



PROGRAMME GUIDELINES

RTC-SEISA/Wheaton Student Exchange Programme Academic Year 2018-2019

(Applications are due by 5pm, 18th September, 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. If a student has not had the minimum criteria portion signed by the appropriate officials, their application will be disqualified. Any activities that are not signed by the appropriate signatories and/or supported by letters on official letterhead or certificates will not be counted. Use additional sheets if necessary.

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.
- Up to 2 + 10 students for SEISA and 6 students for Wheaton cultural exchange program will be selected. All regular day students (2nd and 3rd yr.) can apply for the SEISA and Wheaton programmes.
- If you are applying for the USA programme, you are eligible for one USA visa at a time and the trip must be completed before applying for the next USA visa. Please check the programme guidelines if you are a full-time day international student for eligibility within each programme.

The application form together with supporting documents listed in the checklist must be submitted to the **International Relations Office by 5pm, 18th September, 2018.**

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. Permanent Address: _____ _____ _____	
7. Contact Details Email: _____ Mobile: _____ Telephone: _____	8. Program Details: Programme: _____ Semester: _____ Enrolment No: _____	9. Residence: Day Scholar: <input type="checkbox"/> Border: <input type="checkbox"/> (If Border, please specify): _____ 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 and if he/she will be paying the expenses associated with the trip)

Name	Father	Mother	Guardian
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**. (Students will list the details for all previous 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 Categories

- A. Please carefully consider the following options and check the ones according to your inclination and financial viability. There are three different cultural exchange programmes— two for SEISA Japan, and one for Wheaton USA. For the latter two programmes, there are three possible funding options. You can choose to apply for all the programmes and categories or just one/few (whichever is preferable). Please rank all the options that you can go under and which are financially possible for you. Your preferences are considered only after the selection scoring is completed and do not impact on the selection process.
- B. Please note that for any of the options, there are some financial costs that you must bear. For example, a 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.

1. SEISA Japan – Approx. NOVEMBER 9-17, 2018 – SEISA Africa-Asia Bridge festival

As a special exchange programme, 2 RTC students are invited to represent Bhutan at the 2018 SEISA Africa-Asia Bridge festival (Nov 11-12), an event with over 30 countries represented, and explore Yokohama City and other locales with SEISA University. All flights, food, transportation, and accommodation are fully funded. The RTC participants should be Bhutanese nationals and are expected to prepare appropriately to share Bhutanese culture at this international festival.

Category	Expenses Covered by Scholarship	Personal Expenses	Slots
SAAB	<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

2. SEISA Japan – Cultural Exchange Program to SEISA Japan in Winter (Jan/Feb) 2019

SF - SEISA Fully funded travel

SP - SEISA Partially funded travel

SS - SEISA Self-funded travel

Category	Expenses Covered by Scholarship	Personal Expenses	Slots
SF	<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 	3
SP	<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% airfare: Approx. Nu. 35,000 (PBH-BKK-NRT-BKK-PBH) 	3
SS	<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. 70,000 (PBH-BKK-NRT-BKK-PBH) 	4

3. Wheaton, USA – Cultural Exchange Program to Wheaton, Norton Massachusetts, USA (March/April) 2019

WF – Wheaton Fully funded travel

WP – Wheaton Partially funded travel

WS – Wheaton Self-funded travel

Category	Expenses Covered by Scholarship	Personal Expenses	Number of Slots
WF	<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	<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 60,000 	2
WS	<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 120,000 	2

For as many of the above options that you are interested in or willing to participate in, please rank them by your preference, with 1 being your top preference and 7 being your least preferred option (use the codes, e.g. "SAAB", "SS", "WP").

1.	4.	7.
2.	5.	
3.	6.	

Please indicate if you have participated in any of the RTC organized/offered exchange programmes in the past:

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 provide the academic details for your *already completed* semesters.

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

Name and Signature from AAD: _____

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.

I. International Participation

A. 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: _____

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

Yes: No:

Name and Signature from IRO: _____

C. Please list any international contributions that you have made (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:

<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.

I acknowledge that all modes of scholarships offered, even for the self-financed option, cover all other arrangements including transportation, accommodation and meals by RTC and the partner institution. I understand that if selected, it is required to adhere to the requirements as set by RTC and attend all deadlines/meetings with regard to this programme.

Full name of Applicant:

Signature:

Date: