

ASSUMPTION UNIVERSITY
Instructions for Application to Student Exchange Program

Office of International Affairs
682 Ramkhamhaeng 24 Road; Hua Mak, Bangkok; Bangkok 10240 Thailand Telephone: (662) 719-1515
Ext. 3728, Facsimile: (662) 719-0482, Email: gchatelier@au.edu, thanathipsng@au.edu

Student's Name: _____ (please print)

Semester: ___ / 202 ___ and ___ / 202 ___

~~~~~ Notes to Assumption Student Applicants ~~~~~

1. Please study the websites and Catalogs of the Exchange Program Universities you are interested in very carefully before completing this application.
2. This application contains 5 parts: Part 1 "Application for the Student Exchange Program"; Part 2 "Faculty Recommendation Form"; Part 3 "Participation Agreement"; Part 4 "Acknowledgement of Responsibility and Liability Waiver"; and Part 5 "English Proficiency Essay". All parts must be completed.
3. You should make sure that you possess a valid passport or other acceptable travel document to go overseas. The University is not responsible for obtaining student visas for you, but will render all necessary support to selected students.
4. As an exchange student, you are required to pay the regular tuition and admin. fees to Assumption University that has concluded a mutual exchange agreement with the overseas institution. You should expect to pay for food, housing, travel and other costs on your own. Please study the host school's material carefully and look under "Estimated Fees and Expenses".
5. The information provided by you will be used for the following purposes:
  - (a) As a basis for selection for the Assumption University Exchange Program and for other relevant purposes;
  - (b) For obtaining from the relevant institutions information about your studies and activities;
  - (c) For transferring the relevant part of your personal data to the student record system of Assumption University upon successful outcome of your application.
6. Please advise the Office of International Affairs immediately should there be any. change of data in relation to this application.

~~~~~ Application Checklist ~~~~~

- Completed and signed application form (Part 1)
- Recent photograph and an unofficial transcript
- Copies of pages of the passport containing your personal particulars, its date of issue, and date of expiration
- Write an explanation of why you want to study overseas at each of the institutions you have chosen
- TOEFL / IELTS score report (*if available*)
- Write a short essay explaining why you want to participate in the student exchange program
- Recommendations from 2 faculty members (Part 2)
- Participation Agreement (Part 3)
- Acknowledgement of Responsibility and Liability Waiver (Part 4 – *not now; at the time of selection only*)
- English Proficiency Essay (Part 5)

PART C : EDUCATION AT ASSUMPTION UNIVERSITY

Major Program of Study

Student ID No.

Current Year of Study

Anticipated Date of Graduation

PART D : TOEFL / IELTS EXAMINATION(*Please attach a copy of your scores with this application, *or* as soon as you receive the score report, please submit it to the Office of International Affairs)

Date when you took TOEFL/IELTS

Date when you will take TOEFL/IELTS

TOEFL/IELTS Score

PART E : OTHER LANGUAGE PROFICIENCY (*Please delete as appropriate)

Others (Please state)

PART F : CHOICE OF INSTITUTIONS

Please list your preference of overseas institution at which you wish to study. (Please note that there is no guarantee that you will be recommended to your first three choices for participation in the Program. The information will, however, facilitate the selection process and in reaching a final decision, if you were short-listed for an interview. Please also be "realistic" in your choices - that is, do not only go for the "names" and "ranks" of the overseas institutions. When putting down your choices, consider carefully your own academic performance and ability.)

1st Choice2nd Choice3rd Choice

Very Important You are required to attach with this application an explanation of why you have chosen each of the institutions. Please write at least one or two paragraphs to explain. What do you like about these choices?

PART G : PROPOSED STUDY PLAN

Please list 8 courses, in priority order, you would like to study from the calendar (catalogue) and website of your first choice university.

| Course Code | Course Title |
|-------------|--------------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |

PART H : REFERENCESNames of Referees (Two are required from faculty members.)

| |
|----|
| 1. |
| 2. |
| 3. |

PART I : FINANCIAL MATTERS

As an exchange student you need to pay the normal Assumption University tuition and fees. In addition, you are responsible for expenses for school activities, housing, transportation, food, books and other personal necessities while you are studying at the overseas university. After reviewing all the costs for studying overseas, **are you sure you can afford to study overseas next year?**

Yes No

Do you currently have a Government grant or loan? Yes

| |
|------|
| Baht |
|------|

 No Awaiting Results

If financial assistance is available, **do you need assistance for your** Living Allowance while studying overseas? Yes No How much?

| |
|------|
| Baht |
|------|

Realizing that participating in the Exchange Program will be more expensive than remaining in Bangkok at AU, **how much of your own money are you prepared to spend to be able to participate?**

| | |
|--|------|
| | Baht |
|--|------|

PART J : DECLARATION

I authorize Assumption University to use my data to carry out checks on records of my studies, including obtaining a copy of my transcript from the overseas institution. I understand that, upon application for the Student Exchange Program, the data will become a part of my student record and may be used for all purposes relating to my study in accordance with the procedures of Assumption University. I declare that the information given in support of this application is accurate and complete, and understand that any misrepresentation will result in disqualification of my application for participation in the Exchange Program of Assumption University. I understand that my data may be sent to the overseas universities I choose for the Program.

Signature _____ Date _____

**ASSUMPTION UNIVERSITY
APPLICATION FOR STUDENT EXCHANGE PROGRAM**

Part 2

Office of International Affairs
682 Ramkhamhaeng 24 Road; Hua Mak, Bangkok; Bangkok 10240 Thailand
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**Faculty Recommendation Form
(for Assumption University Students)**

TO EXCHANGE STUDENT APPLICANTS

Please complete the following blanks of this section, then give copies of this Recommendation Form to two faculty members and request them to complete this recommendation for you.

| | |
|---|-----------------------|
| Name (as listed on Thai ID Card / Passport, type or use block letters in English) | Student No. |
| | |
| Major Program of Study | Current Year of Study |
| | |

The personal data collected in this Recommendation Form are for the process of selecting students for the Student Exchange Program. Your data also may be sent to the overseas universities chosen by you for your study abroad. Your consent for the aforesaid use of your personal data is deemed to be granted if you give this Form to a faculty member to complete.

Note: At least two recommendations are needed. Please photocopy both sides of this form to provide your recommenders.

TO THE ASSUMPTION UNIVERSITY'S FACULTY MEMBER

Please complete this Recommendation to the best of your knowledge on the student and return it **directly** to the Office of International Affairs (marked "Confidential" on the envelope).

| | |
|------------------------|--------------------|
| Name of Faculty Member | Name of Department |
| | |

How long have you known the applicant and in what context?

List the course(s) that you have taught (or are now teaching) this student.

Compared to other university students whom you have taught, check how you would rate this student in terms of academic skills and potential.

| No Basis for Judgment | One of the Top Few Encountered in My Career | Excellent (Top 10%) | Good (Above Average) | Average | Below Average |
|-----------------------|---|---------------------|----------------------|---------|---------------|
| | Creative, Original Thought | | | | |
| | Motivation | | | | |
| | Independence, Initiative | | | | |
| | Intellectual Ability | | | | |
| | Oral English Ability | | | | |
| | Written Expression of Ideas, in English | | | | |
| | Effective Class Discussion | | | | |
| | Disciplined Work Habits | | | | |
| | Character and Personal Promise | | | | |
| | Summary Evaluation | | | | |

The above-named student is applying to participate in the Student Exchange Program of Assumption University. Please comment on the student's abilities and characteristics, including your evaluation of the student's ability to engage in a semester abroad in which English is the language of instruction. Also, please comment as far as possible on the student's maturity, integrity, independence, initiative, adaptability, leadership potential, and any other factors which you believe would be relevant for assisting to determine the student's suitability to study overseas for a full semester.
(Please use additional pages in necessary.)

Print name _____ Department _____

Signature _____ Date _____

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Part 3

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Participation Agreement
(for Assumption University Students)

Should I be selected, I, _____ Student No: _____, hereby accept placement on the Assumption University Student Exchange Program. The host institution and period for my study abroad placement are as specified in the Program I have received from Assumption University. I further agree with Assumption University as follows:

1. I accept full responsibility for ensuring that all approvals of course selection and load requirements are obtained from my home department, including approval of course changes.
2. I will have the status of non-degree student at the host institution. I agree to take such courses and classes, and undergo such examinations and tests, as required by the host institution and Assumption University. I will be responsible for forwarding to Assumption University the academic records for the work undertaken at the host institution.
3. I will conduct myself in strict accordance with relevant regulations (academic and code of conduct) as stipulated by Assumption University and in compliance with the policies, rules and regulations prescribed by the host institution.
4. My placement may be terminated early if I fail to remain enrolled full-time, fail to maintain minimum academic standards as defined by Assumption University and my host institution, or am found in violation of laws and regulations of my host country or institution. Such termination may carry the same financial obligations as withdrawals.
5. I understand that if I have to terminate my participation in the Student Exchange Program, Assumption University may require me to reimburse the University for any grants and/or expenses paid on my behalf.
6. My placement will be limited to the specified period. An extension request is subject to approval in writing by both Assumption University and my host institution.
7. I will inform Assumption University immediately if I am unable to take part in the Program after having signed this Agreement.
8. I will take part in all aspects of the Program, including any Orientation, Post-Return Debriefing and Evaluation sessions as required and will assist in the promotion of the Program as requested by Assumption University and/or my home department.
9. I agree that my academic and personal records will be forwarded to the host institution. I also consent to the disclosure of information to my parents, guardians, emergency contact person, officers of the Program at Assumption University and at the host institutions for the duration of my participation in the Program.
10. I will provide Assumption University with my postal and e-mail address as well as telephone number in the host country and respond to requests for information from Assumption University and students who may participate in the Program in future.

Participating Student's Signature

Date

I have read and agreed to the above Agreement

Signature:

Print:

Parent's or Legal Guardian's name and Signature

Date

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Part 4

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Acknowledgement of Responsibility and Liability Waiver
(for Assumption University Students in the Student Exchange Program)

Warning: By signing this legal document you give up certain legal rights, including the right to sue. Please read carefully.

In consideration of being permitted to conduct study at _____ (Host Institution name) in the Student Exchange Program of Assumption University, I _____ Student No. _____, agree as follows:

Assumption of Risks: I understand that participation in the Program will take me away from campus for an extended period of time. During this period, I understand that I will be in an unfamiliar surrounding and will be exposed to risks to my person and possessions. I understand that I may suffer physical injury, sickness or death, or damage to my property as a result of my participation in the Program; and that there is a possibility of violence and crime, civil unrest, homesickness, and loneliness. I freely and voluntarily accept and assume all such risks, dangers and hazards. Accordingly, I understand that despite its efforts, Assumption University may not be able to ensure my complete safety at all times from such risks and dangers.

Assumption of Responsibility: I understand that it is my responsibility to abide by all applicable Assumption University and host institution policies and laws of the host country, and to ensure that I have adequate medical, personal health, dental and accident insurance coverage, as well as protection of my personal possessions. More particularly, I appreciate Assumption University does not carry accident or injury insurance for my benefit and also that there may be certain matters for which I could be held at fault personally if the accompanying circumstances do not relate to or arise from my education or if my activities or conduct fall short of what would be considered a reasonable standard for an individual in my position. In these cases I agree to be accountable in all respects for my own actions and not to ask Assumption University or its employees to accept the consequences thereof: further, I agree to be responsible for any claims made against Assumption University in relation to such actions. I acknowledge that I have been advised by Assumption University of such risks and dangers as well as the need to act in a responsible manner at all times. My signature below is given freely in order to indicate my understanding of the acceptance of these realities and in consideration for being permitted by Assumption University to participate in the Programme. I recognize that Assumption University will not supervise any of the host institution academic program living arrangements, or extracurricular activities during my participation in the Program.

Liability Waiver: I release and hold harmless Assumption University, its employees, students and agents from any and all liability for any loss, damage, injury or expense that [or my next of kin may suffer as a result of my participation in the Program, including, but not limited to, accidents, acts of God, war, civil unrest, sickness, transportation, scheduling, government restrictions or regulations, and any and all expenses which I may incur while participating in the Program. This waiver is effective for the period of time that I will be participating in the Program

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Part 5

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English Proficiency Essay
(for Assumption University Students in Student Exchange Program)

In about 250 words, write an essay in English to demonstrate your commitment to represent Assumption University as an exchange student.

Select **one** topic only:

- The challenges of cross cultural understanding
- Education is the filling in of a pail of knowledge
- Aspects of my culture I would like to share with others

(Please use separate A4 size papers to typewrite your essay. Write your name and signature, and also date. To be submitted with the completed application)