



**ROYAL THIMPHU COLLEGE**  
**NGABIPHU, THIMPHU**  
 Website: [www.rtc.bt](http://www.rtc.bt)

Photo of  
yourself/of the  
candidate

**APPLICATION FOR STUDENT ADMISSION-2017**

Please fill in with BLOCK letters and tick  in appropriate boxes

**A | APPLICANT INFORMATION**

1. Applicant's full name:  _____			2. Date of Birth ____/____/____ Day Month Year	3. Male: <input type="checkbox"/> Female <input type="checkbox"/>	In-service : YES <input type="checkbox"/> NO <input type="checkbox"/>
First	Middle	Last	4. Nationality		5. ID Card #
6. Permanent Address: Village: _____ Geog: _____ Dzongkhag: _____		7. Mailing Address:		8. Contact Details Email: _____ Mobile: _____ Phone : _____	

**B | PARENT/GUARDIAN INFORMATION**

*(Please also fill Guardian details if living with Guardian)*

Names	1.Father	2.Mother	3.Guardian
Occupation/Job title & Organization			
Contact address:			
E-mail:			
Mobile:			
Phone:			

**4. The applicant lives with** (a) Both the parents  (b) Father  (c) Mother  (d) Guardian

**C | ACADEMIC INFORMATION**

FOR BHSEC STUDENTS, PLEASE FILL IN YOUR INDEX NO. HERE:

**Please provide your schooling history from Class VIII onwards**  
*(Students studying outside Bhutan who have not received their results must submit the latest results that are available)*

Grade	School Name	Location	Year	Board	% secured	Remarks
XII						English + Best 3 Subjects
XI						
X						English + Best 4 Subjects
IX						
VIII						

**D | FINANCIAL INFORMATION**

<b>1. Name the person who will be responsible for payment of your fees:</b>	<b>2. If the person is not listed in [B] above, please provide the following details:</b>	
	(a) Name of the person: _____	
	(b) Occupation/Job Title & Organization: _____	
	(c) Contact Address: _____	
	(d) Mobile & Telephone No: _____	
	(e) Email ID: _____	

**E SELECTION INFORMATION**

While RTC will endeavour to place qualified applicants in the programmes of their choice, the first choice may not always be available due to excessive or insufficient demand for the programme. Students who are willing to opt for programmes other than their first choice may rank up to 3 choices in order of preference (**1=1<sup>st</sup> choice; 2 = 2<sup>nd</sup> choice; 3 = 3<sup>rd</sup> choice**)

**Be sure to check that you meet eligibility requirements for all three choices.**

(Indicating 2<sup>nd</sup> and 3<sup>rd</sup> choices will not affect your chances of getting into a first choice, but applying early raises your chances of getting your first choice.)

1. Business Studies (Bachelor of Business Administration & Bachelor of Commerce)		
2. Bachelor of Computer Applications (BCA) – For all streams pass in Mathematics		
3. Bachelor of Science in Environmental Management (BSc. Env.Mgt) - For all Streams with priority for Science stream.		
4. Bachelor of Arts (BA) in		
	<input type="radio"/> English Studies	
	<input type="radio"/> Development Economics	
	<input type="radio"/> History and Dzongkha	
	<input type="radio"/> Political Science & Sociology	

F. Please list any extra-curricular or other activities/jobs that you have participated in during the past four years.

1. Leadership positions & social service activities:

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2. Paid / unpaid jobs:

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3. Sports (include mention of special accomplishments and team leadership positions):

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4. Other extracurricular activities(e.g. cultural, art/music):

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G. **On-campus housing** is available, but limited. In case you opt to live off campus, there is regular daily bus service to the college at convenient times. In case of excessive demand for housing, preference will be given based on merit and/or early application. Kindly indicate your housing preference.

On campus       Off campus

*If you have chosen On-campus housing, please check your preferred room option (Please note that **room charges are different and subject to availability**)*

Quadruple       Triple       Double

H. Do you have any chronic health problem or physical disabilities that the college should be aware of? If yes, please describe and give details on whether you are under any medication. *This will not affect judgment concerning your academic suitability for admission.*

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I. Have you ever been involved in activities that led to disciplinary action against you? *Such disclosure does not automatically exclude you from the application process.* If yes, please provide an explanation (Attach extra sheet if necessary)

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- J.** In order to ensure proper delivery of services in the Dining Hall, we are collecting information from applicants on diet Preferences. Please specify your diet preference. Indicate whether you have any special diet preference.
- Vegetarian                       Non-vegetarian
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- K.** Use of illegal drugs is not acceptable at the college. If a student is found using drugs, he/she could be expelled from the college. Is this condition acceptable to you?
- Yes                                       No

**L.** We understand that you are more than the sum of your academic and other achievements. There are facets of your character and person that will never be revealed by your transcripts and school records. We want to give you an opportunity to explain these to us. In order to give us a more holistic picture of yourself, please write an essay (*Optional*) not exceeding 300 words, on either of the two topics given below and attach it to your application. For applicants with borderline marks, an essay is strongly recommended.

1. Describe yourself, your interests, your future hopes and ambitions - basically, tell us who you are.
2. Is there any additional information you would like us to consider in reviewing your application. This is your opportunity to tell us things about yourself that have not been asked elsewhere, if you believe they will help us become acquainted with you in ways different from your course, grades, and schooling records.

(Please do not address items that are already mentioned in the application)

*I hereby certify that all the information submitted in the application process including transcripts and any other supporting documents are my own and are factually true. I understand that if the information is found to be false I may be subjected to disciplinary action, including denial of admission or expulsion.*

**Full name of Applicant:**

**Signature:**

**Date:**

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

- Application form duly signed and dated along with your photograph.
- Application fee of Nu.500/- (or \$11 for International Students)
- Academic transcripts
  - Class X- copy of original transcript
  - Class XII - copy of original transcript (if available) or copy of Internet mark sheet
  - For students studying outside Bhutan, copy of Class X, XI final and XII trial examination result
- ID card photocopy
- Guarantee for fee payment
- Personal essay (optional)
- Merit and other certificates (optional)
- Reference letters from teachers (optional)

For RTC official use only (Applicants need not fill)

Receipt No:	Date:	Application No:
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Comments:

Received by:

## **Guarantee for Fee Payment**

I \_\_\_\_\_ father /mother  
/guardian of \_\_\_\_\_ who is seeking admission at the Royal Thimphu  
College, hereby state that I have read the fee structure of the Royal Thimphu College and  
understand the cost involved in our ward attending RTC. I also understand that RTC fees are  
likely to increase each year in relation to inflation increases, determined at the discretion of  
RTC annually. I accept that it is my responsibility to meet the total cost. I also understand that  
failure to settle all dues with the RTC will result in this applicant being denied, continuation of  
the degree programme or his/her transcripts being withheld until all dues are paid in full.

Dated: \_\_\_\_\_

Signature:

Signature of witness:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office Telephone No. \_\_\_\_\_

Office Telephone No. \_\_\_\_\_

Residential Tel. No. \_\_\_\_\_

Residential Tel. No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

ID Card No. \_\_\_\_\_

ID Card No. \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_



## Royal Thimphu College Student Admission Agreement

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I \_\_\_\_\_, (Application # \_\_\_\_\_), son/daughter of \_\_\_\_\_, hailing from \_\_\_\_\_ desire to enroll in the \_\_\_\_\_ programme at the Royal Thimphu College (RTC) starting in the 2017-2018 academic year. I am fully aware of the high demands that the Royal Thimphu College will make on my academic performance as well as my conduct.

I understand that the primary objective of all RTC students is to successfully pursue learning at the college. I also appreciate the fact that certain rules and regulations are essential in order to help students achieve their personal goals, as well as the organizational goals of the college.

I fully understand that by choosing to enroll in Royal Thimphu College, each student like me has to accept and live by a code of conduct which values and promotes civility, good citizenship and productive behavior. Therefore, I willingly accept and agree to abide by those standards, guidelines, and policies established by the RTC and those which may come into effect in the future.

I am also aware that if I fail to abide by the rules, regulations, and policies as set forth by the RTC, I may be subject to appropriate disciplinary action, including loss of my place in the residence hall, if I am a resident student, and/or termination from the college with forfeiture of the fees paid.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student's Signature

Date \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

Parent's/Guardian's Signature \_\_\_\_\_

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## STUDENT APPLICATION SURVEY, Year 2017

**All applicants are requested to complete the following survey.**

Students often take into consideration many information sources when making college decisions. In order for us to better understand how you made your decision to apply to RTC, please fill in the survey form below:

### A. Information Sources

Please indicate **(by ticking-√)** how important each of the information sources below was in influencing you to choose RTC. Tick NA (Not Applicable) if you didn't have access to the information source.

Information Sources	Importance to you			
	Very Important	Somewhat Important	Not Important	NA
College Website				
College Publications (brochures, newsletters, etc)				
Social Networking sites (Facebook, etc)				
TV Advertisement				
Newspaper Advertisements				
Visit to campus (open house/Others)				
Visit by RTC staff at your school				
Contact with graduates of the college				
Contact with students who attend the college				
Others ( specify)				

**Which of the following information sources do you use most to get your News and other updates?**

SL.NO	Information Sources	Usage			
		All the time	Sometimes	Never	NA
	Television				
	Newspaper				
	Online sources				
	Social media sites (Facebook, Youtube, Twitter, etc.)				
	Others (specify)				

### B. Opinions

Please indicate (by ticking) below how important people's opinion were to you when making the decision to apply to RTC.

Sl.No		Importance to you			
		Very Important	Somewhat Important	Not Important	NA
	My family (parents, guardians & relatives)				
	My high school teachers				
	My friends				
	Others (Specify)				

Name of your High School: \_\_\_\_\_ Dzongkhag: \_\_\_\_\_ Stream: \_\_\_\_\_