



THE LAURASIAN
INSTITUTION

Dear Host Family:

Below are various forms to confirm acceptance for hosting a J-corps, Jr. student. Please contact Mari Kim at mkim@laurasian.org or 206-367-2152 with any questions regarding hosting. Please email, fax, or mail the completed forms to Mari Kim at the below address. Once all the forms are received and processed, we will be in touch with you with confirmation. Thank you very much in advance for your generosity in opening your home and hearts to an exchange student! We hope that this is a rewarding experience for your family.

- Host Family Information Form → **Please mail/fax the completed form with your written house rules to TLI.** These forms will be forwarded your exchange student to give a better idea of his/her new community, housing, and host family.
- House Rules: a Guide for Host Families
Please refer to this guide when writing out your house rules.
- Host Family Reference Forms 1 and 2 → Please ask two people (non-relatives) who know your family well to complete these forms and **mail/fax them to TLI.** These forms are required for the J-corps, Jr. program to be in compliance with U.S. Department of State regulations. Each host family is required to have **two** references.
- Criminal Background Check Release Form → **Please mail the completed forms to TLI.**
This form is required for our program to be in compliance with U.S. Department of State regulations. A background check is required for **every family member 18 years of age or older.** It is requested that each adult living at the home (during the hosting period) sign this release. Please make photocopies of this form as needed, and feel free to contact us if you have any questions.
- Host Family Tax Deduction Information → Some expenses incurred from hosting an exchange student may be tax deductible. For further details and information on how to file, please contact the IRS or your tax advisor.

Family pet ペット

Name 名前

Type 種類

_____	_____	_____	<input type="checkbox"/> Indoor 室内	<input type="checkbox"/> Outdoor 屋外
_____	_____	_____	<input type="checkbox"/> Indoor 室内	<input type="checkbox"/> Outdoor 屋外
_____	_____	_____	<input type="checkbox"/> Indoor 室内	<input type="checkbox"/> Outdoor 屋外

家族の中での喫煙者について

Does any member of your family smoke? No 禁煙 Yes 喫煙
(If yes, how many family members smoke? 家族の喫煙者数 _____)

J-corps, Jr.参加者のバスルームについて

The J-corps, Jr. participant will have own bathroom 単独使用
 share bathroom with (number of people _____) 共用するの人数

The J-corps, Jr. participant will have own bedroom
 share bedroom with sibling of the same sex (name: _____)

通学距離について (1 mileは=1.6kmです)

Approximate distance from host family to host school (in miles) _____

通学方法について

How will the J-corps, Jr. participant travel to school? _____

If by car, who will drive? _____

ボランティアとしてホストファミリーを引き受けた理由

What led you to volunteer as a J-corps, Jr. host family? _____

その他

Other Comments: _____

I have read the Host Family Information brochure provided to me by the host teacher listed above and am willing to host a J-corps, Jr. participant. I verify that the information I have entered on this form is accurate and that every attempt will be made to make the exchange student's experience as enjoyable as possible.

私は、ホストファミリーインフォメーションについて正確に記入し、J-corps, Jr.参加者のホームステイ経験をできるだけ楽しい物となるように努力します。

Signature of Adult Member of Host Family

Date



J•corps, Jr.

JAPANESE
CULTURAL
RESOURCE
PROGRAM

House Rules: a Guide for Host Families

Thank you for opening your home to a Japanese exchange student! To help you as well as your student prepare for your life together, we would like to ask you to write out your “house rules”. This guide is designed to help you think about your family’s lifestyles, expectations, and routines. Please keep in mind that the things your family does on a day-to-day basis can be the “new and exciting” things for your student. Here are some things for you to consider as you compose your “house rules”:

