

February 15, 2023

J1 INTERNATIONAL REPRESENTATIVE TRAINING

Beacon Updates




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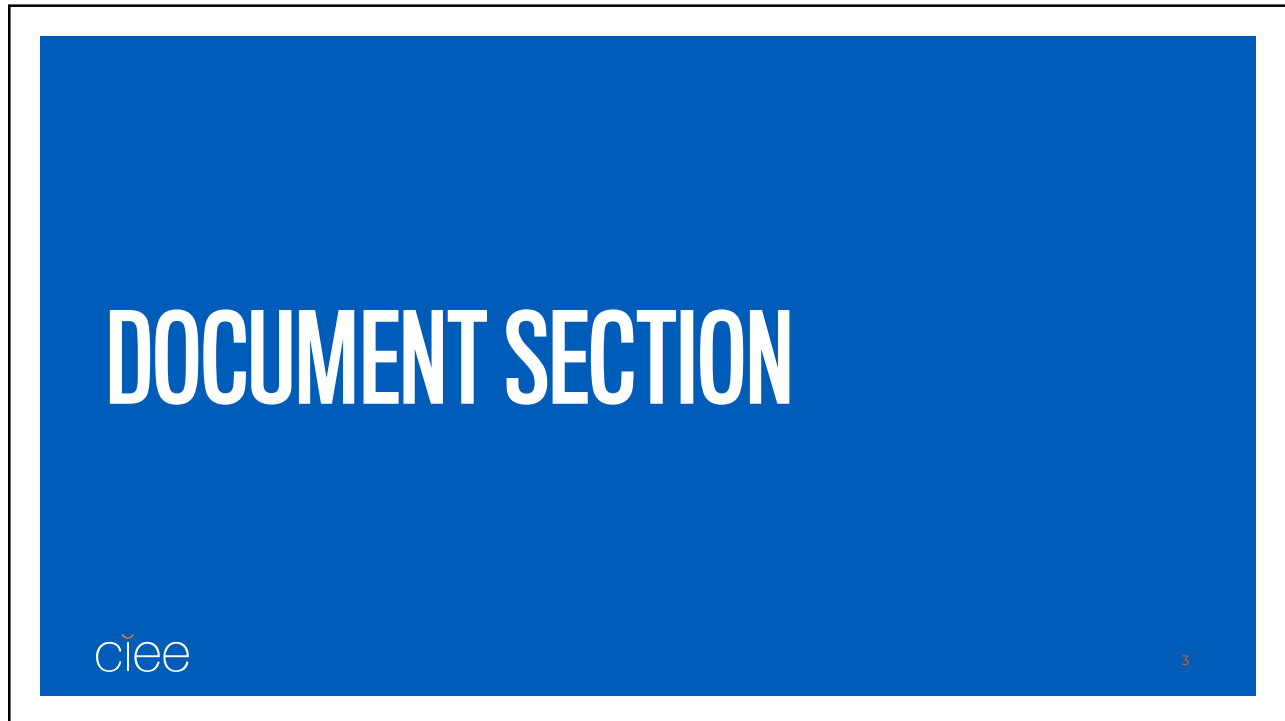
Exciting Updates to Beacon!

These changes will apply to all new applications started on February 17th and onwards

