2027 Student Delegation Guidelines & Nomination Form

2027 Sister City Student Delegation Guidelines and Nomination Form

Applications close 5pm
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Sister City Program

The City of Belmont has shared a Sister City relationship with Adachi-ku in Tokyo, Japan, since October 1984. The heart of this friendship is the annual Student Exchange Program, which promotes cultural and educational links between the two cities.

Each year, Belmont students travel to Adachi-ku in early January for an approximately eight-day cultural and educational tour. They stay with Japanese host families, take part in local activities, experience Japanese food, culture and customs first-hand, and build on their Japanese language skills.

In return, students from Adachi-ku visit Belmont in July or August. They explore the City of Belmont and the wider Perth region, join cultural tours and school visits, and stay with local Belmont families. This home-stay experience helps them improve their English while building lasting connections.

The program offers unique opportunities for the City's high-achieving young people. After returning home, participating students are asked to share their experiences with the City. They are also encouraged to stay involved by promoting the program to future students, joining the Belmont-Adachi Sister City Advisory Group, helping with the Adachi student delegation when it visits Perth, supporting fundraising efforts, and taking part in other exchange activities.

Student Delegation

Representatives from the City will accompany students to visit Adachi-ku for an eight (8) day cultural and educational tour.

Details of the trip

1. Delegation's composition

- 16 students aged between 14 and 17 years of age (inclusive). Some exemptions may be considered.
- One Cultural Leader/ Translator (appointed by the City of Belmont).
- Three City Officers, including one Exchange Leader (City's Coordinator Community Development) and two support staff.

2. Dates

- Departing Tuesday 12 January 2027 (evening)
- Returning Wednesday 20 January 2027 (evening)

3. Flights

- The City is responsible for booking return flights for all participants of the Student Delegation.
- Each traveller will be required to have a valid passport not expiring before 20 July 2027.
- A copy of your passport will need to be provided to the City as part of the application process.
- The City will cover 50% of the students airfare, the other 50% is to be paid by the student/family/guardian.
- If visas are required, the visa must be obtained and submitted to the City 6 weeks prior to the departure date.

4. Travel Insurance

- The parent/ guardian of each student will need to purchase appropriate Travel Insurance for the duration of the trip.
- Evidence of appropriate Travel Insurance cover will need to be presented to the City's Coordinator Community Development and endorsed through the City's risk management processes.

5. Accommodation

- All students will be placed with Japanese host families.
- Host families will be selected by Adachi-ku staff, in consultation with the City of Belmont.

6. Transport

- Parent or guardian will be required to drop off the student to a City staff member at the Perth airport on the departure day at the agreed time.
- Parent or guardian will be required to pick up the student from a City staff member at Arrivals Perth airport (not pick up/drop off lane) to collect students upon their return at the agreed time.
- While in Adachi-ku, all transport needs will be provided by host families and the Adachi-ku City staff.

7. Meals

- All meals during the delegation will be provided by host families and Adachi-ku City
- All allergies and/ or food intolerances need to be clearly identified on the Application Form.
- Whilst allergies and/or intolerances will be catered for, all students are expected to eat Japanese cuisine during the trip.

8. Activities in Japan

Students will visit several cultural, historical and educational sites, which may include:

- One of the local schools
- Historical temples and Nakamese Market area
- Adachi-ku/ Belmont Museum
- Participate in traditional ceremonies
- Sampling a range of Japanese food
- Other activities are to be determined
- Free time for sightseeing, as determined by host families in Adachi-ku

Subject to weather conditions, the delegation may also spend two days and one night in the Uonuma mountain region where the following activities may be available:

- Tobogganing
- Bathing in Japanese hot springs.

Students' commitments

1. Pre-trip student lessons

Compulsory lessons will be held once a fortnight (or as required) at Belmont City College between October and December 2025 to prepare students for the trip. The following activities will be undertaken:

- Japanese language sessions
- Understanding Japanese culture and customs
- Lessons on places of significance
- Preparation of introductory speech/ performance for the Welcome and Farewell functions in Adachi-ku, a formal function where students are welcomed to the host city of Adachi-ku and host family.

2. Post-trip feedback

This involves a survey to be completed by all students on the return flight and may include a wrap-up meeting with students, Tour Leader, Cultural Leader, parents and Advisory Group members to evaluate the trip and provide feedback for future delegations.

- Date, time and location to be advised.

3. Presentation/ information – student experiences

Upon returning from Japan, students will be asked to provide feedback on their experiences and learnings whilst on the exchange. Feedback will be sought via a City of Belmont survey and students must also deliver either a short presentation, provide a journal of their experience, participate in developing a tour video diary or write a newsletter article to share their experiences with their peers. The City may decide to undertake a different activity in order to share student experiences. This is at the discretion of the City.

Students are also encouraged to stay involved by promoting the program to future students, joining the Belmont-Adachi Sister City Advisory Group, helping with the Adachi student delegation when it visits Perth, becoming a host family in future Perth delegations, supporting fundraising efforts, and taking part in other exchange activities.

4. Student Expectations & Conduct

Students selected for the program are expected to maintain good standing in their education and overall performance at school in the lead-up to the trip.

While on the exchange, a very high standard of conduct is required at all times. Students must:

- Follow all directions given by tour leaders and staff
- Treat host families with courtesy, respect and gratitude
- Show consideration for others in the group and in the wider community
- Respect Japanese customs, manners and cultural norms
- Utilise their Japanese language skills and make a genuine effort to speak Japanese wherever possible

- Eat and/or try Japanese cuisine. It is not acceptable to only eat Western foods during the trip.

Students will also be required to give a short self-introduction speech/ performance in Japanese (approximately two minutes) at the welcome function.

Fees and payments

1. Cost Breakdown

Flights for all participants are booked by The City of Belmont. Flights for 2027 have been quoted at $3,681.20 per person, return.

The City of Belmont will pay 50% of student flight costs ($1,840.60).

Students/parents/guardians are responsible for paying the remaining 50% ($1,840.60).

Students are required to secure their own travel insurance for the entirety of the trip. Travel insurance certificates must be supplied to the City.

Students are required to provide their own spending money for the delegation. Spending money is only required for personal souvenirs, gifts and weekend activities with their host family (all meals and transport are supplied).

It is customary for students to bring a small gift for their host family. This is the responsibility of the student and at their own expense.

2. Payment deadlines

a. Flights

An account has been set up at the chosen travel agent, HelloWorld Travel, Belmont. Students will pay their 50% of airfares directly to HelloWorld Travel. This is essential to confirm a place on the 2027 Adachi-ku delegation.

Final payment date is due no later than 15 November 2026.

b. Travel Insurance

Travel insurance for the entire duration of the trip is to be obtained by each student. A travel insurance certificate must be submitted to the City of Belmont by Friday 4 December 2026.

Students who do not submit travel insurance documentation by the due date will no longer be eligible to participate in the exchange.

Selection Criteria

1. The application, including the supporting documentation, must be completed and submitted to the City before the closing date (28 September 2026).
2. The Student must live or attend a school in the City of Belmont; or their parent/ guardian is a ratepayer of the City of Belmont (proof required e.g. parent drivers licence).
3. The Student is studying and/ or is interested in Japanese culture, or has a long-standing interest in Japanese culture, or the student is a high achieving young person who can demonstrate an interest in the Sister City program.
4. Is between the age of 14 and 17 years old (inclusive). Some exemptions may be considered.
5. Have a valid passport not expiring before 20 July 2027 and be available to travel from 12-20 January 2027.
6. Be willing to sign Student Health Care Management and Emergency Response Plan, and Guardian's Consent Form, if selected. Note: these forms will be provided to successful applicants.

Assessment of Applications and Appointment Process

Once the City has received your application it will be recorded and you will receive confirmation from our Coordinator Community Development. It is the applicant's responsibility to follow up with the City, should a confirmation not be received. The City reserves the right to not accept applications received after the due date.

All applications are screened for compliance with the guidelines and assessed against the criteria outlined in these guidelines. Applications that do not address each question or are incomplete may not be eligible for consideration. The inclusion of supporting material will strengthen your application and you are encouraged to include it.

Shortlisted candidates will be invited to an interview with the City's Selection Panel.

Interviews will take place from Monday 5 October to Friday 9 October 2026 at the City of Belmont Offices. If a student cannot attend in person, a video call may be arranged. Interviews outside these dates will be considered where absolutely necessary.

Following the interviews, successful students will receive formal confirmation of their appointment as part of the Student Delegation. Those who are unsuccessful will also be informed via a letter from the City.

Please read the guidelines carefully, ensuring that you complete all the application attachments. Please provide all relevant details enabling the selection panel to comprehensively evaluate each student. For the application to be accepted, it must be received by the City's Officers by Monday 28 September 2026.

Selection Panel

1. The panel consists of the following members:
    - Manager Economic and Community Development, City of Belmont, or their delegate
    - Coordinator Community Development, City of Belmont, or their delegate
    - A nominated representative from the Belmont-Adachi Sister City Advisory Group
2. The panel reserves the right to seek additional information from various sources to ensure an informed decision is made regarding the application.
3. The panel reserves the right to not select any of the applications for the student delegations.
4. The panel's decision is final.
5. The City reserves the right to change the panel members.

Important Dates

28 September 2026	Applications Close
2 October 2026	Shortlisted students notified
5- 9 October 2026	Interviews conducted
14 October 2026	Outcome of applications communicated
Date to be advised	Payment of 50% (flight contribution) by Parent/ Guardian to nominated travel agent
Date to be advised	Pre trip meetings commence
Date to be advised	Travel insurance documents due
Exchange	12 – 20 January 2027
Date to be advised	Post trip meeting, presentation of student reports

How to Apply

1. To submit an application, read through these guidelines carefully and ensure that you meet the criteria.
2. Complete the Application Form, including all attachments. Please provide all relevant details enabling the Selection Panel to comprehensively evaluate each application. The required forms are:
    - Application Form (Attachment 1)
    - School Principal Recommendation Letter (Attachment 2).
3. Ensure that you complete the checklist at the end of the application form, include any applicable attachments; and then submit to the City's Community Development Team (contact details provided below).
4. All applications must be received by the City by close of business on 28 September 2026.
5. Applications can be submitted via:

In person:	City of Belmont 215 Wright Street Cloverdale WA 6105
Post:	City of Belmont Coordinator Community Development Locked Bag 379 Cloverdale WA 6985
Email:	community.development@belmont.wa.gov.au

Contact Details

Should you have any queries regarding this document or the Sister City Student Delegation, please contact the City of Belmont's Coordinator Community Development :

Phone: 08 9477 7141; or

Email: community.development@belmont.wa.gov.au

Nomination Form

1. Contact Details

Student

First name		**Surname**	
Gender	☐ Male ☐ Female ☐ Other	**Pronouns**	☐ She/her ☐ He/him ☐ They/them
Address		**Suburb**	
Mobile		**Email**	
Passport number		**Passport Expiry**	
☐ I don't have a current passport, but I am willing to get one			

Parent/guardian details 1

First name		**Surname**	
Address		**Suburb**	
Mobile		**Email**	
Relationship			

Parent/guardian details 2

First name		**Surname**	
Address		**Suburb**	
Mobile		**Email**	
Relationship			

2. Personal

Has your family ever home-hosted a student through the City of Belmont's Sister City Exchange Program with Adachi?

☐No ☐Yes Year:

Has your family ever home-hosted a student through a different exchange?

☐No ☐Yes Details:

Does your family have any other connections with the Belmont-Adachi Sister City Program?

☐No ☐Yes Details:

Have you ever visited Japan?

☐No ☐Yes Year:

Have you ever been overseas?

☐No ☐Yes Details:

What is your favourite Japanese food?

What is a Japanese food you would like to try?

What is your strongest motivation or purpose for wanting to be a part of the 2027 Belmont-Adachi Sister City exchange?

Please describe specifically what you want to learn or experience during the trip and how you intend to apply that experience after returning from Japan. (200 words maximum)

Tell us about yourself (interests, hobbies)

3. Medical

The trip to Japan is logistically complex and there is a lot that we need to plan for and consider. Please answer the questions below thoroughly and honestly to assist us in our preparations, including matching you with an appropriate host family.

Do you have any medical conditions we should be aware of?

Eg. Diabetes, Epilepsy, Asthma, Migraines

☐ Yes ☐ No

If yes, please provide details

Do you take any regular medication?

☐ Yes ☐ No

If yes, please list the medication and what this is taken for

Is this medication self-administered?

☐ Yes ☐ No

If no, please provide details

Do you have any physical, mobility or access needs?

