending, you could add email recipients to the CC or BCC lines. Also, you could edit the Subject and Body of the email, but **BE CAREFUL** not to delete the links.
- When you're ready to send the email, click 'Send' at the top left-hand corner.



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## ADDITIONAL INFORMATION

- The email recipient(s) will receive your email, which will automatically be stored in the student's contact log.

### Service Case : Placement Detail

[Fax 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]

### Hosted Participant Contact Log : Contact Log

No.	Contact Name	Contact Type	Contact Subtype	Means of Contact	Subject	Contact Status	Contact Ind	Contact Date	Followup Date
1	Anderson, Jennifer	Email		Email	[Test Email] Request for AFS exchange student acceptance	Completed	Past	2/5/2015	

- The online PAF & Student Application you sent to the school official will be stored in the 'PAF Sent Log'.

Related Service: 14-04843 [Download Application Form](#) [Reset Form](#) [Print PAF Form](#) [Send Email](#) **PAF Sent Log**

### Generate PAF Form

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### PAF Sent Log

No.	Sent Date	Sent To(School)	Sent By	Online Form Signed?	Signed Date	Signed By	
1	2015-02-05 05:42 PM	Aberdeen High School	Anderson, Jennifer	-			Open

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- When the online PAF is signed and submitted by a school official, they'll receive a thank you email from AFS and a link to a PDF version of the electronically signed PAF (also logged in the student's contact log).

### Hosted Participant Contact Log : Contact Log

No.	Contact Name	Contact Type	Contact Subtype	Means of Contact	Subject	Contact Status	Contact Ind	Contact Date	Followup Date
1	Anderson, Jennifer	Email		Email	[Test Email] Thank you for signing the AFS Placement Acceptance Form	Completed	Past	2/5/2015	
2	Anderson, Jennifer	Email		Email	[Test Email] Request for AFS exchange student acceptance	Completed	Past	2/5/2015	

- The Signed Date and Signed By fields in the 'PAF Sent Log' will be populated.

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### PAF Sent Log

No.	Sent Date	Sent To(School)	Sent By	Online Form Signed?	Signed Date	Signed By	
1	2015-02-05 05:42 PM	Aberdeen High School	Anderson, Jennifer	✓	2015-02-05 05:53 PM	Mike O'Brien	Open

- The name & email of the PAF Signer will automatically update in the School Description, along with the date the most recent online PAF was signed.

PAF Signer: Title:  First Name: Mike Last Name: O'Brien Email: mo@anyschool.org Date Signed: February 05, 2015

- Hosting Operations staff will review submitted online PAFs as they would an uploaded PAF, and accept or give back the form accordingly.