



International Exchange Program Application Information

Sea Cadets and adult volunteers: Complete online application package via Formstack as per application process directions at www.seacadets.org/iep.

Sea Cadet Applicants: Submit **your application** online only through https://usnavalseacadet.formstack.com/forms/2023_iep_application_sea_cadet

Cadets should send this link to their **personal reference and their commanding officer:** https://usnavalseacadet.formstack.com/forms/2023_iep_application_recommendation

Adult Volunteer Applicants: Submit **your application** online only through https://usnavalseacadet.formstack.com/forms/2023_iep_application_adult_volunteer

Adult volunteers should send this link to their **personal reference and their CO (RD or AC)** https://usnavalseacadet.formstack.com/forms/2023_iep_application_recommendation_adult_volunteer

Note:** Participants must have a valid passport or have applied for one before submitting their application package. **Valid passports must be in hand by May 15, 2023 or you may be replaced by an alternate and not go on the exchange. Passports must not expire before February 29, 2024.

Participants: Two adult volunteers who will serve as escort officers will be selected for each exchange. Adult volunteers need to be in good health and physical condition to participate fully with the cadets during the exchange (See box below). Selections will be made based on Sea Cadet experience, understanding of the responsibilities, and suitability for the position.

At least four cadets for each exchange will be selected based on their experience and contributions to the program, as well as other factors. *Priority will go to cadets who are rising seniors over recent graduates.*

Cadets and their parents who are adult volunteers may apply in the same year but will NOT be selected to go to the same country. No exceptions will be made.

All applicants must be open to new experiences, willing to eat different foods, interested in learning about the host country's history, culture, and military, and eager to interact with peers from other countries.

Physical Requirements

Due to the demanding physical nature of some of the planned activities during exchanges, cadets and adult volunteers must be in good physical condition with the ability to walk very long distances and carry their own bags.

Also, participants will be exposed to new environments and unfamiliar foods. Therefore, cadets and adult volunteers who require medical accommodations, have foods/other allergies or sensitivities, and/or are not physically fit should reconsider whether this training is right for them. The US IEP Team has no control over meals served by the host country, their ability to make accommodations, or access to medical facilities. Your health and safety is our #1 concern, so only personnel who can meet these basic physical requirements (not at-risk for medical emergencies; can walk long distances at a steady, normal pace; can carry their 50 lb suitcase up a staircase) will be selected.

Selection Process: There is a selection process and all applicants, both cadets and adult volunteers, will compete for the opportunity to participate in an exchange. Finalists will be selected based on their application and recommendations. These individuals will undergo a virtual interview by the IEP Selection Committee before exchange participants are chosen. Those approved for orders will be notified immediately after selection. A list of alternates will be created in case one of the selectees becomes ineligible. Those not selected as participants or alternates will receive an email notification.

Training orders for participants will be approved once the training fee is collected. Additional information on other uniform/clothing items, an updated program of events, and other items of interest as provided by the host country will be sent. *No action is required in Magellan at time of application.*

Responsibilities: Escort Officers will be provided a list of cadets selected for this exchange and will have responsibilities and tasks to prepare the cadets for their exchange experience.

Cadets will have homework assignments to complete to better inform them of the country they will be visiting.

All adult volunteers and cadets will be required to attend and complete a virtual training course (IEP Escort Officer School for adults and Sea Cadet Global Citizenship School for cadets) prior to departure.

Costs: Sea Cadet participants will be responsible for a training deposit of \$300, cost of required travel insurance policy and their personal spending money. Cadets selected for this exchange must submit the \$300 training fee upon selection. Adult volunteers do not have to pay a training fee, but they do have to purchase the travel insurance policy. No participant will be reimbursed for any travel costs incurred (e.g., airport parking or luggage) but all participants will be reimbursed for meals at the airport while waiting for their connecting flights. All air travel will be arranged and paid for by the USNSCC (see next page).

Additional Costs: It is recommended that cadets take at least \$300 personal spending money to pay for personal gifts, souvenirs, and other personal items. It is also recommended that they take only a small amount in cash in the local currency (obtained before departure) and have the rest available on a debit card that can be used overseas as a credit card. Berthing and most meals will be provided by the host country. Participants

may be given the opportunity to go on supervised liberty and purchase local food and snacks from their personal spending funds.

Travel insurance for participants will be arranged through the IEP Travel Agent and participants must cover the cost of the policy. Cost is based on age, destination and length of stay. Participants must agree to pay for any additional costs they incur that are not covered by the travel insurance (e.g., interruption or cancellation of trip due to misconduct). The USNSCC accident insurance (purchased at enrollment/re-enrollment) will be secondary to this policy.

Travel: Travel by commercial air to and from the host country will be arranged and paid for by the USNSCC. Flights will originate from the largest airport within 180 miles of each participant's home. A gateway city will be identified by the travel agent. This is a large international airport (e.g., LAX) where all cadets in that exchange will meet their escort officers before traveling overseas. The escort officers will be scheduled to arrive well ahead of cadets to ensure they have proper supervision upon arrival.

US cadets must be properly supervised throughout the entire exchange. *Escort officers must remain with cadets throughout the entire exchange and cannot leave the training contingent to visit with friends or family, or go on a personal tour, at any time.* They cannot arrive at the host country early or depart later.

Parent involvement: International exchanges require a great deal of personal responsibility on the part of those traveling. Cadets must demonstrate that they are ready and capable by being fully engaged throughout the pre-exchange preparation process. Parents should allow their cadets room to demonstrate their maturity and initiative by limiting their own interaction with the escort officers or IEP Team. Cadets should be the primary contact if there are issues, questions, or concerns during the pre-exchange preparation process. Parents will be kept informed and copied on all correspondence coming from escort officers and the IEP Team per Sea Cadet Regulations.