



APPLICATION FORM

RTC-Pitzer & RTC-Szent István Student Exchange Programme Academic Year 2018-2019

(Applications are due to the International Relations Office staff by 5pm, Tuesday, March 27, 2018)

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 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.
- After shortlisting, a simulated class and interview will be held. Up to 2 students for each programme will finally be selected for the programme, along with up to 2 alternates for each programme.

The application form together with supporting documents listed in the checklist must be submitted to the **International Relations Office by 5 PM on Tuesday, March 27, 2018.**

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 **65% 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.

Yes: No:

Name and Signature from SSD: _____

D. Selection of Categories

Please check the guidelines on what is covered by the programme funding support and what must be covered by the students. You may apply for either programme or both (write "1" and "2" in the boxes to rank your preferences:

Pitzer College, USA: Szent István University, Hungary:

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 Contributions (Conference Participation, Research Presentation outside of class)

Activity	Date	Role	Supervisor

For the Sections concerning Leadership, Social Services, Academic Information and 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.

Leadership	Position/Special Accomplishments	Year(s)	Semester(s)	Name of SSD Member	Signature of SSD
1. Student Government					
2. Residence Assistant					
3. Club Coordinator					
4. Class Representative					
5. Other Leadership Roles, Please Specify					

G. On-campus activities

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 clean-ups, 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 proving your participation in such activities.

Activity	Position/Special Accomplishment	Year (s)	Name of Coordinator	Signature of coordinator or SSD
1. Blood Drive				
2. College Team				
3. Participation in SG organized sports tournaments				
4. Contribution(s) made as a member of a Sports Club				
5. Graduation				
6. Welcome and Return show				

Additional Activities

Activity Name	Year(s)	Name of Coordinator	Coordinator or SSD Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			

H. Off-campus activities

Please record all the off campus activities that you have participated in outside of RTC organized events, while you have been enrolled at RTC. You must attach a certificate or a letter written on official letterhead for the activity to be counted.

Activity	Position/ Special Accomplishments (if applicable)	Year(s)	Semester(s)
1.			
2.			
3.			
4.			
5.			
6.			
7.			

I. International Participation

1. Are you or have you 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:

Name and Signature from IRO: _____

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"/>	Academic transcript (Showing Semester-wise) – print from results.rtc.bt
<input type="checkbox"/>	ID Card Photocopy
<input type="checkbox"/>	A written consent from Parents for your participation in this programme (available online at myrtc.bt)
<input type="checkbox"/>	Name and signature of a RTC faculty member reference
<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.

Full name of Applicant:

Signature:

Date: