



APPLICATION FORM

Jember, Indonesia

RTC Student Exchange Programme

Academic Year 2016-2017

(Applications are due by 5pm, Monday, May 8, 2017)

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.
- 1 Bhutanese regular day programme student (1st or 2nd year only) will be selected for the 3rd Annual Cultural Camp in Indonesia.

The application form together with supporting documents listed in the checklist must be submitted to the **International Relations Office (Mr. Ugyen Tashi Dorji or Ms. Tshering Choden) by 8th of May, 2017.**

A APPLICANT INFORMATION

1. Applicant's full name: <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/>		Your latest Photograph
2. Date of Birth <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/> Day/ Month/ Year	3. Male: <input type="checkbox"/> Female: <input type="checkbox"/> 4. Nationality: <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> 5. CID No: <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>	
6. Contact Details Email: <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> Mobile: <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> Telephone: <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>	7. Program Details: Program: <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> Semester: <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> Enrolment No: <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>	8. Residence: Day Scholar: <input type="checkbox"/> Border: <input type="checkbox"/> (If Border, please specify): <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> 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 completed semesters**. (First year students will provide the details on their 1st semester, and the second year students will list the details for all three previous completed semesters).

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: ☐

Name and Signature from (Dean, Assoc. Dean, or Academic Manager) 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 (Registrar or Mentors): _____

D SELECTION OF CATEGORY

Please carefully consider your inclination and financial viability. The partially funded program would require you to bear visa fees, partial airfare, hotel expenditure, and other personal expenditures en route to Indonesia (approx. travel dates July 18 – Aug 4, 2017).

The participants' accommodation (room and meals) during the programme are covered by the sponsoring university for the duration of the program. Airport pick up, will also be covered by the sponsors as well as travel insurance. A Letter of Invitation that will be used for applying for the Indonesian tourist visa on arrival will be provided.

You must submit a written agreement to pay the costs associated with the categories you checked 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.

1. 3rd Annual Cultural Camp in Indonesia

Category	Expenses Covered by Scholarship	Personal Expenses to be covered by Student	Number of Slots
Partially Funded	<ul style="list-style-type: none"> - All expenses for food, transportation and accommodation in Indonesia are paid for. - Partial funding associated with airfare to Indonesia is covered by RTC (up to Nu 15,000 of Bangkok-Indonesia roundtrip) 	<ul style="list-style-type: none"> - Indonesia Tourist Visa - <i>gratis</i> - Thai Tourist Visa : Nu.3,200 - Incidental and Personal Expenses in Bangkok: Approx. Nu. 5,000 - Air travel: Approx. Nu. 22,000 (PBH-BKK-PBH) 	1

Please fill in the following details of the person who will be covering your personal expenses during the camp:
(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:	

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 %
	I			
	II			
	III			

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.

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 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 Accomplishment	Year (s)	Name of Coordinator	Signature of coordinator
1. Blood Drive				
2. Volunteerism at RTC Events				
3. Community Participation & Engagement				
4. Other Social Service Activities, please specify				

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)	Year(s)	Semester(s)	Name of Coordinator	Signature from Coordinator
1. College Team					
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: ☐

Name and Signature from IRO: _____

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—these do not include scholarships or trips awarded to a student via previous RTC application process).

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

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