



## International Exchange Program Application Information

### INFORMATION FOR SUMMER 2024 ONLY

The International Exchange Program is now seeking cadets and adult volunteers who are open to new experiences, willing to eat different foods, interested in learning about the host country's history, culture, and military, and eager to interact with peers from other countries.

#### PARTICIPATING COUNTRIES:

The countries participating in the 2024 Summer Outbound International Exchanges are **South Korea, Canada, and Japan.**

The United States Inbound Exchange will host **Australia, Canada, and the Cayman Islands** in Washington, DC.

#### APPLICATION DATES:

(Note the very short window for applications. Don't wait until the last minute to apply.)

Adult applications open on **March 22, 2024**, and close on **April 5, 2024**.  
Cadet applications open on **April 5, 2024**, and close on **April 19, 2024**.

The IEP Selection Board must receive recommendations from COs and personal references by the same deadlines. See note on references below.

This is an exchange program for the cadets; therefore, the cadets are our #1 priority. Cadets will be asked to rank their country/date preference. To better align with the program's requirements and operational needs, adult volunteers will be asked to provide their availability rather than specifying country preferences. This approach helps us ensure the most effective and meaningful allocation of our volunteer resources.

#### LINKS:

Complete your online application package via OpenWater.

**Sea Cadets**, submit your application online by clicking this link:

[Sea Cadet IEP Applications](#)

**Adult Volunteers**, submit your application online by clicking this link:

[Adult Volunteer IEP Applications](#)

# ELIGIBILITY REQUIREMENTS:

<p>Four cadets for each exchange will be selected based on their experience, contributions to the program, and other factors. <b>Priority will go to high school juniors.</b> Cadets must be:</p>	<p>Two adult volunteers for each Outbound International Exchange will be selected based on Sea Cadet experience, understanding of the responsibilities, and suitability for the position. Adult volunteers must be:</p>
<ul style="list-style-type: none"> <li>• At least 16 years old for outbound and 15 years old for the US Exchange.</li> <li>• Not reach their 18th birthday before the end of the exchange.</li> <li>• PO3 or above.</li> <li>• Currently enrolled in the 9th, 10th, or 11th grade<sup>1</sup></li> <li>• Have passing grades in the current school year and an overall passing grade point average</li> <li>• In good health and physical condition to participate fully with the cadets during the exchange<sup>3</sup></li> <li>• Possess a current passport valid through 1 March 2025<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Enrolled as an adult in the Sea Cadets for at least three years</li> <li>• Hold the rank of Instructor, Warrant Officer, or above. (Auxiliarists and midshipmen are ineligible)</li> <li>• Successfully staffed at least one advancement training to be eligible for selection.</li> <li>• In good health and physical condition to participate fully with the cadets during the exchange<sup>3</sup></li> <li>• Possess a current passport valid through 1 March 2025<sup>2</sup></li> </ul>

<sup>1</sup>**Cadets graduating in the spring or summer of 2024, and those 18 years or older are not eligible for any exchange.**

<sup>2</sup>***US passports must be in hand before submitting the application package. Passports cannot expire before MARCH 1, 2025. Passport applications, receipts, passport cards, copies of renewals, etc., will not be accepted.***

## Physical Requirements

Given the challenging physical demands of the planned activities in exchanges, cadets and adult volunteers must be physically healthy and capable of enduring lengthy walks and managing their luggage.

Exposure to new environments and cuisines is a key part of the experience. Cadets and volunteers needing significant medical accommodations or with severe dietary restrictions should carefully assess their ability to participate. The US IEP Team cannot ensure medical services or special meals abroad. Health and safety are our priorities, and selection depends on meeting essential physical and health criteria.

Basic disqualifiers for all applicants:

- Significant Physical Limitations: Unable to walk long distances at a steady, average pace or carry a suitcase up staircases.
- At-risk for emergencies: Conditions that significantly increase the risk of medical or mental health emergencies, e.g., chronic or severe heart or lung disease, panic disorder
- Require Significant Disability Accommodations: Mobility requires specific facilities such as ramps and elevators.
- Severe Allergic Reactions: History of severe food allergies resulting in anaphylaxis.

## REQUIRED APPLICATION COMPONENTS:

CADET APPLICANTS	ADULT APPLICANTS
<ul style="list-style-type: none"><li>• Name and email of Commanding Officer and personal reference<sup>4</sup></li><li>• Secondary unit officer's name and email</li><li>• Copy of passport<sup>2</sup></li><li>• Official copy of high school transcript<sup>5</sup></li><li>• PDF copy of current Magellan record</li><li>• Photo in complete dress uniform<sup>6</sup></li><li>• Application questions</li></ul>	<ul style="list-style-type: none"><li>• Name and email of Commanding Officer and personal reference<sup>4</sup></li><li>• Secondary unit officer's name and email</li><li>• Copy of passport<sup>2</sup></li><li>• PDF copy of current Magellan record</li><li>• Photo in summer whites or service dress blues if applicable<sup>6</sup></li><li>• Application questions</li></ul>

<sup>4</sup> As part of the application process, you will provide the names and email addresses of your references. They will be sent an online form directly. You can do this at any point before submitting your application. Cadets must have the recommendation of their CO (or XO if the CO is a relative). All adult volunteers must have a recommendation from their Commanding Officer (or Sea Cadet supervisor if you are a CO or above). If you are in a unit and the CO is a relative, the XO should complete the recommendation.

<sup>5</sup> Cadets must submit a current high school transcript that includes grades through the end of 2023. The transcript should show all course and grade history since 9th grade. The transcript must indicate the overall grade point average and total possible score (e.g., 3.5 out of 4.0 or 4.2 out of 5.0). It must be an official transcript from the school; do not submit self-generated reports (e.g., Excel spreadsheet with grades).

<sup>6</sup> All cadets must submit a photo following the prescribed guidelines. For adult applicants, only those intending to wear the Sea Cadet uniform are required. The photo must be taken specifically for the purpose of this application and should not have anyone else in the photo or have been cropped to remove others. Applicants should be at the position of attention, standing at a  $\frac{3}{4}$  angle to the camera, facing forward. It must be full-length to show your cover as well as your shoes. Plain background. All ribbons, flashes, and other accouterments must be correctly placed as if for a personnel inspection. The photo should not be blurry or dark.

---

## SELECTION REQUIREMENTS:

The selection process for participating in the exchange is competitive. Candidates are evaluated and ranked based on their applications and references. Finalists will be identified through this initial screening and will then be interviewed online by two members of the IEP Selection Board. The selection of participants for each exchange will be determined after these interviews. An alternate list will be created for instances when a chosen participant cannot attend. Those selected as participants will be promptly notified by phone of their selection. Those not chosen will be informed by email by 1 May.

Training orders for selected participants will be approved once the training fee is collected. *No action is required in Magellan at the time of application.*

## COSTS:

**Covered:** The US Naval Sea Cadet Corps will pay for the following for all participants in outbound international exchanges.

- The cost of flights to and from the host country arranged by the IEP travel agency. (This includes one checked bag, a carry-on, and a personal item per airline's policy)
- Travel visas if required.
- Travel insurance (trip and medical coverage)
- Host country exchange fees, which typically cover lodging, transportation, activities, and most meals.

**Required:** Cadets must pay the standard Advancement Training fee of \$350 upon selection. This fee does not apply to adult volunteers. All participants must budget for personal expenses, as the Sea Cadets will not reimburse personal travel expenses such as Uber, taxis, airport parking, or extra baggage fees.

**Additional:** Participants are advised to bring at least \$300 in personal spending money for gifts, souvenirs, and other personal items. They must have funds available (in cash, debit, or credit card) to pay any out-of-pocket costs (flight changes, lost luggage, medical expenses, etc.) as they occur and then submit reimbursement claims through travel insurance. They are also responsible for any expenses not covered by the travel insurance, such as trip interruptions or cancellations due to misconduct.

## TRAVEL:

The Sea Cadets will arrange commercial air travel to and from the host country. No upgrades are allowed, and the IEP Travel Manager must approve all flight changes. A major international airport (such as LAX, DFW, ORD) will be chosen as the "gateway" airport and departure point from the continental United States, where all cadets will meet their escort officers before flying overseas. Escort officers will arrive ahead of the cadets to ensure proper supervision. Whenever possible, the nearest airport to a cadet's home offering direct flights to the gateway airport will be selected, potentially requiring parents to drive their cadet a considerable distance.

Participants are prohibited from leaving the training contingent to visit friends or family or take personal tours. They must not arrive in the host country earlier or depart later than the rest of the contingent.

## TRAINING REQUIREMENTS:

For advancement training credit, cadets must complete a pre-training course and a post-training report. Escort officers will be responsible for facilitating the pre-training course and submitting a Final Exchange Report. The course is set up in Google Classroom and involves group and individual assignments as well as escort officer-led meetings over Zoom.