



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



Conditions of BCA Grant (UB)

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BCA believes that our core values of mutual respect, empathy, and inclusivity form the foundation of the supportive, immersive learning experiences we strive to provide. Because of this, we are committed to providing a learning and living environment that is free of discrimination or harassment, regardless of religion, race, color, national origin, sex, gender expression or identity, sexual orientation, or disability.

BCA Study Abroad expects exchange students to become actively engaged members of the host community while abroad. We also expect all students to be responsible citizens and representatives of our organization.

As a BCA exchange student, I agree to:

- Maintain full-time student status at my host institution and maintain a minimum 2.5 GPA while in the US
 - Failure to do so may result in the student's remove from the host school.
 - Any student who decides to take a course overload is responsible for any costs associated with enrolling in courses beyond a normal course load. This is at the discretion of the host college or university.
- Purchase and enroll in any international student health insurance, as required by my host institution
- Abide by all academic and conduct policies of the host institution, including maintaining academic integrity, appropriate computer use, and host university codes of conduct
- Comply with the guidelines and regulations of your accommodations, including, but not limited to, rules regarding overnight guests, noise levels, appropriate conduct, and care or damage to furniture
- Obey all laws and ordinances of the local government and host country

Financial Obligations

- Full tuition and fees are provided as scholarship by the host institution.
- The student must pay for host institution room and board, student health insurance, on-campus fees (such as student activity fees, computer fees), and any personal expenses.
- Students are also responsible for airfare to and from the host institution, along with any required visa or immunization fees required for study in the U.S.
- The student is responsible for outstanding fees assessed by the host institution (whether for fees noted above or for any fees associated with damages or acts of negligence caused by the student); it is important to note that host institutions may not release educational records for the semester until these fees have been paid.

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



Academic Reference Form (1)

50 Alpha Drive Elizabethtown, Pennsylvania 17022
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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

Signature Date



Academic Reference Form (2)

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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

Signature Date



Academic Reference Form (3)

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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

Signature

Date