



## Foreign Exchange Organization Annual Update

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Regional/National Representative: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**It is the responsibility of the foreign exchange organization to notify the office of the Coordinator, K-12 Foreign Language of any updates regarding local representatives.**

Local Representatives:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**A copy of the annual authorization letter received from the Council on Standards for International Educational Travel (CSIET) must be submitted with this form.**

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

**This form must be completed and filed in the office of the Coordinator, K-12 Foreign Language before any student applications can be submitted for the upcoming school year.**