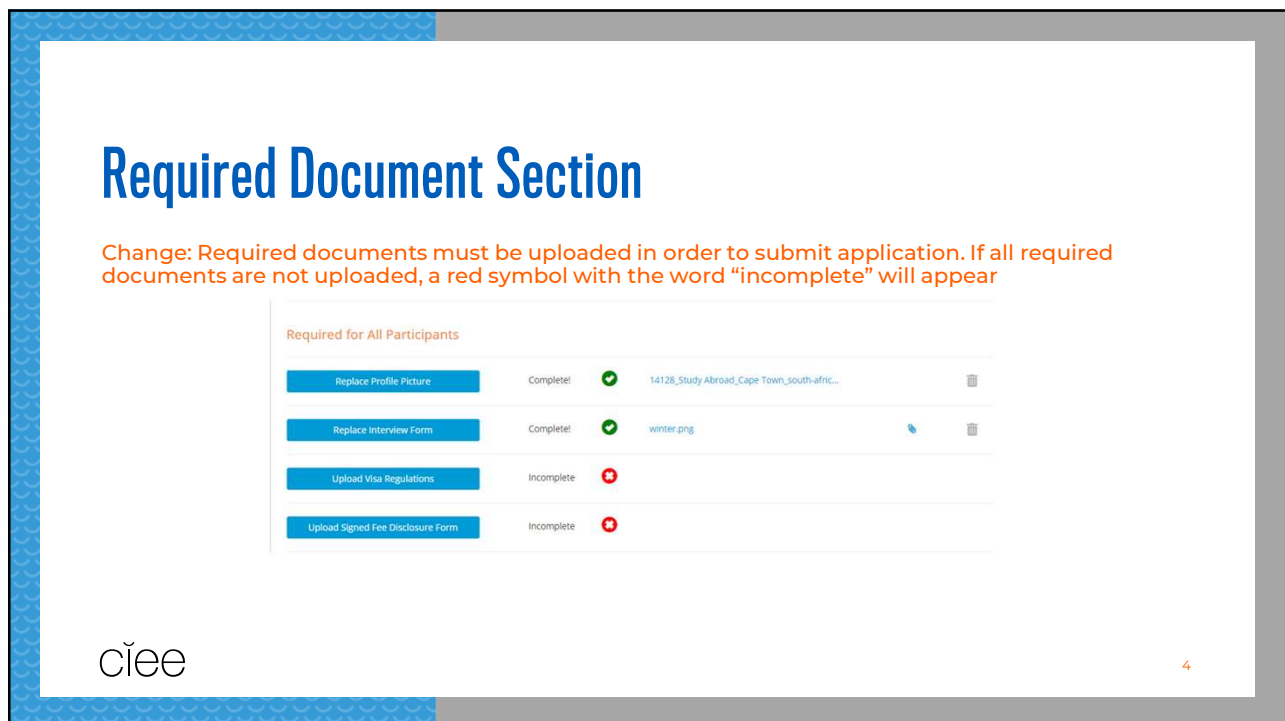
<p><u>Updates</u></p> <ul style="list-style-type: none">Document SectionBeacon QuestionsRequesting Acceptance Button	<p><u>Improvements</u></p> <ul style="list-style-type: none">Clarify application questions and CIEE rulesReduce Applications in “Sent Back” statusSimplify the application process
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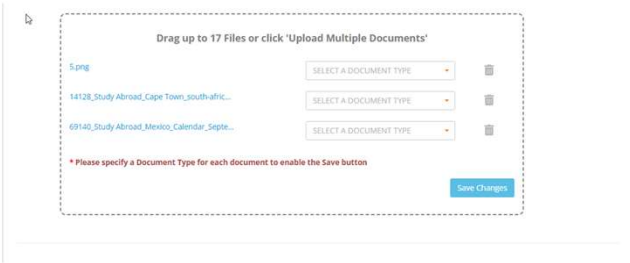
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Upload Multiple Documents

Multiple documents can still be uploaded; must specify which documents have been uploaded using the dropdown menu



The screenshot shows a web interface for uploading multiple documents. At the top, it says "Drag up to 17 Files or click 'Upload Multiple Documents'". Below this, there is a list of three files: "5.png", "14128_Study Abroad_Cape Town_south-afric...", and "69140_Study Abroad_Mexico_Calendar_Septe...". Each file has a dropdown menu labeled "SELECT A DOCUMENT TYPE" and a trash icon to its right. At the bottom of the list, there is a note: "* Please specify a Document Type for each document to enable the Save button" and a "Save Changes" button.

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New Document Sub-Sections

<p>Required Documents</p> <p>Required for all:</p> <ul style="list-style-type: none"> ✓ Fee Acknowledgement ✓ Agreement and Release ✓ Program Rules <p>Required Health Forms:</p> <ul style="list-style-type: none"> ✓ Statement of Health ✓ Vaccination Agreement ✓ HIPPA/Permission to Treat <p>Required Academic Forms:</p> <ul style="list-style-type: none"> ✓ English Teacher Rec ✓ Transcripts 	<p>Additional Required Forms</p> <ul style="list-style-type: none"> ✓ ELTiS test ✓ If the following documents are needed: <ul style="list-style-type: none"> ✓ Low GPA Addendum ✓ Low English Form ✓ Health Addendum 	<p>Required to Travel to the US</p> <ul style="list-style-type: none"> ✓ Passport Copy ✓ Vaccination Addendum ✓ COVID-19 Vaccination ✓ Health Information-Other ✓ Personal Information-Other
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Sub-Section Example

Required Health Forms		
Upload Statement of Health	Incomplete	✖
Upload HIPAA/Permission to Treat	Incomplete	✖
Upload Vaccination Agreement	Incomplete	✖

Required Academic Forms		
Upload English Teacher Recommendation	Incomplete	✖
Upload Transcript 1	Incomplete	✖
+ Add another transcript		

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BEACON QUESTIONS

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Have You Previously Participated In A High School Program On A J-1 Or F-1 Visa?

Change: If any checkboxes related to this question have been selected, student is NOT eligible for HS program and will not be able to submit application

PREVIOUS VISA INFORMATION Edit

CIEE recommends that you ask your natural parent or guardian to complete this section of the application with you.

Have you previously participated in a High School Program on a j-1 or F-1 visa?

- A j-1 visa with CIEE
- An F-1 visa with CIEE
- A j-1 visa NOT with CIEE
- An F-1 visa NOT with CIEE

** If you have previously participated in a High School Program on a j-1 or F-1 Visa you are not eligible for the CIEE HSUSA J-1 Program.

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Require US Letter Equivalent in Academics Section

Change: When adding grades to the Grade Translation section, it is now required to add a U.S. Letter Equivalent for each subject line

TRANSCRIPTS

For each transcript, please enter the year in which each subject was completed. For example, select transcript year 2016 for subjects completed during the 2015-2016 academic year. Enter up to 10 subjects per year and the grade earned in the home country for each subject. Enter subjects in the order they appear on the official school transcript. Three years of transcripts are required for program participation. CIEE and your International Representative will translate your earned subject grade to the U.S. letter.

Transcript Year	Subject	Home Country Grade	U.S. Letter Equivalent	GPA
2020	art	d	U.S. LETTER EQUIVALENT	GPA

U.S. Letter Equivalent is required.

Cumulative GPA: 0

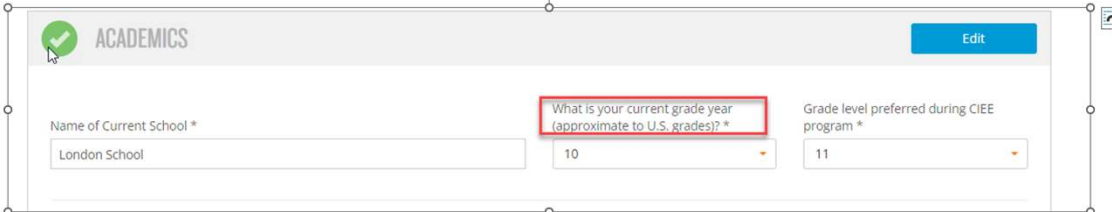
Transcript Year: 2020 Add Transcript Subject

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“What Is Your Current Grade Year (Approximate To U.S. Grades)?”

Change: The phrasing in the Academics section was previously “Approximate U.S. equivalent of current grade in home country”



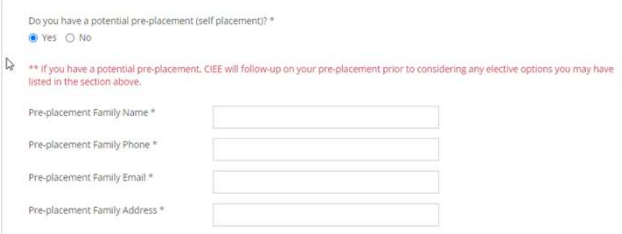
The screenshot shows a form titled "ACADEMICS" with an "Edit" button. The form contains three fields: "Name of Current School *" with the value "London School", "What is your current grade year (approximate to U.S. grades)? *" with the value "10", and "Grade level preferred during CIEE program *" with the value "11". A red box highlights the label for the second field, indicating a change from the previous phrasing.

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Pre-placements: Elective Options

Change: If you have a potential pre-placement, CIEE will follow-up on your pre-placement prior to considering any elective options you may have listed in the section above



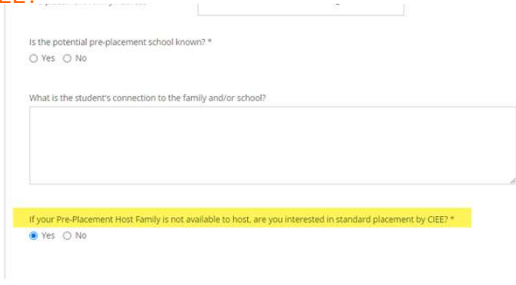
The screenshot shows a form section for "Pre-placements: Elective Options". It starts with a question: "Do you have a potential pre-placement (self placement)? *" with radio buttons for "Yes" (selected) and "No". Below this is a note: "** If you have a potential pre-placement, CIEE will follow-up on your pre-placement prior to considering any elective options you may have listed in the section above." The form then has four input fields: "Pre-placement Family Name *", "Pre-placement Family Phone *", "Pre-placement Family Email *", and "Pre-placement Family Address *".

