



APPLICATION FORM
RTC-Centre College, & RTC-Erasmus+
Student Exchange Programmes
Academic Year 2020-2021

(Applications are due to the International Relations Office staff by 5pm, Friday, March 27th, 2020)

Please read the exchange programme guidelines on the myRTC website (my.rtc.bt), which includes the *Selection Criteria, Application Guidelines and Checklist* sections.

Please also note the following:

- Applications which do not meet the specified criteria, incomplete application forms, or applications missing the required documents will not be processed.
- Last minute cancellation by the selected student will require reimbursing any expenditure already incurred to RTC via their guarantor. In this regard, students must sign an undertaking, nominating a parent/guardian as their guarantor.
- Applicants should obtain their passports at the earliest.
- After shortlisting, a simulated class and interview will be held.
- Selected candidates will be placed based on the programmes they qualify for and are interested in.

The application form together with supporting documents listed in the checklist must be submitted to the **International Relations Office by 5 PM on Friday, March 27th, 2020.**

A. Applicant Information

1. Applicant's full name: _____ _____		Your latest Photograph
2. Date of Birth: ____/____/____ dd / mm / yy	3. Male: <input type="checkbox"/> Female: <input type="checkbox"/> 4. Nationality: _____ 5. CID No: _____	
6. Contact Details Email: _____ Mobile: _____ Telephone: _____	7. Programme Details: Programme: _____ Semester: _____ Enrollment No: _____	8. Residence: Day Scholar: <input type="checkbox"/> Border: <input type="checkbox"/> (If Border, Please specify residence): _____ Current or Past International Roommate: Yes: <input type="checkbox"/> No: <input type="checkbox"/>

B. Parent/Guardian Information

(Please fill the Guardian section if you live with a Guardian or if he/she will be paying the expenses associated with the trip)

	Father	Mother	Guardian
Name			
Occupation / Job title & Organization			
Contact address:			
E-mail:			
Mobile:			
Telephone:			

C. Minimum Criteria

Please confirm whether you meet our minimum requirements or not. Note that applications which do not meet the specified criteria will not be processed. The minimum academic percentage required is **60% overall average of completed semesters**.

1. Do you have the required minimum academic percentage?

Yes: No:

If yes, please specify the overall percentage here: _____, and provide semester-wise details under **Section E. Academic Information**.

2. Do you have any back papers?

Yes: No:

Name and Signature from AAD: _____

3. Have you ever (**including before coming to RTC**) been involved in activities that led to disciplinary action against you? If yes, please provide an explanation. Candidates will be considered with SSD's endorsement.

Yes: No:

Name and Signature from SSD: _____

D. Selection of Programme

Please carefully check the guidelines on what is covered by the programme funding support and what must be covered by the students. You may apply for any of the programmes -- rank your preferences by writing rank numbers 1, 2, etc. up to 11 next to the programme names (1 is your top choice). Please note that all placements are on a best effort basis and any may get cancelled unexpectedly even after some expenses have been incurred.

	Programme:	Preference rank:		Programme:	Preference rank:
A			G		
B			H		
C			I		
D			J		
E			K		
F					

E. Academic Information

Please provide the academic details for your *already completed* semesters:

Programme	Semester	Year	Overall %	Semester Attendance %	Scholastic Achievements (Director's list, Dean's list, etc.)
	I				
	II				
	III				

Current RTC faculty member who will serve as your reference: _____

Signature of the above: _____

Academic Activities (Conference Participation, Quiz/Essay or other academic competition, Research Presentation outside of class, etc.)

Activity	Date	Role	Supervisor

For the Sections concerning Academic activities, Leadership, and other on- or off-campus Extra-Curricular Activities, please note each activity can only be used in one category. You must contact the coordinator of the activity and get their name and signature for each activity you are listing. If you are scheduled to do an event off campus during the academic year (such as a conference), you will need to attach the letter of invitation and your approved proposal for the event. Only activities during the duration of your studies at RTC will be accepted.

F. Leadership

Please check the following leadership roles that you have undertaken at RTC including those that have not been listed here. Please note that supporting documents/certificates have to be attached with your application form to prove your participation in such activities. If a student has completed an on-campus internship, they will need the signature of their supervisor. If the student has completed an off-campus internship, they will need a letter on official letterhead detailing the dates of the internship, position held, and the signature and contact details of a supervisor that can be contacted for verification of the position.

4. Are you also submitting a digital story through the digital story-telling contest (adds additional points)?
 Yes: No:

Application checklist: Please check if you have submitted all the following:

	Application form duly signed and dated along with a recent photo
	Academic transcript (Showing Semester-wise) – print from results.rtc.bt
	"A 300 word essay conveying: “Why I want to participate in this program, how this experience will benefit me personally and academically and what I can offer this program in return”
	ID Card Photocopy
	A written consent from Parents for your participation in this programme (available online at my.rtc.bt)
	Name and signature of a RTC faculty member reference
	Verification Signatures and/or Relevant Merit and other Certificates obtained at RTC

I hereby certify that all the information submitted in the application and any other supporting documents are my own and are factually true and correct to the best of my knowledge. Those documents signed by parents and/or guardians have been read by them and bear their true signatures. I understand that if ANY submitted information is found to be false, I may be subjected to disciplinary action, including but definitely not limited to immediate denial of the application.

I guarantee, in addition, that RTC will be fully and promptly reimbursed by my guarantor for all expenses expended on me as a result of last minute cancellation.

Full name of Applicant:

Signature:

Date: