



St Andrew's College

Application and Procedure for International Exchanges

1. When applications for an exchange are advertised, collect an application form from Mr. Tauti office in Senior College (SC201) or in the library and you can download from Moodle.
2. You need to fill in the form and get references from your tutor and another teacher. These forms are part of the exchange package. They come in separately from the teacher as they are confidential.
3. Return your application to Mr. Tauti Office in Senior College.
4. A list of applicants is made and viewed by Mr. Tauti, the Dean of the year group and Head of Middle School.
5. A short list is decided upon. All students who are short listed or have not been offered an interview are emailed by Mr. Tauti.
6. Interviews are then held and selections made.
7. Parents are then contacted and meet with Mr. Tauti about the arrangements for the exchange.
8. Parents are responsible for booking flights for exchanges in consultation with Mr. Tauti.