

## APPLICATION TO ATTEND HELP INSTITUTE, KUALA LUMPUR, MALAYSIA

To apply as an exchange student to attend Help Institute in Kuala Lumpur, Malaysia, please submit the following items:

- The completed application form
- 500 word essay (see description below).
- Unofficial BSU transcript
- 2 letters of recommendation (One must be from your advisor or dept. chair.)

Please type or print all responses:

Name: \_\_\_\_\_ BSU ID# \_\_\_\_\_  
          Last                                    First                                    Middle

Local/School Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Permanent/Home Address: \_\_\_\_\_

Major(s): \_\_\_\_\_ Year at BSU: \_\_\_\_\_ Cum. GPA: \_\_\_\_\_

I understand that if I am selected to attend Help Institute, I have the following responsibilities:

1. To comply with the regulations of the host institution and with the instructions given by my advisor/tutor.
2. To make arrangements for health/hospitalization insurance while I am at Help Institute.
3. To provide an acceptable health affidavit to Help Institute's designated official prior to admission.
4. To possess a passport and any required visas for the period of the exchange.
5. To demonstrate that I possess sufficient financial resources to participate in the exchange.
6. To attend Help Institute for the full semester or academic year for which I am selected.
7. To represent Bemidji State University and the United States in a mature and socially responsible manner, seeking to expand cross-cultural contact and understanding.
8. To make satisfactory progress in the course of study according to Help Institute's academic standards.
9. To make appropriate academic arrangements with departments granting academic credit at BSU for study at Help Institute. (Complete attached form)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Selection will be based on GPA (minimum of 3.00), junior standing at beginning of program, evidence of cultural understanding and sensitivity, how well the proposed plan of study at Help Institute fits in with the overall quality of the proposal. Particular attention will be paid to the essay question and letters of reference.

1. Essay of 500 words or less containing specifics on how study at Help Institute in Kuala Lumpur, Malaysia will benefit you personally and professionally, and why you want to attend Help Institute. (Attach a sheet)
  
2. Describe your previous experiences, course work, etc., which demonstrate cultural orientation, sensitivity, understanding, and adaptability on your part. Be as specific as possible.
  
3. List any courses you have taken which you feel have prepared you for study abroad.

BEMIDJI STATE UNIVERSITY  
**Education Abroad Agreement**  
 TRANSFER CREDIT APPROVAL/REGISTRATION FORM

International Program Center  
 Deputy Hall 103  
 218/755-4096

This sheet is required if the student will be registering for courses at the host/cooperating institution and transferring those credits back to Bemidji State University. (Complete one sheet for each term.) It is required that the equivalencies be determined prior to student participation in the program.

Student's Name: \_\_\_\_\_  
 Host Institution: \_\_\_\_\_

BSU ID# \_\_\_\_\_  
 Term: \_\_\_\_\_ Year: \_\_\_\_\_

The following transfer course equivalencies will be granted to program participants upon successful completion of the courses at the host institution. Only courses numbered above a 100 or 1000 level, in which the student earns a "D" or better will be transferred. An official transcript from host institution must be received by BSU prior to the courses being transferred and grade recorded.

Complete the following for courses at Host Institution:

Host Course Title/Number	Department	# Credits		Equivalent BSU Course Title/Number	Dept	# Credits	Lib Ed Area (if applicable)

Signature of Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY -----

Courses to be set up at BSU

BSU Course Title/Number	Dept	# Credits	Tuition Generating	Tuition Waived

Signature of IPC Director: \_\_\_\_\_

Date: \_\_\_\_\_

Student: \_\_\_\_\_ ID#: \_\_\_\_\_  
Last First MI  
 Program: HELP INSTITUTE – KUALA LUMPUR, MALAYSIA Term/YR: \_\_\_\_\_

***STUDENTS’S ESTIMATED BUDGET***

(Include all travel costs, tuition & fees, room/board, books/supplies)

<b>Expense Items</b>	<b>Comments</b>	<b>Amount</b>	<b>Financial Aid Adjusted Amount</b>
<b>Total Student Expenses</b>			

Student Budget Approval Sheet for Financial Aid Consideration:

The student expenses for this program have been reviewed and approved as indicated on the budget sheet by the Financial Aid Office.

\_\_\_\_\_  
 Signature of Financial Aid Director

\_\_\_\_\_  
 Date