Application Checklist

50 Alpha Drive Elizabethtown, Pennsylvania 17022
717-361-6600 Toll Free: 866-222-6188

☐ **BCA Student Exchange Application Form:** Complete the online application form; once you have completed the application form, you will receive an email with the text you have submitted. Please print this email and submit this, along with the other materials outlined below.

☐ **Signed Copy of the Conditions of the BCA Grant**

☐ **Three (3) Completed Academic Reference Forms:** Please have each recommender complete an Academic Reference form. These should be submitted in a signed, sealed envelope, along with any supporting letters.

☐ **Transcript:** Please include an official copy of your grade record/transcript.

☐ **Proof of Language Proficiency:** Please submit a copy of your TOEFL or other English-Proficiency Exam results

☐ **Documentation of Financial Solvency:** Host Institutions require proof of your ability to meet financial costs associated with your study in the US. You should submit a bank statement, loan statement, or guarantor letter demonstrating proof of sufficient funds (typically in excess of $7,000).

☐ **Passport Copy:** Please submit a copy of the information page in your passport (this includes your photo and signature). If you currently hold any US visas, please include a photocopy of this information as well.

Please submit this application checklist, along with all of the supporting materials listed above, to your home university exchange coordinator.

Name of Student

Email Address

Signature                      Date
By signing this form, I understand that I must adhere to the conditions listed above while participating on my BCA Study Abroad exchange program. I also understand my financial obligations and I agree to make the necessary payments at the appropriate times.

________________________________________
Name of Student

________________________________________
Signature

Date
Dear Respondent,

Thank you for taking the time to complete this recommendation. Your candid evaluation of the applicant’s preparedness for study abroad is very useful.

This recommendation form is one part of the BCA exchange student application. Please place this form, along with any additional comments, in a sealed envelope with your signature over the seal. You should then return this form directly to the student or the home university exchange coordinator.

Name of Student: ____________________________

1. How long and in what capacity have you known the applicant?

2. How would you rate the applicant in the following academic and non-academic attributes? Please indicate this using Excellent, Good, Fair, Poor or No Opportunity to Observe:

   Intellectual Capacity:
   Maturity:
   Autonomy:

3. Do you recommend this student to study abroad at this time? If no, please specify why.

4. Faculty recommendations are an important part of the BCA exchange student application process, so please attach any additional supporting comments or information that you think will be helpful in evaluating the candidate (personal strengths and weaknesses, motivation for study abroad, etc...).

Name of Reference                      Position/Title

____________________________________

Email Address

____________________________________

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Email Address ___________________________

Signature ___________________________ Date ___________________________