

## HSEY intro email to school administrator

(from RC/IEC: New School)

The below template can be used to introduce HSEY to a school administrator or representative who is not yet working with EF High School Exchange Year.

Hi (name),

I help bring international exchange students to this area with EF High School Exchange Year. I'd love to set up a time to chat about bringing exchange to (your school!). Are you the best person to contact for approving exchange students? When would be a good time for me to give you a call?

[EF High School Exchange Year](#) is one of the largest and most trusted high school exchange programs. Bringing exchange students to your school can further enhance your global curriculum and expand the horizons of your local students. It's a great opportunity for everyone to receive fair and equitable exposure to other cultures, and all from the comfort of home!

**Also, EF High School Exchange Year offers a great referral bonus!** If you can think of anyone in your school community who might be interested in hosting an exchange student, [refer them via this form](#). You can earn \$500 for your school by referring a host family!

Let me know when you're free to chat about bringing exchange to (your school). You can also reach me anytime at (phone) or (email).

Thanks for your consideration!  
(sign off)

## HSEY follow email to school administrator

(from RC/IEC: Currently Hosting)

The below template can be used to check in with administrators mid-year in schools where we currently have an EF exchange student attending.

Hi (name),

Thank you so much for opening your doors to an EF High School Exchange Year exchange student this school year! I'd love to check-in sometime in the next week or two to see how the school year is going and chat about supporting students in the future. When would be a good time for me to give you a call / stop by for a visit?

As we look ahead to next year, I wanted to let you know that EF High School Exchange Year offers a great referral bonus! If you can think of anyone in your school community who might be interested in hosting an exchange student, [refer them via this form](#). You can earn \$500 for your school by referring a host family!

Let me know when you're free to touch base about the exchange community at (your school). You can also reach me anytime at (phone) or (email).

Thank you for supporting cultural exchange!  
(sign off)