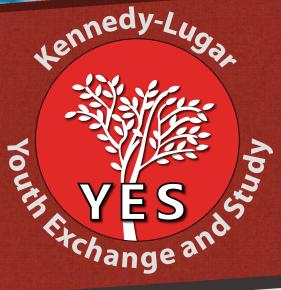


CBYX/PPP

Congress-Bundestag Youth Exchange Parlamentarisches Patenschafts-Programm





SCHOOL ADMINISTRATOR HANDBOOK | 2025-2026





Programs of the U.S. Department of State's Bureau of Educational and Cultural Affairs

Thank You!

Thank you for supporting public diplomacy and international education by welcoming U.S. Department of State-sponsored Congress-Bundestag Youth Exchange (CBYX), Future Leaders Exchange (FLEX), and/or Kennedy-Lugar Youth Exchange and Study (YES) exchange students into your school. CBYX, FLEX, and YES are programs of the U.S. Department of State's Bureau of Educational and Cultural Affairs, with funding from the U.S. government, and implemented by non-profit exchange partners. They provide competitively selected secondary school students from 58 countries with the opportunity to study for an academic year in a U.S. high school and live with a host family. More than 65,000 applicants compete annually to become one of over 1,600 Department of State exchange students.

This handbook provides information about the CBYX, FLEX, and YES programs to help you and your staff understand what makes these program participants stand out and how they, as student ambassadors from their countries, can be unique assets to your school. Please share this handbook with all staff members designated to work with or teach exchange students. We are confident your experience with these students will be rewarding and educational and another critical building block in the more than 40 years of people-to-people diplomacy brought to life by these programs. The Council on Standards for International Educational Travel (CSIET), in partnership with the secondary-school community, has developed Model School Practices to assist American schools with the implementation and administration of successful international student exchange programs. Read more about the standards here: csiet.org/resources/resources-general/resources-school-resources and csiet.org/publications/model-school-practices.

When you enroll a CBYX, FLEX, and/or YES student, the U.S. Department of State recognizes your school as a Medallion school. And in the true spirit of exchange, at the end of this handbook we provide information on study abroad opportunities for American high school students. The U.S. Department of State provides fully paid opportunities for U.S. high school students to study abroad on programs from three weeks to a full academic year. We hope that after welcoming international students to their school, your students will be motivated to consider study abroad in high school or beyond.

If you have any questions about these programs or the role of the U.S. Department of State in high school exchange, please email us at **youthprograms@state.gov**.



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United States Department of State

The U.S. Department of State is the federal foreign affairs agency charged by Congress to administer international educational and cultural exchange programs. The State Department's Bureau of Educational and Cultural Affairs (ECA) provides federal funding through an openly competed grants process to U.S. nonprofit youth exchange organizations to implement the programs. Their role includes student placement, monitoring, and support in U.S. host communities. These partners are referred to as "placement organizations." U.S. high schools are essential to advancing U.S. foreign policy and diplomatic efforts to achieve mutual understanding around the world.

Program Goals

U.S. Department of State exchange students are held to high standards and are expected to be student ambassadors and contribute to their host family, school, and community.

CBYX, FLEX, and YES students:

- Gain an understanding of American society, people, values, and culture.
- Interact with Americans and generate enduring ties.
- Teach Americans about their home countries and cultures.
- Explore and acquire an understanding of the key elements of U.S. government.
- Share and apply experiences and knowledge in their home countries as alumni.



U.S. Department of State Exchange Programs to the United States



Congress-Bundestag Youth Exchange (CBYX)

exchanges.state.gov/cbyx

Initiated in 1983, CBYX was created to strengthen ties between Germany and the United States through citizen diplomacy. CBYX is jointly funded by the U.S. Congress and the German Bundestag (German parliament). Each year CBYX exchange participants include over 200 American high school students, 25 recent high school graduates interested in vocational fields, and 75 young professionals who go to Germany on academic year programs. In turn, over 200 German high school students and 65 German young professionals are hosted in American communities each year. Over the last 41 years, more than 30,000 Americans and Germans have participated in CBYX.



Future Leaders Exchange Program (FLEX)

www.discoverflex.org
exchanges.state.gov/non-us/program/future-leaders-exchange

FLEX was created in 1992 from the belief of former Senator Bill Bradley that young people were the key to building goodwill with our former Cold War adversaries and promoting democracy in the former Soviet republics. The program has since expanded to include 22 countries in Central and Eastern Europe and Eurasia. Each year, more than 35,000 students from Europe and Eurasia apply for this very popular program. In 2025-26, 700 students will participate, and today there are more than 32,000 FLEX alumni.

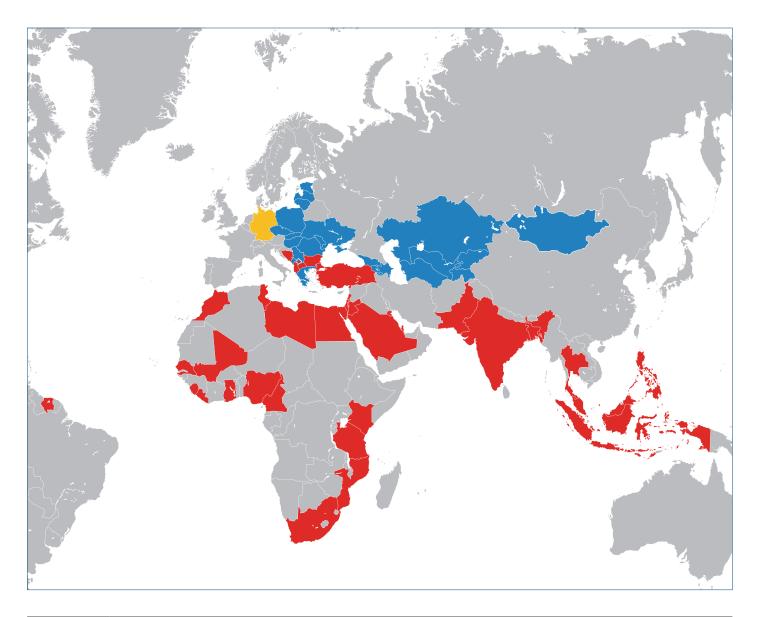


Kennedy-Lugar Youth Exchange and Study (YES)

www.yesprograms.org
exchanges.state.gov/non-us/program/kennedy-lugar-youth-exchange-study-yes

The YES program was enacted by the U.S. Congress under the sponsorship of Senators Edward Kennedy and Richard Lugar in the aftermath of September 11, 2001, to expand exchange opportunities to students from countries of strategic importance around the world. Each year, roughly 25,000 students apply from 35 countries. Each year, approximately 600 students participate in the program, and today there are more than 15,000 YES alumni.

CBYX, FLEX, and YES Around the World



СВҮХ	Germany
FLEX	Armenia, Azerbaijan, Czech Republic, Estonia, Georgia, Greece, Hungary, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Moldova, Mongolia, Montenegro, Poland, Romania, Serbia, Slovakia, Tajikistan, Turkmenistan, Ukraine, Uzbekistan
YES	Albania, Bahrain, Bangladesh, Bosnia and Herzegovina, Bulgaria, Cameroon, Egypt, Ghana, India, Indonesia, Israel (Arab Communities), Jordan, Kenya, Kosovo, Kuwait, Lebanon, Liberia, Libya, Malaysia, Mali, Morocco, Mozambique, Nigeria, North Macedonia, Pakistan, Saudi Arabia, Senegal, Sierra Leone, South Africa, Suriname, Tanzania, Thailand, Tunisia, Türkiye, West Bank

Recruitment and Selection

Tens of thousands of students compete for these very selective programs. Eligible candidates are selected through a comprehensive, merit-based, open competition. Students face tough competition and must demonstrate perseverance and commitment throughout the monthslong recruitment and screening processes. Students with disabilities are actively recruited. ECA and placement organizations provide support for students with disabilities through a partnership with Mobility International USA (MIUSA, www.miusa.org).

Students must first meet basic eligibility requirements such as age, grade level, and citizenship. FLEX and YES applicants are given a comprehensive secondary level English exam and write a series of proctored essays in English. Finalists must demonstrate adequate English proficiency to study in a U.S. high school. Before final selection, candidates complete an extensive application, are interviewed individually by trained staff, and take part in a group activity so that staff can assess their interpersonal skills. Selection of finalists is based on academic achievement, personal traits, social skills, and potential for success as an exchange student. German CBYX students also interview with their elected representative in the German Bundestag (parliament), who is responsible for the final selection of German CBYX students.



Monitoring and Support

Placement organizations place students in schools and host families. Each student is supported throughout the year by a local representative of the placement organization, who is referred to as the local coordinator or liaison. The coordinator works with the student, host family, and host school throughout the exchange. All placement organizations must comply with J-1 visa regulations concerning the placement and support of these students. Additionally, the U.S. Department of State employs a Participant Monitoring Unit, composed of staff with the primary responsibility of ensuring the health, safety, and well-being of all program participants. Students are monitored through regular check-ins, surveys, interviews, and in some cases, in-person site visits.

What Sets CBYX, FLEX, and YES Students Apart from Other Exchange Students?

CBYX, FLEX, and YES students go through a rigorous selection and preparation process. The students receive comprehensive program orientations before, during, and after the exchange, and multiple layers of support from their placement organization. In addition to pursuing a full course of study at their host high school and participating in cultural and extracurricular activities, these students act as citizen diplomats. As citizen diplomats, they perform community service, give presentations about their home countries, and share their culture with Americans.

While learning about the richness of American life, students are expected to represent and teach Americans about their home countries and cultures. While interacting with "A few exchange students impacted a large number of students at school because our students witnessed how motivated these students were, how knowledgeable they were of worldly affairs, their willingness to take risks, e.g. joining the drama club, joining J.R.O.T.C."

> –J.B. Castle High School (Kaneohe, HI)

Americans in their host communities, students correct misconceptions of life in their country and about their culture. Likewise, students misconceptions. You, your staff, and your student body can contribute to U.S. public diplomacy by helping exchange students who attend your school develop a better practical understanding of the United States. When they return home, they teach their fellow citizens about life in the United States and the American people. Many alumni have written articles for local newspapers, been interviewed on TV and radio, and made presentations about American life in their schools and universities.

All students are required to do community service, not only as a way of contributing to



their host communities, but also to help them understand how they can make a difference in the world. The concept of volunteerism, an integral part of American culture, does not exist in many of these students' home countries. In mid-April each year, students and alumni of these programs take part with great enthusiasm in Global Youth Service Day (GYSD), an annual event that encourages youth worldwide to organize and implement activities that assist their local communities. Most students take home with them a newfound and deeply rooted enthusiasm for volunteering and lead their peers and even adults in life-altering community service projects that better their home communities.

Community Service Hours, 2023-24



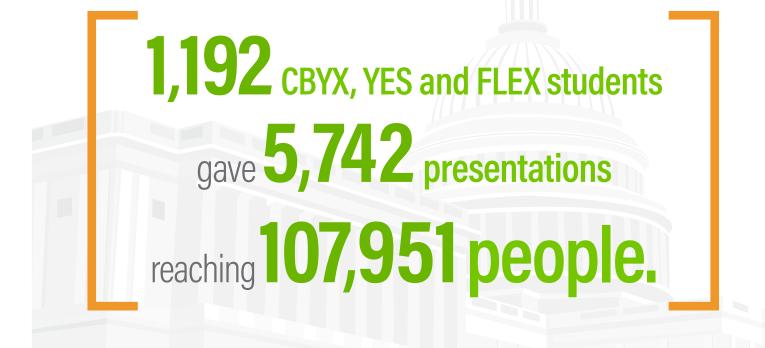
U.S. Department of State Exchange Students: Assets to Your School

CBYX, FLEX, and YES students contribute to your school's global competency goals. Students enjoy making presentations about their home countries and cultures. Please welcome and facilitate your U.S. Department of State exchange students' requests to make presentations for your student body. Exchange students foster increased interest in learning about other countries and we encourage your school to be creative. For example, some schools ask exchange students to provide a "word of the week" in their language, or to present information about their home countries in the school newspaper, or to include a song from the student's homeland in a school concert.

International Education Week

All U.S. Department of State exchange students are required to make school presentations during International Education Week (IEW), a joint project of the U.S. Department of State and the U.S. Department of Education observed in November (the last full week before Thanksgiving). Students' presentations can be a springboard for a school-wide IEW celebration. IEW is also a great time for American students to share their exchange experiences, for promotion of U.S. Department of State-sponsored programs for American high school students, and for everyone to expand their awareness and understanding of other countries. Exchange students often make presentations at middle and elementary schools in addition to their high schools.

During International Education Week 2024:



Students with Disabilities

Every year approximately 30 students with disabilities participate in these programs. Given the more restrictive and exclusionary environments faced by students with disabilities in many countries, becoming an exchange student is very valuable for them, often in ways students cannot imagine when they first come on the program. With the support of Mobility International USA (MIUSA), the programs help these students navigate what it means to have a disability in the United States, from increased independence to reasonable accommodations that make daily life more efficient. Click here to view a video about how one school benefitted from having a visually impaired YES student.



Students with disabilities may be hearing

impaired or deaf, visually impaired or blind, or have motor conditions such as cerebral palsy. Some students will have attended specialized schools in their home countries, and others will have been mainstreamed.



Civic Education Workshops for CBYX, FLEX, and YES Students

The U.S. Department of State provides special, fully funded workshops in Washington DC for selected FLEX and YES participants and all CBYX participants during the exchange year, for which students may request an excused absence.

This week-long workshop is held in Washington, DC in winter or early spring. Participants attend seminars and lectures, meet with their host community's Congressional representatives on Capitol Hill, and participate in activities designed to give them firsthand insight into how the federal system of government works.



Diplomas

Prior to coming to the United States, students and their parents are informed that they should not expect to receive a U.S. high school diploma, and that diplomas are issued at the discretion of each host school. Students are also told that they **must** accept the school's position on providing a diploma. This message is reinforced in pre-program orientations and throughout the year. The U.S. Department of State does not expect school administrators to make exceptions for its exchange students. Many of the students come from countries with nationalized systems of education and may not initially understand the local governance of the U.S. educational system.

Travel Home

All U.S. Department of State exchange students are expected to return to their home countries at the end of the program, as their J-1 (exchange visitor) visa status will end. Before students are accepted into these exchange programs, they and their parents sign a statement agreeing that students will depart the United States on the date and flight assigned by the placement organization. A student may inquire about staying in the United States to continue high school or pursue university studies; however, to do so, typically they would need to exit the United States and apply for a separate student visa at a U.S. embassy abroad.

It is a goal of the program that students return to their home countries after their program to share what they have learned. As a condition of their J-1 visa, all U.S. Department of State exchange students are subject to a cumulative two-year home residency requirement before applying for a U.S. immigrant or work visa. This requirement does not prohibit individuals from returning to the United States for tourism, study, or other purposes involving a temporary stay, nor does it restrict the students from exploring university opportunities, taking college admission tests, or seeking scholarships while in the United States.

Students are assigned a departure date in May or June. Some FLEX and YES students may depart in early May to take mandatory school exams in their home countries. Assigned travel dates are firm and cannot be changed to accommodate graduation, prom, or other special events.

Alumni Share U.S. Experiences and Become Changemakers

Everything CBYX, FLEX, and YES students learn and experience during their exchange year is something they take back to their home countries.

Alumni remain active in organizing community service activities such as volunteering in orphanages; conducting fundraisers and drives for worthy causes such as children's hospitals; cleaning up parks, beaches, and forests; visiting the elderly; and teaching English or basic computer skills to others in their community. Many alumni build on the empowering experience of their exchange year and pursue university degrees, careers, and service focused on improving their communities.

	Number of countries	Number of Events Held	Number of Alumni Engaged	Number of Non- Alumni Engaged	Number of Event Locations (cities)
FLEX	22	3,000+	9,000+	100,000+	375
YES	37	900+	4,500+	58,000+	369
Total:	59	3,900+	14,500+	158,000+	744

Alumni activity impact in 2024

In addition, FLEX and YES alumni grants are awarded to alumni whose proposed projects focus on themes including youth workforce development, entrepreneurship and business, and leadership skills training. In 2024, 45 alumni grant projects were awarded through the FLEX and YES Alumni Grant programs. These projects engaged approximately 200 alumni and reached over 6,100 direct beneficiaries. Project highlights include:

Nika C. in Georgia and her team trained 30 English teachers from over 20 schools on how to integrate U.S. culture into their lessons through games, group work, and other hands-on activities. The teachers implemented 25 student-centered projects based on what they learned, engaging approximately 750 students. **Ana M. in Serbia** organized the fourth annual Belgrade Model of the U.S. Senate at the Faculty of Political Sciences at the University of Belgrade, giving 30 participants ages 17-30 the change to better understand the U.S. Senate and engage in a simulation of committee work and thematic caucuses.

CBYX alumni author best-selling books, conduct operas, represent their governments in both elected and appointed positions, make movies, run organizations, start businesses, and contribute to the success of their home and host communities. They include German politician Anna Luehrmann, Carsten Spohr, the CEO of Lufthansa, and Clara Kallich, Cofounder and Co-Lead of Youth Lead the Change-Germany which helps young people to design and implement projects that foster democratic values.

Thank You

Thank you again for being a partner for global diplomacy. We hope you find hosting a U.S. Department of State exchange student in your school a worthwhile experience. Thank you for opening the doors of your school to these special students and for helping them to develop the qualities needed to be future leaders. Together you are making history!



Appendix I: The Medallion Program



Congratulations on Becoming a U.S. Department of State Medallion School!

Thank you for hosting a U.S. Department of State international exchange participant in your school! Your enrollment of a Congress Bundestag Youth Exchange (CBYX), Future Leaders Exchange (FLEX), or Kennedy-Lugar Youth Exchange and Study (YES) student in your school awards you U.S. Department of State Medallion School status for the academic year. Medallion schools set themselves apart as a partner in global diplomacy demonstrating a commitment to academic and cultural enrichment for their students while helping achieve U.S. foreign policy goals.

contribute to building a foundation of creativity, inquiry, and curiosity." – Ohio School Administrator

"Exchange students

Rewarding for Your Students and Your Community

Hosting international exchange participants prepares your students to be globally competitive in an interconnected world. By welcoming these citizen diplomats to your school, you expose your student body to diverse cultures and real-world events. This enhances students' global competency and cross-cultural communication skills, fostering career readiness. "Our kids, many of whom have lived in Alabama their entire lives, get their boundaries stretched and their experiences broadened by making friends with our exchange students."

> DOWNLOAD THE MATERIALS

-Alabama School Administrator



Medallion Features & Benefits

Your school will receive formal recognition from the U.S. Department of State as a Medallion School! Medallion Schools may use the official medallion to showcase your contributions to American diplomacy in newsletters and on signage, social media, websites, and more.

ACCESS OPPORTUNITIES FOR

eca.state.gov/fulbright/information/teachers

INSTRUCTORS & ADMINISTRATORS > diplomacy.state.gov/education

SHARE the State Department's fully funded study abroad and domestic programs with your students: exchanges.state.gov/highschool

LEARN MORE

about the benefits of Study Abroad: studyabroad.state.gov/value-study-abroad/why-study-abroad





Share the hosting experience with others and encourage them to visit hosting.state.gov



UNITED STATES DEPARTMENT of STATE Bureau of Educational and Cultural Affairs

eca.state.gov X @ECAatState G ExchangeProgramsatState @ ExchangeOurWorld

Appendix II: Secondary School Systems Overseas

High School in Other Countries

Although each country has its own educational standards, there are some generalizations that can be made concerning the educational system in the home countries of these exchange students.

