

LEEd EXCHANGE PLUGIN USER GUIDE for APPLICANTS 2025

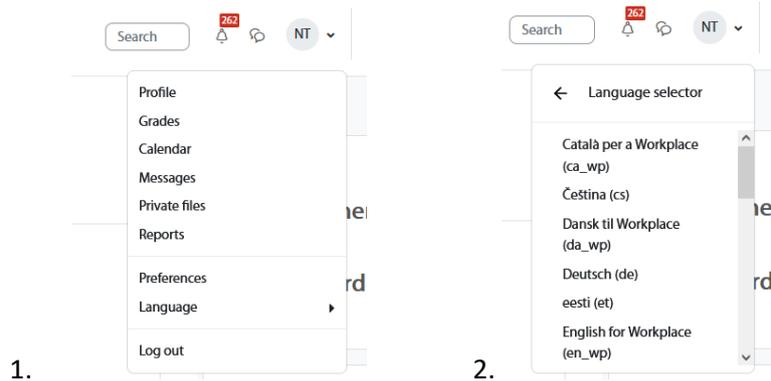
FOR PROSPECTIVE EXCHANGEES

In order to be able to apply for the Exchange Programme via the LEEd platform, you have to register on LEEd <https://leed.cepol.europa.eu> (click “registration” on the top right corner)

Prior to applying, please ensure that you have received authorisation from your hierarchy / organisation and/or contacted your National Exchange Coordinator.

You can set the language of the platform in the top right corner under your initials. Please, keep in mind that all information during the Application process and the Exchange Programme should be given in English.

After clicking on Languages, you can select yours:



Before you apply, please, make sure that you have the correct data filled in on your LEEd profile that you can access from your dashboard. Please, fill in Basic Data, Mandatory fields, Travel Management fields and Edit profile as well:

My Profile

 XYZ

Basic Data Mandatory fields Travel Management fields Edit profile

Fullname	XYZ
Email address	ojcozsedemtkyennh@cazlg.com
Country/Organisation	Italy
Timezone	Europe/Budapest

1. APPLICATION

In order to start the process to participate in the Exchange Programme (General, General Mentoring, CEPOL-EJTN, ICU – for MS countries), you need click on the “Apply for exchange” button on bottom of the dashboard. This button will open the form that is required to be filled in correctly, to proceed to the next steps and become eligible for exchange.

In the application form, the fields marked with an exclamation mark () are required to be filled in and the more information you give, the more suitable counterpart you can find.

When you click the question marks (), you access useful information on the given field on what is required.

The first part of the application form checks the 3 most important requirements whether you are eligible to apply based on the exchange history:

- **Participation in the CEPOL Exchange Programme:** if you participated in the exchange programme in the past 3 years, you are not eligible,
- **Spoken languages:** the language of the programme is English, the documents to CEPOL must be submitted in English; however, the exchange can be carried out in other languages – as long as it is spoken by both counterparts in an exchange and,
- **Professional requirement:** you need to have at least 3 years of experience on the given field you plan to complete an exchange on.

Exchange Requirements Form

Before you fill in the form, please read our User Guide [User guide for CEPOL-EJTN Joint Exchange Programme](#)

All applicable fields are required.
All data has to be given, and all document has to be submitted in ENGLISH throughout the process.

Have you taken part in a CEPOL Exchange Programme the last 3 years? Yes No

Select spoken languages: ? Select this as mother tongue

Select spoken languages: ? Select this as mother tongue

Current Position (at least 3 years): ? Yes No

If you did participate in the past 3 years in the programme, a textbox appears where you can specify the details. E.g. If you could only host your counterpart for some reason, you can still be eligible to participate but you should elaborate the history of your participation.

Have you taken part in a CEPOL Exchange Programme the last 3 years? Yes No

Please describe:

Once you ticked the correct boxes, the rest of the application form appears.

Exchange Requirements Form

Before you fill in the form, please read our User Guide [User guide for CEPOL-EJTN Joint Exchange Programme](#)

All applicable fields are required.
All data has to be given, and all document has to be submitted in ENGLISH throughout the process.

Have you taken part in a CEPOL Exchange Programme the last 3 years? Yes No

Select spoken languages: ! ? Select this as mother tongue

Select spoken languages: ? Select this as mother tongue

Current Position (at least 3 years): ? Yes No

I have a pre-match with whom I already agreed on a mutual exchange. ?

Select Section: ! ?

Firstly, you can give the details of your **pre-match** if you have already contact with a counterpart with whom you plan to complete the exchange. *Both of you have to apply and request an exchange* after your applications are approved. Please, give at least the full name and the country of your pre-match but better as much details as you can.

I have a pre-match with whom I already agreed on a mutual exchange. ?

Prematch Fullname	?	<input type="text"/>
Prematch Country	?	EU Member States ⇅
Prematch Organisation	?	<input type="text"/>
Prematch Email	?	<input type="text"/>
Prematch Phone number	?	<input type="text"/>

Then you can select the details of the Exchange Programme you wish to apply for:

Select Section:	!	?	CEPOL-EJTN Joint Exchange Programme ⇅
			User guide for CEPOL-EJTN Joint Exchange Programme
Thematic Area	!	?	Economic / Financial Crime - Judiciary Cooperation ⇅
Subthematic Areas (max 4) Press and hold the Ctrl button when selecting in order to select more.	?		Select Other Economic/ Financial
Sub subthematic Areas	?		Select
			<input type="checkbox"/> Check to insert other subthematics

At **Section**: you have to select the programme you intend to participate in: *General Exchange Programme/General Mentoring Programme/CEPOL-EJTN Joint Exchange Programme/ICU Exchange Programmes (TOPCOP, CT INFLOW. EU4Security Moldova)*

Please, read carefully the User Guide for CEPOL Exchange Programme!

Thematic area: select the ones that best describe your field of expertise.

Sub-thematic area: You can select 4 thematic areas. To select more than one, hold the Ctrl button on your keyboard and click on the ones you wish to select. To find the most suitable counterpart, you should select Sub-thematic areas too.

To find each-other in the Plugin, you both, with your pre-match counterpart, need to select the same Section, the same Thematic area and the same Sub-thematic area.

If you don't find a Sub-thematic area that most fits your field of expertise, add yours by checking the below box:

[Check to insert other subthematics](#)

A textbox will appear where you can type in your Sub-thematic area.

Thematic Area ?

Other Subthematic Areas ?

Check to insert other subthematics

Select preferred countries for exchange (max 4 countries): If you wish to select more than one, hold the Ctrl button on your keyboard and click on the ones you wish to select.

In this section you can indicate **which countries you prefer to go for an exchange** for professional interest. Please, note that it is just an indication, there might not be a suitable counterpart for you from any of the countries you choose here. Therefore, you might be matched with a counterpart from a different country.

You have to justify your selection e.g. you have a pre-agreement with someone for the exchange, you know about a process/tool/department that interests you in the chosen countries, you have established a good relationship previously with colleagues from whom you can further learn. The reason of your choice must be of professional interests.

Select preferred countries for exchange (max 4 countries): ?

- Austria
- Belgium
- Bulgaria
- Croatia
- Cyprus

Please justify your selection(s): ?

Participating in a group ?

Participating in a group: if you wish to participate in a group (with other exchangees from your country/organisation on the same dates), tick the box and give the number of participants and names in your group.

Participating in a group ?

Group information ?

Prepared to host more than one exchangee: You can indicate if you can host more than one exchange partners, and if so, how many.

Prepared to host more than one exchangee : Yes No

Please, let us know how many :

Select sector and Organisation: select the law enforcement organisation you belong to: Police/Custom/Tax Authority/Prosecutor's office/Border and Coast guard/Other and give the name of your organisation.

Select Sector: ?

Organisation: ?

Short summary: to find the most suitable counterpart, a summary of your professional background, expectations and the area you would like to explore during your exchange is very useful. ***Please, note that this section will be visible to other accepted applicants.*** For General Mentoring Programme, you can indicate here if you apply as mentor or mentee.

Short summary:



Please describe your work area, main tasks, and the area which you would like to enhance during the Exchange Programme.

The last part of the application is:

- to upload your **Europass CV** (mandatory format): detail your professional history in your CV (you can download the template from [here](#))
- to upload the **Supervisor's consent**: uploading the filled in and duly signed (signed and scanned or electronically signed) Supervisor consent is a must, however additional country specific requirements may apply. Please, always check this with your National Exchange Coordinator whether you are required to submit more documents (you can download the form to fill in from [here](#))
- to add your **comment**: you can share your motivation to participate in the programme, any history you might have e.g. your previous exchange was cancelled for some reason, your future career plans in which this programme would play an important step etc. The comment section is only visible for the NEC and CEP, not other applicants.
- read and accept the **User Guide for the CEPOL Exchange Programme**
- read and accept the **Privacy Statements**
- read and accept the **Consent on the Third Country Privacy**
- after checking the full application form and making sure you filled in everything correctly, click on **submit**.

Europass CV required:
You can Download the CV template
HERE

Supervisor Consent document required.
Country specific requirements may apply.
Always check with your National Exchange Coordinator what document is expected.
You can upload 1 file, merge the two documents into one to upload the template and country specific consent form filled in too.
You can Download a Supervisor Consent template: [HERE](#)

Comment

Maximum file size: 5 MB, maximum number of files: 1

Files

You can drag and drop files here to add them.

Accepted file types:
PDF document .pdf
Word 2007 document .docx
Word document .doc

Maximum file size: 5 MB, maximum number of files: 1

Files

You can drag and drop files here to add them.

I have read and I accept the [User guide for CEPOL-EJTN Joint Exchange Programme](#)

I have read and I accept the [CEPOL Exchange Programme Privacy Statement](#)

I have been informed on data policy with regard to data transfer to third countries and hereby I give my consent for the transfer of my data to other CEPOL participants in the frameworks of the CEPOL Exchange Programme. [Consent Third Country Privacy](#)

2. AFTER SENDING THE APPLICATION

Once you submitted your application, it is under review by your National Exchange Coordinator, and you see the below page on your dashboard. At this stage, you will need wait for the decision of your NEC. Once this is done, you will receive a notification on the platform.

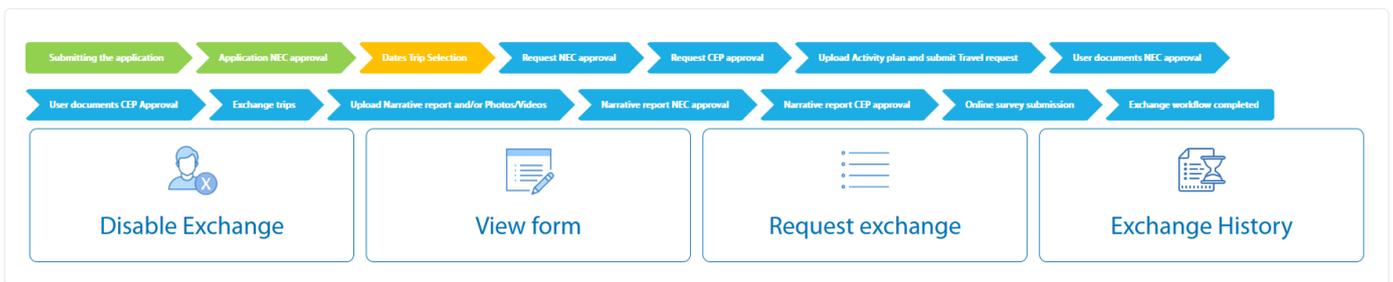
You can monitor the process throughout the whole period by looking at the arrows. The current step is always orange, once done it becomes green, the ones that follows the current status are always blue.



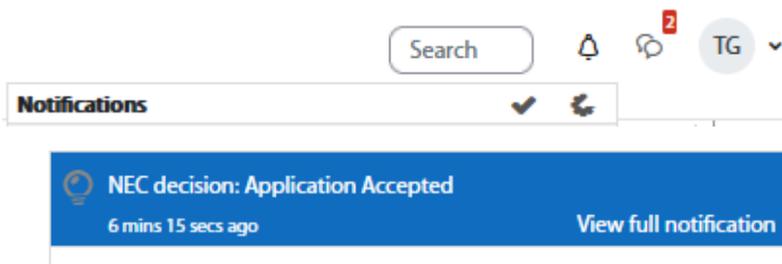
You will be added to the CEPOL Exchange Programme course on the platform that you can access from your profile icon in the top right corner but later as well from the notification you receive when your application is approved by your NEC. Click on CEPOL Exchange Programme and it takes you to the course page where you can check information and programme documents.

3. DECISION ON APPLICATION

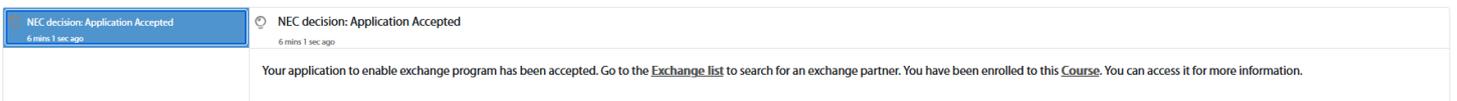
Once your application is accepted by the NEC, you receive a notification in LEEed and the next step becomes available in the process which here is **Dates trip selection**.



You can check the full message by clicking on 'View full notification' after clicking on the bell icon in the top right corner of the screen.



Notifications



After clicking on Exchange List in the notification, you can browse the other applicants' profile and details in order to find a suitable counterpart. This can be accessed by click on '**Request exchange**' on your dashboard. Please, see above.

If you click on **Course** in the notification above, you can visit the official course page of the Programme by Proceeding to course content:



- In case your application was **rejected**, you will be notified, and your NEC will include the reason of the rejection.
- In case your NEC **Request to modify** you will be notified including the reason that some sort of insufficiency in your application, you will have time until the application deadline to complement/change your application and submit it. If needed, consult with your NEC via instant message about the insufficiency to a complete and appropriate application. If your modification is accepted, you can proceed with looking for a counterpart.

IMPORTANT! CEPOL-EJTN Joint Exchange Programme and ICU Exchange Programmes applicants can only use the Exchange Plugin up until this point. Please, don't request an exchange here with anyone!

For General Mentoring Programme you can request an exchange, but it is not necessary.

For these Exchange Programmes and the General Mentoring Programme, after an accepted application, the CEPOL Exchange Team will download the application documents of the accepted applicants and will match them 'manually' with those who applied via email. For the ICU Exchange Programmes, third country applicants don't have access to the main LEEed, therefore they can't apply on this platform. As well as those applying via EJTN cannot have access to LEEed, therefore their application is sent by mail via EJTN.

Only those proceed from here who applied to the GENERAL Exchange Programme or if applicable to the General Mentoring Programme, and whose application was accepted/nominated by their NEC.

4. LOOKING FOR A COUNTERPART – SELF-MATCHING

You will have a list of 'Best match' and 'Available matches' when looking for a counterpart. On the **best match** list, you will see the other applicants who fully match your profile and expectations. On the **available match list**, you will find possible counterparts who match your profile and expectations partially.

Click on the little profile icon to see details about others.

You can request exchange only with those applicants where you see the 'Request Exchange' button.

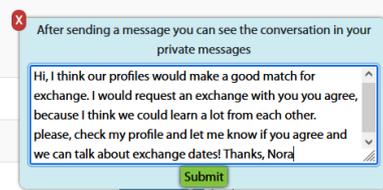
If you find a suitable possible counterpart, you can get in touch with them via instant messages (Send message). You can discuss whether you two find each other professionally suitable and if you would plan to host each other to complete an exchange, and when to travel to each other countries. Each aspect is very important. Being **professionally matched**, with similar professional experience, commitment, and opportunity to provide meaningful activities to each other, as well as **agreeing on the dates** of the exchange.

Unfortunately, the instant message option is not available for applicants from Non-EU Member States due to privacy related reasons. In case you are from a non-EU MS wishing to contact someone, or you are from an EU MS wishing to contact someone from a non-EU MS, please, indicate your intention to CEP team via your NEC so we can share contact details to communicate with each other.

Please, make sure to choose the dates for your exchange carefully, taking into account the pre-assignments and the documents you should submit not later than 4 weeks prior your planned trip.

NB: changing dates is possible if your travel tickets have not been purchased yet. You can request the change via your NEC with prior agreement with your counterpart.

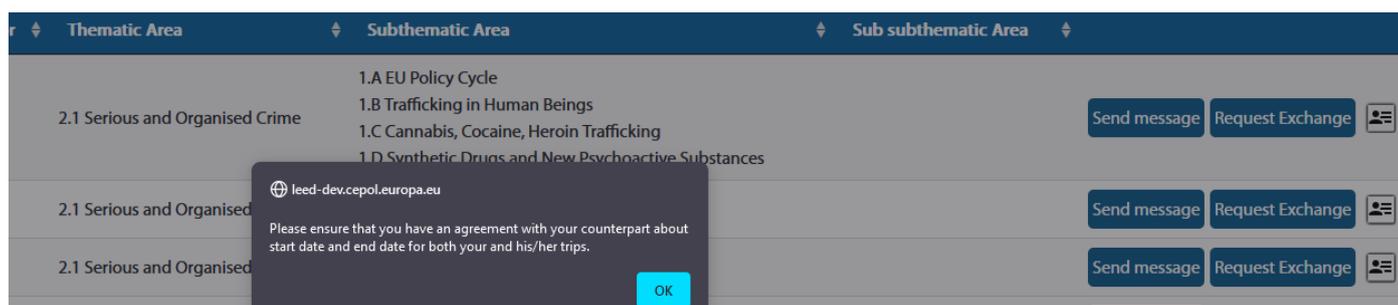
Name	Country	Sector	Thematic Area	Subthematic Area	Sub subthematic Area
Hungary User 14 Testing Pilot2	Hungary	Police	2.1 Serious and Organised Crime	1.A EU Policy Cycle 1.B Trafficking in Human Beings 1.C Cannabis, Cocaine, Heroin Trafficking 1.D Synthetic Drugs and New Psychoactive Substances	
Italy User1 Testing Pilot1	Italy	Police	2.1 Serious and Organised Crime	No subthematic area available	
Italy User4 Testing Pilot1	Italy	Police	2.1 Serious and Organised Crime	No subthematic area available	
Kornelia Hernadi	Italy	Police	2.1 Serious and Organised Crime	No subthematic area available	



- If you don't find a counterpart by yourself, or your request was rejected and you are without a counterpart by the end of the application period, when CEPOL reviews and approves/rejects the exchange requests, you can still be matched. However, 'self-matched' exchanges will be given priority. The proposed matches are going to be disseminated by CEPOL via the National Exchange Coordinators who will then inform you in case you have been selected and matched. You can accept this proposed match by requesting an exchange with the proposed counterpart on the platform. And you can follow the process from the beginning of **Step 5. Requesting an exchange**.

5. REQUESTING AN EXCHANGE

You can request the exchange with the chosen counterpart by selecting the dates. Make sure to agree with your counterpart on the dates! Click on Request Exchange:

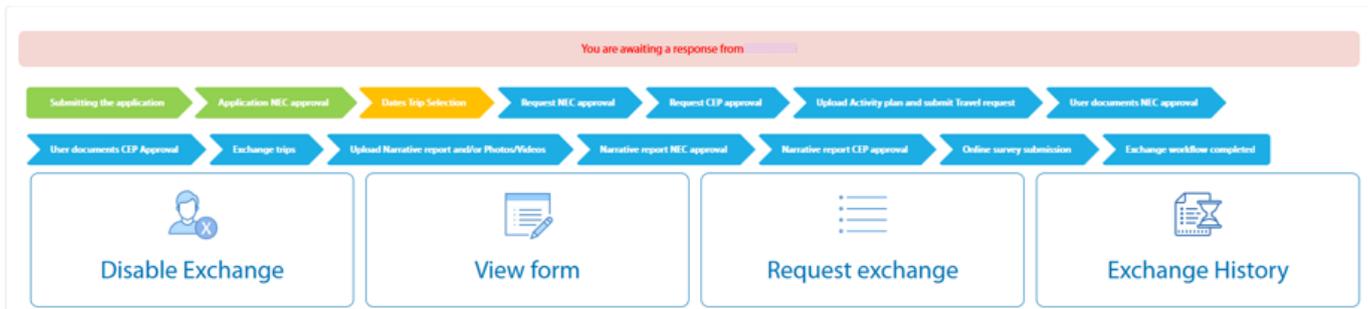


You will be required to give the date of YOUR **exchange** to the hosting country, then submit it. Your counterpart will do the same, give the date of their **exchange** to your country.

It is important to give the date of the activities (**the start date is Monday, end date is Friday**), not the date of the actual travel (travel to the place of exchange is on Sunday, back to home country on Friday afternoon). You only need to give the dates of your exchange; your counterpart will give theirs.

[Deviation from the default duration **must be justified professionally and officially**. You have to share the reason on the platform and send the official supporting document to your NEC and to CEPOL as well.]

Once you sent the exchange request, the other applicant will have to either accept it by giving their exchange date or reject it. You will see this on your dashboard until you receive a reply:



When an exchange request is submitted from both sides the process update will jump one step and you will see that it is with your NECs to be approved.



You can always see the details and the status of your exchange under Exchange Status.

- If someone requests an exchange with you, you will get a notification about it. Click on 'View full notification' and after accessing the request from the notification, you can give the dates of your exchange the same way after clicking on 'View request', selecting the dates of your exchange, then submit.

You will also see the below text above the process arrows on your dashboard:



Search 🔔 🗨️

Notifications ✔️ 🔄

🔔 **New exchange request**

1 min 59 secs ago View full notification

Name	Country	Sector	Thematic Area	Subthematic Area	Sub subthematic Area	
Greece user 16 Testing Pilot24	Greece	Police	Serious and Organised Crime	Trafficking and Illicit Use of Firearms and Explosives		Send message View Request Reject Request 👤 Pending Approval/Rejection

Available/Not matched list

Please Choose the exchange start and end dates. (Default duration: 5)

Trip to Greece

Trip to Greece

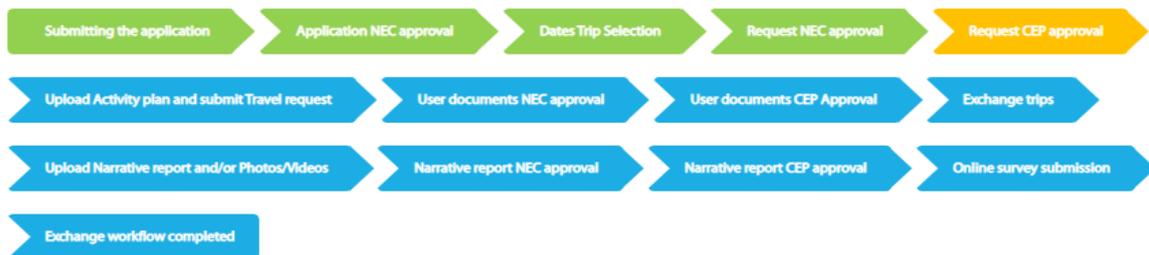
Check if you want to deviate from the default days, time of travel or default duration.

Please, make sure that you only deviate if you have authorisation to do so.

Submit

APPROVED BY NEC

If your exchange is approved by both NECs, it is forwarded to CEP Exchange Team for review, evaluation and approval. CEP team reviews and evaluates all incoming exchange requests after the application deadline.



6. APPROVED BY CEPOL

After your exchange request has been accepted by CEPOL as well, you are officially selected to participate in the Programme.

```

    graph LR
      A[Submitting the application] --> B[Application NEC approval]
      B --> C[Dates Trip Selection]
      C --> D[Request NEC approval]
      D --> E[Request CEP approval]
      E --> F[Upload Activity plan and submit Travel request]
      F --> G[Exchange trips]
      G --> H[Upload Narrative report and/or Photos/Videos]
      H --> I[Narrative report NEC approval]
      I --> J[Narrative report CEP approval]
      J --> K[Feedback course submission]
      K --> L[Exchange workflow completed]
  
```

Disable Exchange

Exchange Status

Exchange History

- *If your exchange request is rejected, you will be directed to the dashboard seeing 'APPLY FOR EXCHANGE' again. You will receive a notification about the rejection and the reason. If it is not a reason that eliminates you from participating, then you just need to click on 'Apply for exchange' again, you will see that the application form is pre-filled. Make the changes you were instructed to do, and you can submit it again. If you need to make changes later in the process, submit it with the same information and *then* make the requested changes. After your NEC approves your application, you are at **Step 4**. Looking for a counterpart.*

7. ACTIVITY PLAN

Once your exchange has been accepted, you have to communicate closely with your counterpart on your Activity Plan. You need to download the template from the platform. Fill it in thoroughly and upload it.

Status of the Exchange:		Pending Travel Documents	
Sector:	Police		
Host:	Hungary User 14 Testing Pilot2		
Click to view full user application details			
User Guide:	General Exchange Programme		
Send message			
My destination:	Hungary	Other exchange destination:	Greece
Start date:	27-08-2022	Start date:	29-08-2022
End date:	28-08-2022	End date:	30-08-2022

Please provide the Activity plan and submit the Travel request form

Download the template for the activity plan [here](#)

Activity plan Maximum file size: 500MB, maximum number of files: 1

Files



Activity Plan...

Finish

After uploading the Activity plan, you must click **Finish**. Then move on to the **Travel request form**, which is an online form, fill it in and submit it to finalize it.

8. TRAVEL REQUEST FORM

It is extremely important to fill in the travel request form properly.

You have to **fill in the Travel Request Form very carefully** as CEPOL will book your travel according to these data, therefore your name must be as on your passport or ID Card.

You have to give your personal data, and the details of your travel and stay in the hosting country. In order to arrange your travel and stay in the hosting country, CEPOL needs to receive the data in time and accurately.

Please, make sure to take your time to fill in the Travel Request Form, especially if your planned travel dates are close. Once you fill in the form, you are required to read a Declaration and acknowledge it by ticking the box, and **Save** your data. Then, when Submitting appears, **Submit** your Travel Request form.

Please, see the form below.



Travel request form [Message](#)

Press Save to save your data.