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Pre-placements: Additional Question

Change: New question "If your Pre-Placement Host Family is not available to host, are you interested in standard placement by CIEE?"



Is the potential pre-placement school known? *

Yes No

What is the student's connection to the family and/or school?

If your Pre-Placement Host Family is not available to host, are you interested in standard placement by CIEE? *

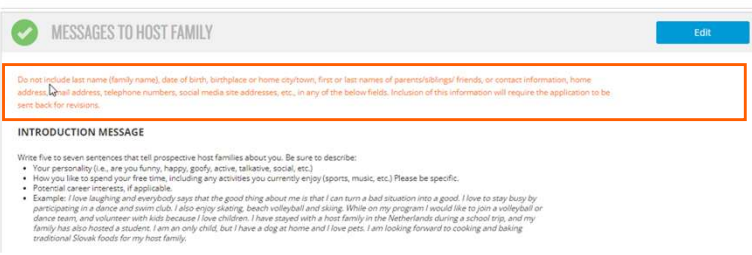
Yes No

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Personally Identifying Information In Host Family Letters

Change: An application will be sent back if this section includes last name, date of birth, birthplace, city or town, first of last names of friends/siblings/friends, address, phone, social media.



MESSAGES TO HOST FAMILY Edit

Do not include last name (family name), date of birth, birthplace or home city/town, first or last names of parents/siblings/ friends, or contact information, home address, e-mail address, telephone numbers, social media site addresses, etc., in any of the below fields. Inclusion of this information will require the application to be sent back for revisions.

INTRODUCTION MESSAGE

Write five to seven sentences that tell prospective host families about you. Be sure to describe:

- Your personality (i.e., are you funny, happy, goofy, active, talkative, social, etc.)
- How you like to spend your free time, including any activities you currently enjoy (sports, music, etc.) Please be specific.
- Potential career interests, if applicable.

Example: I love laughing and everybody says that the good thing about me is that I can turn a bad situation into a good. I love to stay busy by participating in a dance and swim club. I also enjoy skating, beach volleyball and skiing. While on my program I would like to join a volleyball or dance team, and volunteer with kids because I love children. I have stayed with a host family in the Netherlands during a school trip, and my family has also hosted a student. I am an only child, but I have a dog at home and I love pets. I am looking forward to cooking and baking traditional Slovak foods for my host family.

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Host Family Minimum And Maximum Character Limits

Change: Introduction message (500-character limit), Host family letter 250 minimum-1,500-character maximum

HOST FAMILY LETTER

Please write a one to two page letter to your future host family telling them why they should choose you. What will you bring to their family life? What do you hope to learn?


In your letter, it's helpful to tell your future host family about:

- your day to day life
- what you like to do for fun
- what makes you unique
- how your family or friends would describe you

This letter is the best way for your future host family to learn about who you are. Please write a minimum of 250 words, 1500 maximum. It is advisable to provide your agent with a word file of your host family letter.

**** Minimum 250 ; Maximum 1500 characters**

LETTER FROM NATURAL PARENT/GUARDIAN



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Updates To Health Information Section

Change: New questions for hospitalizations, allergies, medications, physical disability, pre-existing medical conditions, or mental health conditions. If "Yes" is selected, a box appears asking the participant to provide more information

Have you been hospitalized or had any type of surgery within the last 24 months? *

Yes No

Have you consulted with a neurologist, psychiatrist, or any other specialist in nervous or emotional disorders within the last 5 years? *

Yes No

Are you currently taking any medications? *

Yes No

Please list them: *

** Maximum 250 characters

Do you have any allergies that may have an impact on your program? *

Yes No

Do you have any physical disability that might cause hardship in participating on the program? *


Yes No

Do you have any preexisting medical conditions (mental, physical, emotional or others) that may impact or hinder your program participation? *

Yes No

Is there any other medical information that may be important for CEE to know? *

Yes No



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Updates To Health Information Section

Change: New questions for hospitalizations, allergies, medications, physical disability, pre-existing medical conditions, or mental health conditions. If "Yes" is selected, a box appears asking the participant to provide more information

Yes No

Please list them: *

** Maximum 250 characters

Do you have any allergies that may have an impact on your program? *

Yes No

Do you have any physical disability that might cause hardship in participating on the program? *

