



## InterExchange /Au Pair USA Au Pair Activity Form

Au Pair Name \_\_\_\_\_

Arrival Date \_\_\_\_\_

Host Family Name \_\_\_\_\_

Local Coordinator \_\_\_\_\_

International Agency Applied Through \_\_\_\_\_

In order for you to obtain your Certification of Completion you must:

- Complete the entire 12-month program successfully.
- Return to your home country when your program has ended.
- Send to InterExchange the boarding pass from your return flight home.
- Have participated in the mandatory cluster meetings and missed no more than 3 in a year.
- Have completed your required educational component and provided proof of attendance. (Please attach transcripts from institution(s) attended.)

*Instructions: Please fill out this form over the course of your year. You are responsible for providing accurate information and documentation to prove you have completed the educational component and have attended the required monthly cluster meetings. This form must be completed in order for you to receive the Au Pair USA Certificate of Completion.*

### Educational Component

The Educational Requirement states that all au pairs are required to enroll in and complete six (6) semester hours (or their equivalent) of academic credit in formal educational settings at an accredited U.S. post-secondary institution during the initial twelve (12) months of their program year. For further information on the educational component, please refer to the Handbook for Host Families and Au Pairs. Please provide and include transcripts with this form to prove course work and hours taken.

Course Title and Number \_\_\_\_\_

School \_\_\_\_\_

Course Start Date \_\_\_\_\_

Course End Date \_\_\_\_\_

Number of Credits Received or Number of Hours of Instruction per week \_\_\_\_\_

Instructor's Name \_\_\_\_\_

Instructor's Signature \_\_\_\_\_

Course Title and Number \_\_\_\_\_

School \_\_\_\_\_

Course Start Date \_\_\_\_\_

Course End Date \_\_\_\_\_

Number of Credits Received or Number of Hours of Instruction per week \_\_\_\_\_

Instructor's Name \_\_\_\_\_

Instructor's Signature \_\_\_\_\_

Course Title and Number \_\_\_\_\_

School \_\_\_\_\_

Course Start Date \_\_\_\_\_

Course End Date \_\_\_\_\_

Number of Credits Received or Number of Hours of Instruction per week \_\_\_\_\_

Instructor's Name \_\_\_\_\_

Instructor's Signature \_\_\_\_\_

### Cluster Meetings

The state department requires all au pairs to attend requisite monthly meetings with their local coordinator. Au pairs must attend all 12 meetings, if an au pair has to miss a meeting s/he must get it excused by their local coordinator. Excused absences are: illness, in school, vacation, traveling with the family etc., and the au pair must contact their coordinator ahead of time.

I attended meetings in:

- YES  NO January
- YES  NO February
- YES  NO March
- YES  NO April
- YES  NO May
- YES  NO June

- YES  NO July
- YES  NO August
- YES  NO September
- YES  NO October
- YES  NO November
- YES  NO December

I hereby state that the information regarding cluster meetings above is true and accurate.

Au Pair Signature \_\_\_\_\_ Date \_\_\_\_\_

Local Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_