- On a weekday (school day) morning, what routine do you expect from your student? (time to wake up, bathroom/shower use, breakfast, lunch preparations, getting to school, etc.)
- What are the rules for the student helping himself/herself to food/drink?
- How will the student come home from school?
- What chores do you expect the student to help with? (cleaning his/her own room, cleaning the bathroom or common rooms, preparing dinner, washing dishes, doing laundry, taking out the trash, etc.) Please be ready to show the student the “how-to’s” (what cleaning products to use, how to run the washer/dryer, how to use kitchen appliances, etc.).
- Are there certain routines/unspoken rules as to what takes places during dinner? (Is everyone expected to share about his/her day? Rules for passing dishes around by saying “Please pass the ___”? How to be excused from the table?)
- What rules does your family about 1) homework and 2) TV/telephone/computer usage? (Please note: Students are responsible for all costs incurred in making personal long-distance phone calls as well as their own cell phones.) The J-corps, Jr. program discourages students from frequently contacting their family/friends in Japan or fellow Japanese exchange students so that they can immerse themselves in their new American environment.
- What would be appropriate lengths for showers/baths for the student? Please clarify if you have limited hot water at certain times of the day or if conserving water is an important goal in your home.
- What are the curfews on weekdays and weekends? Please note: J-corps, Jr. students are not permitted to go on dates alone but are encouraged to go out with a group of friends.
- What rules do you have for students inviting their friends to your home? (J-corps, Jr. students are required to obtain your permission before inviting anyone over to your home.)
- How do your family members communicate schedules/plans with each other? (Bulletin board? Memos? Phone calls?) How should your student inform you of any last minute or unexpected change in plans?
- How do you expect the students to spend their weekends/vacation days? (J-corps, Jr. students are required to inform The Laurasian Institution when leaving their host communities on overnight trips.)

We will help all students review and understand their specific “house rules” during the J-corps, Jr. orientation in Seattle, WA just prior to arrival at their host communities. Please feel free to contact The Laurasian Institution at 1-800-721-7474 or mkim@laurasian.org with any questions.

Host Family Reference Form - 1

Host Family: Please give this form to a friend, neighbor, work colleague, etc. who knows your family well and ask him/her to complete and mail it back to us. Each family is required to have **two** references.

Reference: The family named below is interested in hosting a high school exchange student from Japan. Based on your knowledge and experience with this family, please answer the following questions to the best of your ability. Thank you for your time and effort.



J-corps, Jr.

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Host Family's Name: _____ Host Teacher: _____

1. Do you feel that the host family's home is located in a safe area? Yes No
2. Do you feel that the home is appropriately clean? Yes No
3. If this host family has hosted an exchange student before did you see how the family interacted with the student? Yes No

If yes, do you feel they interacted with the student in a positive manner? Yes No
4. Do you think the host family will show interest in sharing American culture with the exchange student? Yes No
5. Do you think the host family will show interest in learning about Japan? Yes No
6. Has any member of this family helped you in some way? Yes No
If yes, and if not too intrusive, could you please elaborate?
7. What do you most admire about this family?

I certify that I am not related to the host family and that my comments are true to the best of my knowledge.

Signature: _____ Date: _____

Print Name: _____

Thank you! Please mail this form to: **The Laurasian Institution**
Attn: J-corps, Jr. Program
12345 Lake City Way NE #151
Seattle, WA 98125

Host Family Reference Form – 2

Host Family: Please give this form to a friend, neighbor, work colleague, etc. who knows your family well and ask him/her to complete and mail it back to us. Each family is required to have **two** references.

Reference: The family named below is interested in hosting a high school exchange student from Japan. Based on your knowledge and experience with this family, please answer the following questions to the best of your ability. Thank you for your time and effort.



J-corps, Jr.

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Host Family's Name: _____ Host Teacher: _____

1. Do you feel that the host family's home is located in a safe area? Yes No
2. Do you feel that the home is appropriately clean? Yes No
3. If this host family has hosted an exchange student before did you see how the family interacted with the student? Yes No
If yes, do you feel they interacted with the student in a positive manner? Yes No
4. Do you think the host family will show interest in sharing American culture with the exchange student? Yes No
5. Do you think the host family will show interest in learning about Japan? Yes No
6. Has any member of this family helped you in some way? Yes No
If yes, and if not too intrusive, could you please elaborate?
7. What do you most admire about this family?

I certify that I am not related to the host family and that my comments are true to the best of my knowledge.

Signature: _____ Date: _____

Print Name: _____

Thank you! Please mail this form to: **The Laurasian Institution**
Attn: J-corps, Jr. Program
12345 Lake City Way NE #151
Seattle, WA 98125

HOST FAMILY DISCLOSURE AUTHORIZATION AND RELEASE

Per requirements of the U.S. Department of State, I understand that in connection with my application to be a host family for the J-corps, Jr. program, **The Laurasian Institution**, its consultant, IntelliCorp, and their agents or employees may be performing, requesting, obtaining, or conducting a background check on me. This background check may include an inquiry into my Employment History, Education, General Character or Reputation, Work Experience, Volunteer Experience, Driving, and/or Criminal History.

I understand that **The Laurasian Institution** may rely on any or all of this Information in determining whether to approve my application. I further understand that if any adverse action is taken by **The Laurasian Institution** or if **The Laurasian Institution** chooses not to approve my application based upon the Information, I will be provided a copy of such Information.

I understand that the background check, which may be performed by Investigators, is being performed as part of the process to evaluate me prior to approval of my application to be a host family, and is not conducted for any purpose other than in connection with this application.

I have read this Host Family Disclosure form and by signing below hereby authorize Investigators to conduct a background check as described herein in conjunction with my application. I hereby release any and all Investigators, including **The Laurasian Institution**, from any and all liability related to the procurement or disclosure of any information provided by me or obtained about me in connection with my application. I further direct and authorize Investigators to conduct the background check and further authorize any third parties who may be the custodians of or in possession of the requested Information to disclose such Information to Investigators in connection with this background check. I further certify that the information regarding my identity as completed below is accurate and no false or misleading information has been provided.

Host Family Adult 1: Applicant Signature _____ Date _____

First Name (Please Print) _____ Middle Name _____ Last Name _____
_____/_____/_____
Date of Birth (MM/DD/YY) _____ Social Security Number _____ Former Last Name(s) *if applicable* _____

Host Family Adult 2: Applicant Signature _____ Date _____

First Name (Please Print) _____ Middle Name _____ Last Name _____
_____/_____/_____
Date of Birth (MM/DD/YY) _____ Social Security Number _____ Former Last Name(s) *if applicable* _____

Host Family Adult 3: Applicant Signature _____ Date _____

First Name (Please Print) _____ Middle Name _____ Last Name _____
_____/_____/_____
Date of Birth (MM/DD/YY) _____ Social Security Number _____ Former Last Name(s) *if applicable* _____

Please Note: Although furnishing your Social Security Number is not optional, it shall be used for NO other purpose than conducting this background check. This information will not be transferred to any third party except for the express purpose of conducting the background check nor shall it be sold. Per U.S. Department of State regulations, this information will be held for three years from the end of service and then destroyed.



THE LAURASIAN
INSTITUTION

TO: J-corps, Jr. and C-corps, Jr. host families

FROM: Mari Kim

SUBJECT: Tax Deductions for Hosting an Exchange Student

Host families may be able to deduct some expenses of having a J-corps, Jr. student living in their home.

Please look at Charitable Contributions Publication 526 on the IRS website at <http://www.irs.gov/publications/index.html> for more details. You may also call the IRS at 1-800-829-1040 for tax questions.

From Page 4 of Publication 526, Expenses Paid for Student Living with You

You can deduct up to \$50 a month for each full calendar month the student lives with you. Any month when conditions are met for 15 more days counts as a full month.

Qualifying expenses:

Expenses that you may be able to deduct include the cost of books, tuition, food, clothing, transportation, medical and dental care, entertainment, and other amounts you actually spend for the well-being of the student. (Please hold on to receipts for the student's expenses for filing purposes.)

Reimbursed expenses:

If you are compensated or reimbursed for any part of the costs of having a student living with you, you cannot deduct any of your costs. However, if you are reimbursed for only an extraordinary or a one-time item, such as a hospital bill or vacation trip, that you paid in advance at the request of the student's parents or the sponsoring organization, you can deduct your expenses for the student for which you were not reimbursed.

* For further information and details, please consult your tax advisor.