



APPLICATION FORM FOR OUT BOUND STUDENT EXCHANGE

Application Deadlines

Please read the attached Notes for Applicants carefully before completing this form.

All fields must be completed in order for this application to proceed for assessment.

Please affix a recent photograph here

Complete this form in BLOCK LETTERS.



A | PERSONAL PARTICULARS

Name: (Mr. / Ms.) (same as in passport)

Surname

First Name

Middle Name

Gender : Male Female Date of Birth (D/M/Y) : Age :

Place of Birth (Country) : Nationality :

Passport No: *Expiry date (D/M/Y):

Name of the Programme Studying :

Current Year of study and Semester:

MITID Email ID

Have you been granted a scholarship? Yes No

Are you being sponsored? Yes No

If yes, please give the name of the scholarship / sponsoring organisation:

Correspondence address (Please mention your address in detail):

Phone No.:

Area code Number (Mobile)

Area code Number (Resi.)

II | PROPOSED EXCHANGE DETAILS:

Name of the Host Institution

Country

Name of the exchange programme

Course Code

Intake

Year:

Have you previously participated in Student Exchange Programme?

Yes (Please state details as below) No

Host University

Host country:

Period of exchange Semester

No

III | PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES & OTHER COMMUNITY SERVICES:

Please list five (maximum) major extra-curricular activities in MITID or other if any

Sr No	Date (D/M/Y)	Name of the Organization	Position Held	Describe your Role

IV | PERSONAL STATEMENT

In no more than 300 words please tell us why you wish to take part in this exchange programme and why do you think you are a suitable candidate. (Kindly attach the letter to your application)

V | DOCUMENTS TO BE SUBMITTED:

- A copy of your curriculum vitae (CV) in English.:
- Official Transcripts:
- Link to your portfolio : _____

VI | DECLARATION BY THE APPLICANT:

1. I wish to be considered for entry to the course listed above, and declare that all the information submitted on this application form is correct and complete. .
2. I understand that MITID has the right to verify the personal data provided by me in this application.
3. I understand that any false or misleading information made on this form, or failure to disclose information relevant to this application may result in my application being rejected.
4. I undertake to pay the prescribed tuition fee for which I am liable to the Home Institution.
5. I hereby certify that during the period of my visit, I will be taking care of all the expenses related to:
 - a. travel and visa
 - b. medical / health insurance.
 - c. personal & living expenses, including accommodation and food.
 - d. obligatory expenditure required in the country of the host university.
 - e. any other incidental expenses incurred.
6. I understand that I have to follow all the rules and regulations of my host institution and I also understand that I represent MIT Institute of Design and shall uphold the dignity MIT Institute of Design during your stay with the Host Institution.

Signature of applicant: _____ Date (dd/mm/yyyy): ____ / ____ / ____

Signature of Parent/Guardian: _____ Date (dd/mm/yyyy): ____ / ____ / ____

Signature of H.O.D.: _____ Date (dd/mm/yyyy): ____ / ____ / ____

NOTES FOR APPLICANTS

1. Please get in touch with the International Affairs Office for the list of exchange destinations.
2. Please check with your Programme Leader whether the credits earned at the host institutions are transferrable to MITID.
3. Please complete and return this application form, together with the documents stated in the form to the International Affairs Office.
4. You will be required to attend an interview as part of the application process, which will be informed to you.
5. Short-listed candidates are selected according to their all round interests and experiences, interview performance as well as their academic credentials in relation to their chosen programme of study. Successful candidates will be notified.
6. All electronic communication will be via your MITID email address, so please ensure you check this account regularly as we will send important information to this address.
7. Please note that you will need to clear your entire backlog if any before leaving for Exchange. You will need to submit the fresh copy of your transcripts to the International Office as soon as possible. In case you fail to do so your exchange is bound to be cancelled.

The information provided will be used for administrative purpose and will not be disclosed to any third party which is not related to the programme. For access to or correction of the above personal data, please contact the International Affairs Office at 020-30693641