☐ Yes ☐ No

If yes, please provide details

Do you have any medical reactions?

Allergy ☐ Yes ☐ No

(eg. food, pet hair, pollen, fragrance etc)

Cause:_____

Severity/Symptoms:_____

Treatment:_____

Anaphylaxis ☐ Yes ☐ No

(severe, potentially life threatening)

Cause:_____

Symptoms & Timeline:_____

Treatment:_____

Intolerance ☐ Yes ☐ No

Cause:_____

Severity/ Symptoms:_____

Treatment:_____

Dietary

☐ No dietary requirements ☐ Vegetarian

☐ Dairy free ☐ Gluten free

☐ Pescatarian ☐ Halal

☐ Kosher ☐ Other

Alcohol

Sake and other types of alcohol are commonly used in Japanese cooking. Do you need to abstain from cooked alcohol for any reason (religious or otherwise)

☐ Yes ☐ No

Food likes and dislikes

Please let us know what you do and don't like to eat! This may be used in tour planning and passed on to your host family.

4. **Declaration**

Student Declaration

I, (full name)

declare that the information provided is correct to the best of my knowledge.

Signature Date

Parent / Guardian Authorisation

I, (full name)

I give my permission for my child to apply and be selected for the 2027 Sister City Student Delegation.

Signature Date

Information Collection Notice

The City of Belmont is collecting your personal information to assess and process your Sister City Student Delegation Nomination form. Your information will be used to assess your eligibility and suitability for the program, and any administrative processes connected to the program.

Your information may be shared with other groups connected to the Sister City Delegation process for example our counterparts in Adachi, host families, travel agents, and the Belmont-Adachi Sister City Advisory group, or where required or authorised by law.

The *Local Government Act 1995 (WA)* authorises the City to collect this information for the purpose of providing this service to you and the community. If you choose not to provide the requested personal information, this may affect our ability to process your application. For more information, or to request access to your personal information, contact the City on (08) 9477 7222 or email belmont@belmont.wa.gov.au.

Attachment 2 – School Principal Recommendation Letter

To be completed by School Principal or their delegate.

I,

the Principal of

can confidently recommend

to attend the upcoming Sister City Student Delegation in January 2027.

☐ The student has a good attendance record

☐ The student upholds the values of our school

☐ The student is courteous and demonstrates good behaviour at all times

Please provide any further comments about the student, their academics, conduct or any other information you feel would be relevant.

Yours sincerely,

Name:

Signature:

Date:

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The City of Belmont is collecting your personal information to assess and process your students Sister City Student Delegation Nomination form. Your information will be used to assess their eligibility and suitability for the program and communicate with you about their application. Your information may be shared with other groups connected to the Sister City Delegation process for example our counterparts in Adachi, host families, travel agents, and the Belmont-Adachi Sister City Advisory group, or where required or authorised by law. The *Local Government Act 1995 (WA)* authorises the City to collect this information for the purpose of providing this service to you and the community. If you choose not to provide the requested personal information, this may affect our ability to process your student's application.

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Attachment 3 – Language Teacher Recommendation Letter

To be completed by the student's language teacher or tutor (if they have one).

I,

Position title:

can confidently recommend

to attend the upcoming Sister City Student Delegation in January 2027.

_____has been studying Japanese for _____ and has been a student of mine for _____

The student's Japanese proficiency is _____

☐ The student is making steady progress in their learning and skill development

☐ The student will continue their studies with me for the rest of this year.

Please provide any further comments about the student.

Yours sincerely,

Name:

Signature:

Date:

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For more information, or to request access to your personal information, contact the City on (08) 9477 7222 or email belmont@belmont.wa.gov.au.

Checklist

Before you submit an application, please ensure you have:

- ☐ Nomination form (*Attachment 1*)
- ☐ School Principal recommendation letter (*Attachment 2*)
- ☐ Language Teacher recommendation letter *(Attachment 3)*
- ☐ Attach supporting documentation to assist with the application (optional)

Please submit your application by 5pm Monday 28 September 2026 in one of the following ways:

- In person City of Belmont Civic Centre

  215 Wright Street

  Cloverdale WA 6105

- Post
  City of Belmont
  Coordinator Community and Cultural Engagement
  Locked Bag 379
  Cloverdale WA 6985

- Email
  community.development@belmont.wa.gov.au