

SEPARATION OF APPLICATION SECTIONS – by prospective Exchange Student

Tools needed: [Acrobat Reader \(free version\)](#), or full version [Adobe Acrobat PDFsam Basic \(free version\)](#)

The entire (partially completed) application form should be preserved using “SAVE AS” to give it a new name for this stage of completion for a backup (extra) copy. This will continue to serve as your “master copy” of your application for any pages which are not signed or completed using handwriting.

A separate PDF copy should ALSO be saved (with a name appending “_X” to help recognize that it will be split into multiple files). Create a new folder named “RYE form Sections”. This will be used to hold separated sections of your application

Run the application PDFsam (basic) and select “**Split**”. Select the PDF file created in the above step (ending with “_X”) In PDFsam “Split Settings” specify “Split after the following page numbers” and enter “3”. Under “Output settings browse to the folder “**RYE form Sections**” created above and select. (It is okay to leave “Compress output file/files” checked under “Show advanced settings”). Click “Run” and wait for the splits to complete. When complete there should be two files with the following contents:

SPLIT FILE NAME	FILE CONTENTS	ACTION	Reason
1_PDFsam ...	Cover and Instructions pages	DELETE this file	Instructions are not submitted with application
4_PDFsam...	All the actual pages (1 to 27) of the application form	Rename as “RYE form_X”	or. remove “4_PDFsam_” from beginning of file name. This prepares for next step.

Run the application PDFsam (basic) and select “**Split by bookmarks**”. Select the PDF file created in the above step (ending with “_X”) In PDFsam “Split Settings” specify “Split at this bookmark level” and enter “1”. Under “Output settings browse to the folder “RYE form Sections” created above. (It is okay to leave “Compress output file/files” checked under “Show advanced settings”). Click “Run”. (For directory not empty warning, select “overwrite”) and wait for the splits to complete. When complete there should be fifteen files with the following contents:

SPLIT FILE NAME	FILE CONTENTS	DESCRIPTION	REMAINING FORM ACTIONS BEFORE FINAL ASSEMBLY
1_PDFsam ...	Section A	Personal Information	Part A DONE. DO NOT ALTER
4_PDFsam...	Section B	Letters and Photos	Part B – further editing optional
11_PDFsam ...	Section C-1	Medical history and physical exam	Medical history, immunization list and doctor’s exam
14_PDFsam...	Section C-2	Immunizations	Copies of Original Immunization records
16_PDFsam ...	Section D	Dental Evaluation	Dental Exam and recommendations
17_PDFsam ...	Section E	Sponsor Guarantee	Signatures: Applicant, Parents, Rotary Representative
18_PDFsam ...	Section F	Host Guarantee	Enter Host Country and Host District (only if known)
19_PDFsam ...	Section G	Rules and Conditions of Exchange	Signatures: Rotary Rep. to witness signatures by Applicant, and Parents
23_PDFsam ...	Section H-1	Secondary School Personal Reference	Section H-1 to be completed by School Personnel and NOT returned to applicant
25_PDFsam ...	Section H-2	Official School Transcript	Transcript scanned and image inserted into form
26_PDFsam ...	Section P	Passport/Birth Certificate	Passport (or Birth Certificate) scanned and inserted
27_PDFsam...	Section Z	Application Checklist	Leave Blank for now (work copy on paper suggested)

NOTE: The number beginning each file name (in the first column) is the PAGE NUMBER from the application form.

Sections shaded in light amber will be assembled electronically without scanning.

Sections shaded in light green will contain digitally inserted document copies to be assembled without further scanning. Unshaded (white) sections will require digital scanning (color scan at 300 dpi or more) before final assembly of electronic copies unless they are originally signed electronically.