



Dear Principal,

A student from your school is applying for selection as an exchange student for the Sutherland Lakewood Student Exchange Program. If selected the student would spend Terms 3 and 4 of 2020, living with a family and attending school in Lakewood, Colorado. They would then host their American partner for Terms 1 and 2 of 2021. The American student would attend your school.

This Exchange Organisation is registered to operate in New South Wales and assurance is given that the National Guidelines for International secondary school student exchanges will be followed.

On behalf of the student applying, we ask that the lower half of this form be completed and returned to the student to become part of their application.

Details of the NSW Secondary Student Exchange Program can be found at...  
<https://www.deinternational.nsw.edu.au/study-options/study-programs/secondary-student-exchange>

If you require any further information, please don't hesitate to contact me.

Yours sincerely,

**Gaye Tie**

Chairperson, Sutherland Lakewood Sister City Committee  
Ph: 0438 015 962  
Email: [suthlakgroup@gmail.com](mailto:suthlakgroup@gmail.com)

.....  
**To: The Sutherland Lakewood Sister City  
Committee Inc. Lakewood Sister Cities  
Board, Lakewood, Colorado**

..... (Student Name)  
has been a student at

..... (School Name) for a  
period of ..... years. During this time, their grades and reports for examinations show  
that they are a **below average | average | above average | excellent student.**

In our opinion ..... (Student Name) should be able to maintain their grades in the Jefferson County school system in Colorado, USA.

I am satisfied that the exchange organisation is approved to operate in New South Wales. The school is prepared to enroll the American exchange student for Term 1 and 2, 2021.

Principal's Name .....

Signature: ..... Date: .....

School Stamp: