The Student Environment Evaluation (SEE) Visit
Providing safe and welcoming homes for our students is one of the many ways YFU has provided meaningful exchanges for 60 years. Thank you for playing a role in assuring that we continue to uphold our mission and high standards!

What is the Student Environment Evaluation (SEE) visit?

The US Department of State requires that someone other than the in-home interviewer visit the host family's home within 60-days of the student's arrival in the home (30-days if the placement is an arrival or temporary placement). The requirement is activated each time a student arrives in a host home, either to start the exchange or if moving to a new host family home during the exchange. The purpose of this visit is to confirm that appropriate accommodations have been made for the student and that the home remains a suitable hosting environment. The information collected on the SEE visit form is the same as that collected on the HF interview home checklist, and you can find it in the Volunteer Lounge, or by clicking here.

Who conducts the SEE visit?

- YFU Volunteers:
  - If you are the Area Representative for the student and host family, and did not conduct the host family interview, you will be assigned the SEE visit requirement automatically and you may conduct it as part of your regular monthly support contact with the family and student.
  - If you are not the Area Representative for the student, but have agreed to perform a SEE visit as one of your volunteer roles, the field director will assign the task to you.

- Friends of YFU or Community Members: since the SEE visit does not require contact with the student, other members of our community who have not been Department of State certified may perform the evaluation. This is a great way to help welcome others into the YFU community. Other host parents, AO Alumni (18 or older), teachers or others can all be asked to schedule the visit and complete the form/checklist, so long as they don't have a close personal relationship with the family.

How do I conduct the SEE Visit?

- Once you receive the notification e-mail, you will need to make an appointment to visit the home to conduct the evaluation and report it by the deadline noted.
- The student does not need to be home at the time of the SEE visit if it is not combined with the monthly contact visit. It can also be a very brief visit, just to perform the evaluation.
- All host parents agreed to permit the visit as part of the HF agreement, and were reminded of the requirement at the interview.
- If you are uncomfortable about asking to come to the home to perform the evaluation, we think honesty is the best policy. YFU volunteers who have inspected hundreds of homes during the in-home interview process, all agree that simply telling the family about the new Department of State requirements is the most direct and comfortable approach to take. Let the family know that you are in their home to be sure that it continues to be a safe and healthy environment for both the exchange student and family, not to critique their home and lifestyle. This isn't to
say that it can't be a social visit too. They will understand that YFU has great responsibility to assure a safe experience for all students and will also appreciate an opportunity to talk with a YFU representative in person just as their exchange is getting underway. So get the SEE visit out of the way and then enjoy the visit!

**By when do I need to complete the SEE visit?**
You will need to complete the SEE visit to the host family’s home within 60 days of the student's arrival in the home (30 days if the family is hosting in a temporary or arrival status). The notice you receive will note the deadline for completing the visit and filing the report. If you cannot complete the visit, please contact your field director so that he or she can reassign the SEE visit to another volunteer or community member before the deadline.

**How do I document the SEE visit?**
There is a PDF form available on my.yfu.org and sent as URL link in the notification message so that you can see which questions need to be addressed in the evaluation. You can view the form here.

If you are a registered, DOS-certified YFU volunteer: once you’ve completed the SEE visit, please log into my.yfu.org to complete the electronic SEE visit form, accessible on the student's Placement tab. (See “How To Complete Online SEE visit Documentation” below.)

If you are not a registered YFU volunteer: please complete a hard copy of the SEE visit form and e-mail, fax or mail it to your YFU point of contact or the YFU District Office.

**What if I have concerns?**
Please alert the district office at 1.866.4.YFU.USA (1.866.493.8872) right away, in addition to completing the report, if you have the following concerns:

- you cannot establish contact with the family within 15 days to schedule the visit (they don’t return your calls or e-mails), or
- you find conditions in the home of sufficient concern to recommend the removal of the student.

Your fulfillment of this requirement helps YFU ensure a positive and healthy environment for the student and the host family - a cornerstone of YFU programs worldwide. Thank you for your time and please give us your feedback on additional training you would like to see offered for this requirement by e-mailing educationandtraining@yfu.org.
How To Complete Online SEE Visit Documentation

1. Log into your account on my.YFU.org.

2. Go to the Placement tab for your student.

3. Under the “Student Environment Evaluation” Box click on “Complete SEE form”
4. On the “Student Environment Evaluation” page, complete the form, making sure to notate the date you conducted the SEE visit, confirm your name is in the “Performed by” window, and include comments regarding any questions answered “no.”

5. Once you have completed the form, click “Save” at the bottom of the page.
6. If the SEE form was submitted successfully, you will receive a thank you e-mail from your Field Director and the “Student Environment Evaluation” box in your Placement Overview Screen will now say “Completed” with your name next to it (see below).

7. If you are having technical issues on the website please contact itsupport@yfu.org. If you have general questions about the SEE Visit evaluation, please contact your local Area Coordinator or Field Director.