Yes No

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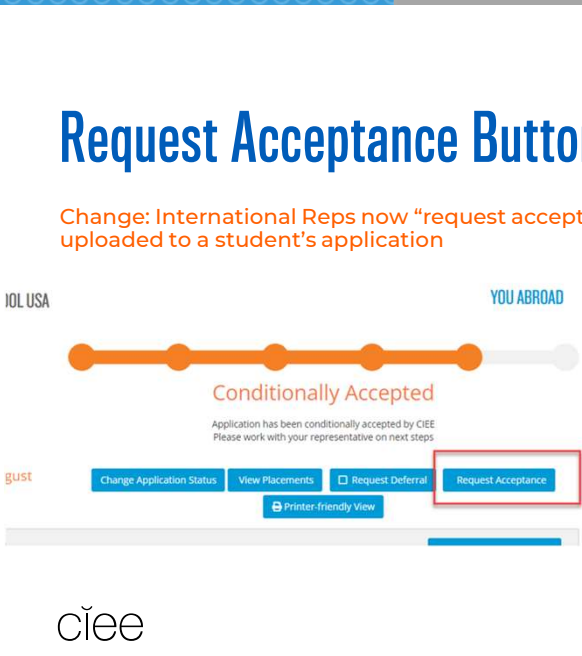
REQUESTING ACCEPTANCE

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Request Acceptance Button

Change: International Reps now “request acceptance” once all outstanding items have been uploaded to a student’s application



1. In Beacon, navigate to your Conditionally Accepted student’s profile.
2. Upload **ALL** missing documents. If you are only missing the most recent school transcript, upload that document. If you are missing both the most recent transcript and negative TB/negative chest Xray, upload **BOTH** the transcript and completed vaccination addendum.
3. After uploading, click the “Request Acceptance” button.

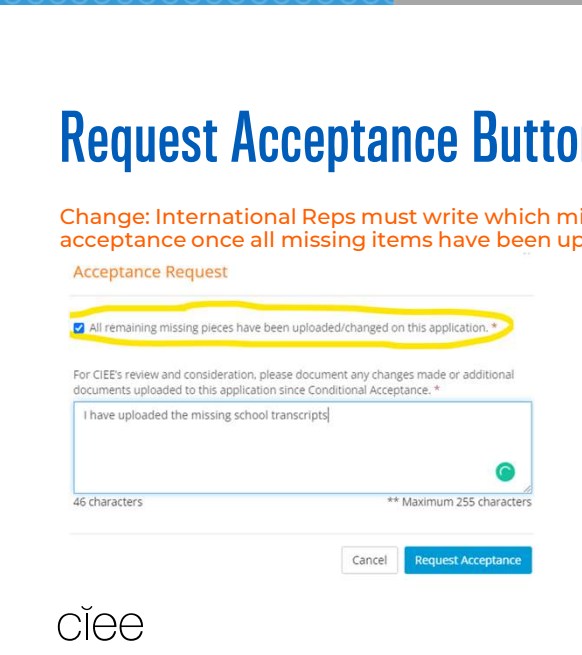
Additional steps on the next slide...

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Request Acceptance Button

Change: International Reps must write which missing pieces have been uploaded. Only request acceptance once all missing items have been uploaded



4. The text in the image on the left will appear. Reps must check the box to confirm that **ALL** missing documents have been uploaded.
5. Below the checkbox, type each document or documents you have just uploaded. This is very important and if not completed, will severely delay your student’s final, full acceptance.
6. All applications submitted for final acceptance will be reviewed by CIEE in the order they are received.

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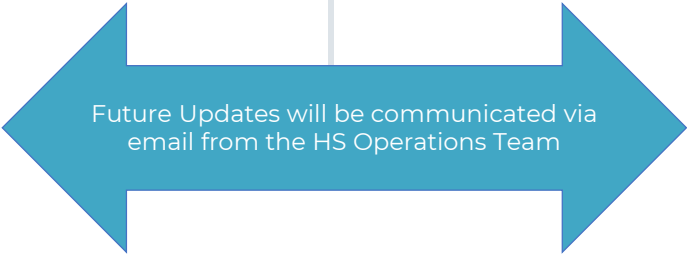
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UPCOMING BEACON UPDATES

ELTIS Scores
Test type for any score in 100-300 range is paper-test ELTIS 1
Test type for any score in 500-800 range is computerized ELTIS 2

App Sent Back Reasons
There will be a new review details section at the top of each application, so every user has a visual of why an app has been returned

Future Updates will be communicated via email from the HS Operations Team




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THANK YOU

Please submit any additional questions to HSOps@cíee.org



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