



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

Photo of yourself/ or of the candidate

**ADMISSION APPLICATION FOR THE RTC**  
**CONTINUING EDUCATION PROGRAMME**

Please fill in with BLOCK letters and tick  in appropriate boxes

**A | APPLICANT INFORMATION**

|   |  |  |  |  |                                   |  |                                  |  |
|---|--|--|--|--|-----------------------------------|--|----------------------------------|--|
| 1. Applicant's full name:   |  |  | 2. Date of Birth                       |  | 3. Male: <input type="checkbox"/> |  | Female: <input type="checkbox"/> |  |
| First                      Middle                      Last                         |  |  | ____/____/____<br>Day    Month    Year |  | 4. Nationality                    |  | 5. ID Card #                     |  |
| 6. Permanent Address:<br>Village:<br>_____<br>Geog:<br>_____<br>Dzongkhag:<br>_____ |  |  | 7. Mailing Address:                    |  |                                   | 8. Contact Details<br>Email: _____<br>Mobile: _____<br>Phone : _____ |                                  |  |

**B | ACADEMIC INFORMATION**

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

Please provide your schooling history

| Grade | School Name | Location | Year | Board | CE/Regular | % secured | Remarks                   |
|-------|-------------|----------|------|-------|------------|-----------|---------------------------|
| XII   |             |          |      |       |            |           | English + Best 3 Subjects |
| X     |             |          |      |       |            |           | English + Best 4 Subjects |

**C | WORK EXPERIENCE – Starting from the most current one**

| Sl. No. | Name of Organisation | Designation | Employed from (DD/MM/YY) | Employed to (DD/MM/YY) | Remarks |
|---------|----------------------|-------------|--------------------------|------------------------|---------|
| 1       |                      |             |                          |                        |         |
| 2       |                      |             |                          |                        |         |
| 3       |                      |             |                          |                        |         |
| 4       |                      |             |                          |                        |         |
| 5       |                      |             |                          |                        |         |

**D | FINANCIAL INFORMATION**

|   |                                      |
|---|--------------------------------------|
| <b>2. If the person responsible for payment of fees is other than yourself, please provide the following details:</b> |                                      |
| (a)   | Name of the person:                  |
| (b)   | Occupation/Job Title & Organisation: |
| (c)   | Contact Address:                     |

(d) Mobile & Telephone No:

**E OTHER 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<sup>rd</sup> =choice;**)

Please be sure to check that you meet eligibility requirements for your choice. *All continuing education programmes will be for a minimum duration of 4 years.*

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

|  |  |
|--|--|
| 1. Business Studies (Bachelor of Business Administration & Bachelor of Commerce) |  |
| 2. Bachelor of Computer Applications (BCA)                                       |  |
| 3. Bachelor of Arts (BA) in English Studies                                      |  |

**G.** Would you like RTC to facilitate bus service based on fare payment? *Please note that RTC will try to facilitate bus service only if there is adequate demand.*

Yes  No

**H. Declaration**

*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. I also commit to fulfill all the requirements of the programme including attendance, leave from the parent organisation as and when required, especially during the examinations, etc.*

**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/-  
Academic transcripts
  - Class X- copy of original transcript
  - Class XII - copy of original transcript
- ID card photocopy
- Guarantee of fee payment
- Proof of work experience (Minimum 3 years of experience required)
- No objection letter from employer
- Merit and other certificates (optional)

For RTC official use only (Applicants need not fill)

|             |       |                 |
|-------------|-------|-----------------|
| Receipt No: | Date: | Application No: |
|-------------|-------|-----------------|

Comments:

Received by:

## **Guarantee of Fee Payment**

I, Mr. /Ms. \_\_\_\_\_, hereby state that I have read the fee structure of the Royal Thimphu College and understand the cost involved in 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 me being denied continuation of the degree programme or my transcripts being withheld until all dues are paid in full.

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

Signature:

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

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

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

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

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

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

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

Signature of witness:

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

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

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

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

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

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

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



## 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 Advertisement                            |                   |                    |               |    |
|  | 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 opinions 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 organization: \_\_\_\_\_