Most ECA exchange students come from countries with a standardized, nation-wide school system and curriculum. The students may be confused initially by the variation among U.S. schools stemming from local school district autonomy.

In many countries, students do not change classes as frequently as American students do and it may take participants a while to get used to having individual schedules and switching classes throughout the day. Many students are surprised that Americans schools have so many rules and regulations, such as hall passes and tardy slips. They find it paradoxical that our system allows them to choose their own classes, a liberty their schools do not offer, yet will not allow students to walk in the hallways without permission. The opportunity to select their own classes is something they greatly enjoy and appreciate while in the United States.

The methods of teaching (and learning) in most countries differ from the American model. Whereas in American schools, students are encouraged to form their own thoughts and theories individually and to defend them, in many overseas schools, students often work in groups and are expected to memorize and recite information. Alumni often speak of having been impressed with what they describe as the "democratic atmosphere" of American schools. Exams in many overseas schools are usually oral, and students do not take multiple choice or standardized tests. Tests are often given in front of the class, and teachers will criticize or praise students in front of their peers. Grades are not always considered private, and the teacher may give a student his/her grade in the presence of the entire class.

Grade Equivalencies

For information on grade equivalencies, please see the following NAFSA: Association of International Educators resource:

nafsa.org/professional-resources/publications/nafsa-guide-educational-systems-around-world

Appendix III: Resources

ECA Programs for Americans to Study Abroad: ECA Programs for Foreign Exchange Students: Opportunities to Host Foreign Exchange Students: U.S. Department of State Alumni Website: CBYX Program Website: FLEX Program Website: FLEX Alumni Community: FLEX and YES Country Profiles: YES Program and Alumni Community:

exchanges.state.gov/us exchanges.state.gov/non-us hosting.state.gov alumni.state.gov exchanges.state.gov/cbyx discoverflex.org bradleyherald.org contact frank@americancouncils.org yesprograms.org



Appendix IV: Placement Organizations

American Cultural Exchange Service (ACES)

One Lake Bellevue Drive Suite 200 Bellevue, WA 98005 800.661.2237

www.exploretheworld.org

AFS-USA, Inc. (AFS)

120 Wall Street Suite 1600 New York, NY 10005 800.237.4636

www.afsusa.org

American Councils for International Education

1828 L Street, NW Suite 1200 Washington, DC 20036 800.621.9559 inbound.americancouncils.org

Aspect Foundation

870 Market Street Suite 409 San Francisco, CA 94102 800.879.6884 www.aspectfoundation.org

ASSE and World Heritage

228 N. Coast Highway Laguna Beach, CA 92651 800.333.3802

www.asse.com

Ayusa International

455 Market Street Suite 1700 San Francisco, CA 94105 888.552.9872

www.ayusa.org

Academic Year in America (AYA/AIFS) 1 High Ridge Park

Stamford, CT 06905 800.322.4678 www.academicyear.org

Borderless Friends Forever

201 West Chatham Street Suite 110-B Cary, NC 27511 919.285.2693 www.borderlessfriends.org

Council on International Educational Exchange (CIEE) 600 Southborough Drive Suite 104 South Portland, ME 04106 800.448.9944

www.ciee.org

Greenheart Exchange

742 N LaSalle Drive Suite 300 Chicago, IL 60654 866.224.0061 www.greenheartexchange.org

HSUSA/Global Cultural Exchanges 2451 Atrium Way Nashville, TN 37214 615.391.2924

www.highschoolintheusa.com

IRIS, Inc. 1401 50th Street Suite 102 West Des Moines, IA 50266 515.978.4644 www.iris-center.org

Pan Atlantic Foundation 1 Union Street Suite 202 Portland, ME 04101 866.227.5335 www.panatlanticfoundation.org

Program of Academic Exchange (PAX)

271 North Avenue Suite 601 New Rochelle, NY 10801 800.555.6211

www.pax.org

STS Foundation

917 Glenneyre Street Suite C Petaluma, CA 94952 800.522.4678, x300 www.stsfoundation.org

World Link, Inc.