Firstnames:
(in accordance with passport/ID)

Familyname:

Title/Function:

Ms/Mrs/Mr:

Nationality:

Type of travel document:

Travel document number:

Expiration date of travel document:
(should be valid at least 3 months after travel dates)

Sending country:

Mobile phone:

Email:

Name of organisation:

Address:

Work phone:

Alternate email:

Date of departure:

Start of programme:

Date of return:

End of programme:

Departure place:
(place of duty in home country)

Destination place:
(host country)

Travel method:

Any comments on travel:

Please enter any useful information that could facilitate the travel booking. Please note, that bookings are made based on the offers of the travel agency, taking into consideration the best available transport option, the agenda of the activity and CEPOL's financial guidelines. Please note that CEPOL is NOT required to consult with participants on possible travel options and CEPOL is authorised to book alternative flight/train/bus option in case the preferred option does not fulfill the above criteria. Tickets sent electronically or by surface mail by the travel agency are already purchased, and they are not refundable and not changeable.

ACCOMMODATION DETAILS

Please list at least 3 hotels in the city/cities that you are visiting, in the vicinity of the organised activity in the hosting country. Please specify whether one or more of those hotels have a specific agreement with the host / hosting organisation and include any useful reference we can quote when booking. If there are several cities, please indicate the exact night(s) spent in each city. Hotels must offer breakfast service with a price under the hosting country's ceiling limit.

Please note that in case the hotels listed below are not available, CEPOL is authorised to book an alternative, at least 3-star hotel in the vicinity of the proposed hotels.

Accommodations: I wish to have accommodation in one location (city) during the full period of the exchange ▾

Proposed hotels, location:

City
 1. Hotel
 2. hotel
 3. hotel

Dates for accommodation:

Insert the check in date and the check out date

DIETARY REQUIREMENTS:

Please indicate if you have any special dietary needs.

I take note of and accept the terms and conditions set out in the User Guide for the CEPOL Exchange Programme. Read document here.

Press Save to save your data.

Don't forget to **SUBMIT** after saving the form. Until you don't submit the form, you can edit.

Travel request form

Form saved successfully. Press Submit if you believe the information saved is correct or press Edit to edit it.

9. DECISION ON DOCUMENTS

My Current Exchange



Status of the Exchange: CEP Manager approved your files. Pending approval of other exchangee.

Sector: Police

Host: Greece user 17 Testing Pilot25

[Click to view full user application details](#)

User Guide: [General Exchange Programme](#)

My destination: Greece

Other exchangee destination: Hungary

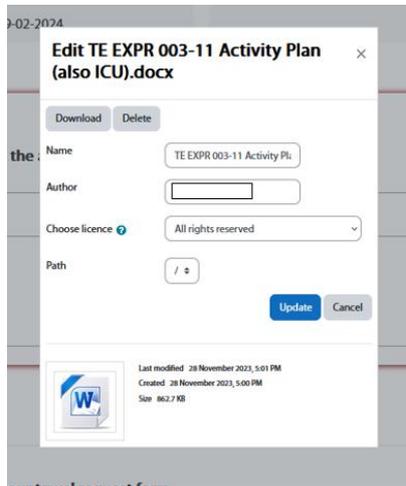
Start date: 16-01-2023

Start date: 16-01-2023

End date: 20-01-2023

End date: 20-01-2023

- If your Activity Plan is rejected by your NEC, you should first delete it and then upload the correct one. You can do it by going to Exchange Status from your Dashboard and then clicking on the currently uploaded file and delete it in this window:



Once you deleted and updated it, you can upload the correct one the same way as originally.

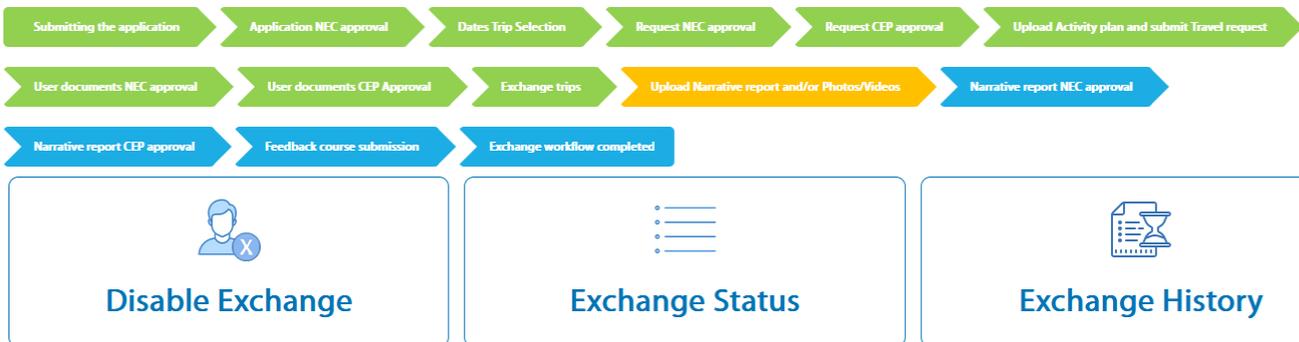
Don't forget to complete the pre-assignments on the course page.

If you filled in the Travel request form precisely, your NEC and CEP will approve it, and your travel will be arranged by CEPOL. You will receive the flight ticket and accommodation voucher via email from our partner travel agency.

Please, contact ES Travel if you encounter any problem regarding your booking or travel.

+372 6 266 266 or estavel@estavel.ee

10. AFTER YOUR TRAVEL – Narrative report and online feedback



Once you completed your exchange, what is left is to send us your feedback. You will be able to download a **Narrative report template**. Take your time to answer the questions, your feedback can help other law enforcement officials planning to go on an exchange, and for CEPOL to improve the Exchange Programme. Once you answered all the questions, upload it, and submit it to your NEC. CEP Team can only approve the Narrative Report after both exchangees travelled and uploaded their Narrative reports. See the steps below.

Download the template for the narrative report [here](#)

Maximum file size: 500MB, maximum number of files: 1

Narrative Report

You can drag and drop files here to add them.

Maximum file size: 500MB, maximum number of files: 100

Videos/Photos of your trip (Optional)

You can drag and drop files here to add them.

Accepted file types:
 Image (JPEG) .jpg
 Image (PNG) .png
 Video file (MP4) .mp4

In order to submit, please, check at least one box:

I accept the use of photos bearing my image for publication purposes by CEPOL

I accept the use of my personal data (name, country of origin, professional qualification and national authority affiliation)

I do not accept the use of my personal data or photos bearing my image

11. AFTER SUBMITTING YOUR NARRATIVE REPORT

Once you submitted your narrative report, it is up to first NEC, then CEP approval.



12. APPROVED NARRATIVE REPORT



CEP will be able to accept the narrative reports of the exchangees once both are approved by the respective NECs.

- If your Narrative Report is rejected, your NEC will shortly explain the reason why it was rejected, and you will be able to upload an amended one. Same if it is rejected by the CEP.

13. POST ASSIGNMENT

After your travel, you need to also complete one of the mandatory post-assignments in order your Exchange Programme can be considered finalized.

You need to indicate on your Activity Plan the order number of the post assignments you would prefer to complete.

Please, note that your choice will be considered, but it is not guaranteed that you will be tasked to do your primarily chosen activity.

Please discuss with your counterpart, as Exchange-bite presentation should be delivered together by the exchange partners.

The other tasks can be completed alone or together depending on the type of the exercise.

14 ONLINE FEEDBACK

You also have to fill in an **online survey** (anonymously) in order to get your certificate on completing an exchange. This will be accessible from the arrow by clicking on the text when it is orange.

15 EXCHANGE STATUS

You can always check the status and details of your exchange under Exchange Status on the dashboard:

The screenshot shows a dashboard with three main buttons: 'Disable Exchange', 'Exchange Status' (highlighted with a red circle), and 'Exchange History'. Below these is a section titled 'My Current Exchange' which includes a progress bar with 13 steps. The current status is 'Pending Exchange Narrative report approval by NEC'. Below this is a table with exchange details.

Status of the Exchange:		Pending Exchange Narrative report approval by NEC.	
Sector:		Police	
Host:		Hungary User 14 Testing Pilot2	
Click to view full user application details			
User Guide:		General Exchange Programme	
Send message			
My destination:	Hungary	Other exchange destination:	Greece
Start date:	27-08-2022	Start date:	29-08-2022
End date:	28-08-2022	End date:	30-08-2022

Disable Exchange: If you encounter anything that forces you to step back, you should communicate it to both your NEC and your counterpart if you have an exchange request in process, and you can disable your exchange by clicking here.

Please be very careful of NOT clicking on this button unless you wish to withdraw as all your information will be hidden, including your exchange in progress.

Exchange History: The platform will store the data and details from your past exchanges.

15 EXCHANGE CLOSED

Once you completed all of these, you finalized your exchange, and you will then be allowed to download your certificate. By downloading the certificate, your exchange will be considered closed.

You will be eligible to apply in the 4th year from now (there must be 3 full calendar year passed between two exchanges).