



**Lets Homestay**  
20 Cornwall Street  
P. O. Box 3129, Greerton  
Tauranga  
Tel 07 543 3220  
Email: [outbound@letshomestay.com](mailto:outbound@letshomestay.com)

## **Lets Homestay-Labo Japan Exchange 2010 Application Procedure**

Thank you for your interest in the Lets Homestay-Labo Japan Exchange. To apply for the program, please follow this guide.

### **1. Application form**

Please complete the application form and the medical form as much as possible. You must read and sign the "Participant Agreement". A copy of the form will be sent to Japan and eventually to your hosts so any relevant information about you, your family and your health will be very helpful. Please attach a recent photo of your self.

### **Insurance application Form**

You will need to complete one of these. You will need to include any items of value over \$1500 and list any pre-existing conditions.

### **Passport Image**

We require a copy of the photo and issue page of your passport. This is used to issue the air ticket and is also sent to Japan.

### **Family photos**

You may wish to send a few photos of your family together with the application. Please feel free to include these. *(You can always email these once you have your host family details as most will have email and internet access)*

### **Program Fee Deposit \$470**

This will be required when submitting your application. This deposit is not refundable.

### ***Application check list. Have you got everything?***

- Application Form
- Photo attached
- Insurance Application form
- Copy of passport
- Family photos
- Deposit paid



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**2. Where to send? Please choose one of the following methods**

A) Post to

Lets Homestay-Labo Exchange Program  
20 Cornwall Street, Greerton.  
PO Box 3129,  
Greerton, Tauranga

B) If you are using digital photos please email to [outbound@letshomestay.com](mailto:outbound@letshomestay.com)

***Please send the deposit by either***

- a. A cheque made out to "Real Tours NZ Ltd" and send it in with your application form.
- b. By internet banking at the time of application to the following account  
Lets Homestay, BNZ account 02 0432 0401449 00

Please advise our office of your deposit by emailing us at [outbound@letshomestay.com](mailto:outbound@letshomestay.com)

**3. Information Pack**

An information pack will be sent to after you application has been received and processed by our office.

**The deadline for Applications is Friday 28<sup>th</sup> May 2010**

**4. Balance of fees**

This is due by Friday 27th August 2010. An account will be sent out to you prior to this day.

**5. Host Family Details**

Host family details will be sent to you in November. Following this information you will be able to exchange emails and photos with your host.

If you have any questions please do not hesitate to call us.  
Tauranga Office: 07 543 3220      Mobile 027 294 3144.