905 M Avenue Kalona, IA 52247-9303 877.656.4590 www.worldlinkinc.org

Youth For Understanding

3995 Fashion Square Blvd Suite 2 Saginaw, MI 48603 202.774.5200 www.yfuusa.org

Appendix V: U.S. Department of State Study Abroad Opportunities for American High School Students

exchanges.state.gov/highschool

Congress-Bundestag Youth Exchange (CBYX)

exchanges.state.gov/cbyx

CBYX offers exchange opportunities to selected high school students who want to fully immerse themselves in German culture by living with a host family and attending a high school for an academic year. No previous language experience is required, and a month-long language training is provided at the beginning of the program. During their exchange year, students participate in leadership activities and also meet with members of the U.S. Congress and German Bundestag (parliament).

Host Country: Germany

National Security Language Initiative for Youth (NSLI-Y)

NSLIforYouth.org

The NSLI-Y program offers scholarship programs for eligible U.S. high school students to study less commonly taught critical languages (Arabic, Chinese, Indonesian, Korean, Persian, Russian, and Turkish) in summer and academic year overseas immersion programs. Programs offered can change, based on international conditions.

Possible Host Countries: China (PRC), Indonesia, Jordan, Kazakhstan, Kyrgyzstan, Latvia, Morocco, South Korea, Taiwan, Tajikistan, Türkiye, and other locations around the world.

Virtual NSLI-Y: Provides high school students with the opportunity to study languages critical to U.S. national security (Arabic, Chinese, Korean and Russian) in an interactive online format.

Kennedy-Lugar Youth Exchange and Study (YES) Abroad

yes-abroad.org exchanges.state.gov/us/program/kennedy-lugar-youth-exchange-study-yes-abroad

Future Leaders Exchange (FLEX) Abroad

discoverflex.org/flex-abroad exchanges.state.gov/us/program/future-leaders-exchange-flex-abroad

FLEX Abroad and YES Abroad offer U.S. high school students the opportunity to spend up to one academic year in select countries where they promote mutual understanding and form lasting relationships with their host families and local communities.

YES Host Countries: Bosnia and Herzegovina, Bulgaria, India, Indonesia, Jordan, Malaysia, Morocco, North Macedonia, Senegal, Thailand, and Türkiye.

FLEX Host Countries: Georgia, Kazakhstan, Poland and Romania.

Youth Ambassadors Program

worldlearning.org/program-pages/youth-ambassadors-program/u-s-citizens

exchanges.state.gov/us/program/youth-ambassadors

The Youth Ambassadors program provides the opportunity for approximately 120 U.S. high school students and adult mentors to take part in summer exchange programs to select countries in the Caribbean, Central and South America. Participants focus on civic education, community service, and development of leadership skills during three-week English and Spanish-language exchanges. After completing the exchange, participants implement service projects to address issues impacting their communities.

Host Countries may include: Argentina, Belize, Chile, Costa Rica, Ecuador, and Uruguay.



We encourage you to promote and support study abroad opportunities to your American students. The experience not only enriches their lives, but also adds to the educational resources for teachers and students at your school. Students participating in U.S. Department of State's exchange opportunities abroad use blogs, messaging apps, and social media to share their experience live and streaming with their friends and communities back home, creating a rich multiplier effect and encouraging their peers to consider taking part in this life-changing experience. This resource has boundless potential for generating friendship, goodwill, and understanding in the classroom, the community, and the world. Learn more about additional U.S. Department of State exchange programs for teachers and others at exchanges.state.gov/highschool.



These programs are sponsored by:

The U.S. Department of State's Bureau of Educational and Cultural Affairs

exchanges.state.gov

In partnership with:















Intercultural Programs USA AC25SAH082

















