



APPLICATION FORM

RTC Student Exchange Programme Academic Year 2016-2017

(Applications are due by 5pm, Monday, October 31, 2016)

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

Please also note the following:

- Applications that do not meet the specified criteria, incomplete application forms or applications missing the required documents will not be processed.
- Last minute cancellation by a selected student will require reimbursing the full expenses to RTC via the guarantor. In this regard, students must sign an undertaking nominating a parent/guardian as their guarantor.
- 10 students for SEISA and 5 students for Wheaton cultural exchange program will be selected.
- 5 Environmental Management or Environmental Studies students (from 1st and 2nd year only) will be selected for the Montshire Museum USA programme on Culture and Science for environmental sustainability.

The application form together with supporting documents listed in the checklist must be submitted to the **Student Services Office (Mr. Suba Dhan Rai) or the International Relations Office (Mr. Ugyen Tashi Dorji)** by 31st October, 2016.

A | APPLICANT INFORMATION

1. Applicant's full name: _____		Your latest Photograph
2. Date of Birth ____/____/____ Day/ Month/ Year	3. Male: <input type="checkbox"/> Female: <input type="checkbox"/> 4. Nationality: _____ 5. CID No: _____	
6. Contact Details Email: _____ Mobile: _____ Telephone: _____	7. Program Details: Program: _____ Semester: _____ Enrolment No: _____	8. Residence: Day Scholar: <input type="checkbox"/> Border: <input type="checkbox"/> (If Border, please specify): _____ 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 and 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% aggregate of all semesters**. (First year students will provide their midterm exam percentage, second year students will provide details on their semester 1 and 2, and the third year students will list the details for all four semester courses).

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**.

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: ☐
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.
Yes: ☐ No: ☐

D SELECTION OF CATEGORY

Please carefully consider the following options and check the ones according to your inclination and financial viability. There are two different cultural exchange programs– one for SEISA Japan, and the second for Wheaton USA; and a culture & science exchange program for Montshire. For the first two programs, there are three possible funding options. You can choose to apply for all six funding categories or just one (whichever is preferable). Please select “Yes” only if you can go under all the conditions, or you can select “yes” just for those conditions which are financially possible for you. For the Montshire option, the program is fully funded by the Montshire Museum of Science.

Please note that if you choose options other than SF and WF, there are financial costs that you must bear. Partially funded program would require you to bear visa fees (SEVIS fee for USA), 50% airfare, hotel

expenditure, and other personal expenditure, whereas, self-funded would require you to pay all the above yourself. You must submit a written agreement to pay the costs associated with any of the categories you checked "yes" to in Section D (*please refer to the Consent Letter on the RTC intranet*). This agreement should be signed by the person (parent/ guardian) responsible for these costs.

Please note that applicants who are applying for the Wheaton/SEISA program are not eligible to apply for the Montshire Program and the Montshire applicants are not eligible to apply for the Wheaton/SEISA program.

1. SEISA Japan

Category	Expenses Covered by Scholarship	Personal Expenses	Number of Slots
SF (SEISA Fully funded)	<ul style="list-style-type: none"> - All expenses for food, transportation and accommodation in Japan are paid for. - Fully funded air travel 	<ul style="list-style-type: none"> - Japan Visa Fees: Nu. 3330 - Thai Tourist Visa : Nu.3200 - Incidental and Personal Expenses in Bangkok: Approx. Nu. 6000 	2
SP (SEISA Partially funded)	<ul style="list-style-type: none"> - All expenses for food, transportation and accommodation in Japan are paid for. - 50 % funded air travel 	<ul style="list-style-type: none"> - Japan Visa Fees: Nu. 3330 - Thai Tourist Visa : Nu.3200 - Incidental and Personal Expenses in Bangkok: Approx. Nu. 6000 - 50 % air fare: Approx. Nu. 30,000 (PBH-BKK-NRT-BKK-PBH) 	4
SS (SEISA Self-funded)	<ul style="list-style-type: none"> - All expenses for food, transportation and accommodation in Japan are paid for. 	<ul style="list-style-type: none"> - Japan Visa Fees: Nu. 3330 - Thai Tourist Visa : Nu.3200 - Incidental and Personal Expenses in Bangkok: Approx. Nu. 6000 - Air travel full fare: Approx. Nu. 60,000 (PBH-BKK-NRT-BKK-PBH) 	4

a. Program A - Cultural Exchange Program to SEISA Japan

1. SF Yes, I would go if fully funded by RTC ☐
2. SP Yes, I would go if 50% funded by RTC ☐
3. SS Yes, I am willing to go self-funded ☐

2. Wheaton, USA

Category	Expenses Covered by Scholarship	Personal Expenses	Number of Slots
WF (Wheaton Fully funded)	<ul style="list-style-type: none"> - All expenses for food, transportation and accommodation in the USA are paid for. - Visa fees and SEVIS fees are all paid for. - Fully funded air travel 	<ul style="list-style-type: none"> - Incidental and Personal Expenses 	2
WP (Wheaton Partially funded)	<ul style="list-style-type: none"> - All expenses for food, transportation and accommodation in the USA are paid for. - 50 % funded air travel 	<ul style="list-style-type: none"> - USA Visa fees: Nu. 10,880 - SEVIS Fees : Nu.13,600 - Incidental and Personal Expenses in Delhi: Approx. Nu.20,000 - Half air fare - Nu 45,000 	2
WS (Wheaton Self-funded)	<ul style="list-style-type: none"> - All expenses for food, transportation and accommodation in USA are paid for 	<ul style="list-style-type: none"> - USA Visa fees: Nu. 10,880 - SEVIS Fees : Nu.13,600 - Incidental and Personal Expenses in Delhi: Approx. Nu.20,000 - Full air fare - Nu 90,000 	1

a. Program B – Cultural Exchange Program to Wheaton, Norton Massachusetts, USA

1. WF Yes, I would go if fully funded by RTC ☐
2. WP Yes, I would go if 50% funded by RTC ☐
3. WS Yes, I am willing to go self-funded ☐

3. Montshire, USA

Category	Expenses Covered by Scholarship	Personal Expenses	Number of Slots
MF (Montshire Fully funded)	<ul style="list-style-type: none"> - All expenses for food, transportation and accommodation in the USA are paid for. - Visa fees and SEVIS fees are all paid for. - Fully funded air travel 	- Incidental and Personal Expenses	5

If you have chosen more than one option (SF, SP, SS, WF, WP, WS, MF), please rank them according to your preferences.

1.	4.
2.	5.
3.	6.

If you are applying for any partial and/or fully self-funded options, please fill in the following details:

(Note that the named person should be the one responsible for the payment of airfares, visa fees and other expendables incurred as per the criteria)

1. Name of the person:	
2. Occupation/Job Title & Organization:	
3. Contact Address:	
4. Mobile & Telephone:	
5. Email address:	

If you have ever applied for a USA visa before, please provide the details here (approximate date of your application, purpose of the visa, the result of the application; if you completed the travel, when was it?):

E ACADEMIC INFORMATION

Please note that first year students will provide their midterm scores under Semester I; second year students will provide details on their semester 1 and 2; and the third year students will list the details for all four semester courses.

Program	Semester	Year	Overall %	Semester Attendance %	Scholastic Achievements (President's list, Dean's list, participation in conferences, Wednesday talks, seminars, etc.)
	I				

	II				
	III				
	IV				

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.

Leadership	✓	Position/ Special Accomplishments (if applicable)	Year	Semester(s)
1. Student government				
2. Residence Assistant				
3. Club Coordinator				
4. Class Representative				
5. Other leadership roles, please specify:				

G SOCIAL SERVICE

Please list the social service activities that you have participated in or have helped organize. Volunteerism at RTC would include events like the graduation ceremony, health run, on campus cleanups, etc. Community Participation & Engagement would include participation outside RTC but within Bhutan (example YVIA, shoe-vival, BCMD, etc.). Please note that supporting documents/certificates have to be attached with your application form to prove your participation in such activities.

Activity	Position/ Special Accomplishments (if applicable)	Year
1. Blood Drive	Donor : <input type="checkbox"/> Organizer: <input type="checkbox"/> Helper: <input type="checkbox"/>	
2. Volunteerism at RTC events		
3. Community Participation & Engagement		
4. Other Social Service activities		

H EXTRA-CURRICULAR ACTIVITIES

Please record all the extra-curricular activities and events that you have participated at RTC. You must attach certificates/ documents proving your participation. Please specify which team if you are/were a part of the college team.

Activity	Position/ Special Accomplishments (if applicable)	Semester(s)
1. College Team	Yes : <input type="checkbox"/> No: <input type="checkbox"/>	
2. Participation in SG organized sports tournaments, etc		
3. Contribution(s) made as a member of a Sports Club		
4. Other sporting activities/ events, please specify		
5. Cultural Activities (graduation, concerts, welcome and return shows, etc)		
6. Participation in Club activities		

I INTERNATIONAL PARTICIPATION

1. Are you or have been a roommate of an international student? If yes, please provide their name, exchange programme and the year/semester.

Yes: ☐ No: ☐

2. Have you been a buddy of an international student? If yes, please provide the necessary details.

Yes: ☐ No: ☐

3. Please list any international contributions that you have made (example: participation in SAESM, Y-peer, papers presented, representation of RTC outside Bhutan, etc).

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

<input type="checkbox"/>	Application form duly signed and dated along with a recent photo
<input type="checkbox"/>	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".
<input type="checkbox"/>	Academic transcript (Showing Semester-wise) – print from results.rtc.bt
<input type="checkbox"/>	CID Card Photocopy
<input type="checkbox"/>	A written consent from Parents for your participation in this programme
<input type="checkbox"/>	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.

Signature:

Date: