



APPLICATION FOR BURBANK SISTER CITY STUDENT EXCHANGE PROGRAM Summer 2025

The Burbank Sister City Committee invites high school students to participate in the 2025 Sister City Student Exchange program. Currently, the City of Burbank has rotating student exchange programs with Incheon, Korea and Ota, Japan. Its purpose is to promote communication, goodwill, and cultural awareness, as well as to foster closer relationships with our sister cities by offering the opportunity for cultural understanding.

In Summer 2025, Burbank students will be traveling to Ota, Japan and hosting students from Incheon, Korea.

Applicants must be Burbank residents enrolled in grades 9-12 at the time of application.

It is an honor to be selected as an exchange student to Ota, Japan and to host students from Incheon, Korea. The Committee will select up to 12 student representatives and two alternates. Being selected entails a great deal of responsibility since students will be representing the City of Burbank as well as the Burbank Sister City Committee. Successful applicants and their parents must comply with the obligations as follows:

- Join the Burbank Sister City Committee (application attached)
- Commit to a minimum 2-year period in an active role on the Sister City Committee including preparation for and participation in summer visitation of Sister City students to Burbank
- Participation in fundraising activities
- Attend monthly meetings and other planning meetings in preparation for the trip from January 2025-June 2025
- Host a Sister City student in your home or provide an alternate host family acceptable to the Committee
- Promote the Sister City Program
- Obtain and submit a passport and 3 extra passport photos by the deadline established by the Committee
- Submit all required funds for airline ticket purchase by the required deadline
- Submit to a Livescan fingerprinting process as required by the City of Burbank

While the cost of staying, eating, and traveling to our host countries is covered, the full cost of the airline trip to Ota, Japan or to Incheon, Korea is the responsibility of the applicant. Fundraising is an option. ***Financial aid, determined by a separate application (attached) is available for qualified students based upon need.*** The approximate cost of the trip includes but is not limited to:

- Airfare \$1500-\$2500
- Passport \$120
- Gifts for Ota or Incheon families \$150
- Spending money in Ota or Incheon \$300

Participation in student fundraising efforts can result in substantial cost reductions.

You will be advised of important informational meetings, timelines, monies and passports. Once selected, it is expected that commitments for travel and hosting will be kept.

Completed applications must be submitted by or before 5:00 pm **Friday, October 25, 2024** to Burbank Public Library, 110 N. Glenoaks Blvd. Burbank, Attn: Library Administration. Incomplete applications or applications after the deadline will not be considered.

KEEP THIS PAGE AND MAKE COPIES OF YOUR COMPLETED APPLICATIONS FOR YOUR RECORDS.

Rev. 08/06/2024

BURBANK SISTER CITY COMMITTEE
110 NORTH GLENOAKS BOULEVARD BURBANK, CALIFORNIA 91502-1202



**BURBANK SISTER CITY STUDENT EXCHANGE PROGRAM
STUDENT APPLICATION – SUMMER 2025**

Applicant name _____
Last First M/I

Address _____ City _____ Zip _____

Month/Date/Year of birth _____ Age _____ School _____ Grade _____

Home phone () _____ Cell () _____ E-mail _____

U.S. Citizen? Yes ___ No ___ If No, Alien Registration _____

If not a U.S. Citizen, country of citizenship? _____

Parent/Guardian 1
Name _____
Cell phone
() _____
Email

Parent/Guardian 2
Name _____
Cell phone
() _____
Email

1) Please write a short paragraph on why you want to participate in the Burbank Sister City Student Exchange Program.

2) What do you feel you can contribute to foster a closer relationship between the people of Burbank and the people of Ota, Japan and Incheon, Korea?

3) Please provide examples of your openness to experience new cultures? *e.g. meeting people from different backgrounds, trying new foods, traveling to places that you are not familiar with*

4.) List all clubs and activities including dates of participation in which you are involved. Include school, community and church (if applicable). Use additional pages if necessary.

5.) Why do you feel any of the above activities would contribute to you representing Burbank in the Student Exchange Program?

6.) Do you have previous experience with Japanese people and culture and/or Korean people and culture?

7.) Have you visited another country outside of the U.S.? Yes ____ No ____ If yes, which country or countries?

8.) Would you feel comfortable living with a family who spoke only Japanese or only Korean? Yes ____ No ____

9.) Name some ways you would try to communicate.

10.) Do you have pet, food or other allergies? Yes ____ No ____ Please note: _____

11.) Is there any additional information you would like to tell us about yourself?

In addition, upon acceptance as a 2024-2025 exchange student, the City of Burbank requires that all household members age 18 or older who will host an inbound Sister City student in the summer of 2025 be fingerprinted by Livescan Fingerprinting Services through the City of Burbank.

This application must include the following, please place a check mark that each item is complete.

- Two letters of recommendation from teachers, school counselor, administration, community leaders
- A copy of each of your last two semester grade reports
- Proof of Burbank residency (copy of Water and Power bill, driver’s license, etc.)

Parent or guardian must initial that you understand and commit to the following:

Parent initials

- Join the Burbank Sister City Committee (application attached)
- Commit to a minimum 2-year period in an active role on the Sister City Committee including preparation for and participation in summer hosting of Ota or Incheon students
- Participation in fundraising activities
- Attend monthly meetings and other planning meetings in preparation for the trip
- Host a Sister City student in your home or provide an alternate host family acceptable to the Committee
- Promote the Sister City Program
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Incomplete applications that do not include the above cannot be considered.

The selection committee will review all applications. Applicants who pass the paper screening will move on to individual interviews that determine final selection. Interviews will be conducted in November before the summer of travel (November 2024). Written notification of interview date and time will be provided. Parents will have a separate informational interview, simultaneous to the student interview. Applicants will be notified within 10 days following the interview. Verified falsification or misinformation by the applicant will result in immediate removal from the program.

The information provided on this form will be kept confidential and only used by members of the selection committee. Information will not be shared with other parties.

CERTIFICATION

In submitting this application, I/We certify that the information provided is complete and accurate to the best of our knowledge. We also understand the obligations outline on the front of this application including hosting, financial and time commitments and will comply to the best of our ability.

Print name—Name of student applicant	Signature of student applicant	Date
Print name—Name of applicant parent	Signature of student applicant	Date
Print name—Name of applicant parent	Signature of student applicant	Date

Applications must be returned by **5:00 pm Friday, October 25, 2024**, to the following location:

Burbank Public Library
110 N. Glenoaks Blvd.
Burbank, CA 91502
Attention: Library Administration/Burbank Sister City

BURBANK SISTER CITY STUDENT EXCHANGE PROGRAM STUDENT SCHOLARSHIP FINANCIAL AID—SUMMER 2025

Fill out **only** if applying for the scholarship (based on financial need).

Student Applicant name _____
Last
First
M/I

Address _____ City _____ Zip _____

Month/Date/Year of birth _____ Age _____ School _____ Grade _____

Parent #1	Parent #2
Name:	Name:
Cell Phone:	Cell Phone:
Email Address	Email Address

The Burbank Sister City Student Exchange Program provides a limited number of scholarships to assist with travel to our sister cities. This is a need-based grant, with the following criteria:

- Student must be a Burbank resident
- Two most recent semester grade reports must reflect at least average class grades, satisfactory attendance and good citizenship
- Student Application and Student Scholarship Application are completed and submitted
- Total household income does not exceed the allowable income listed below
- Explanation of any unusual financial circumstances is submitted

Financial need is based on total annual household income below. To verify need, please submit one of the following:

- 1) Parent’s last year’s completed federal tax return **or** past 3 months of pay stubs
- 2) TANF **or** Welfare Eligibility Statement
- 3) Proof of eligibility for Reduced or Free Lunch Program or the Burbank PASS program

Circle Number of Persons in Household	Total Annual Household Income	FY 24/25 Allowable Income
1	_____	\$75,034
2	_____	\$82,537
3	_____	\$90,791
4	_____	\$99,870
5	_____	\$109,857
6	_____	\$120,842
7	_____	\$146,219

Student applicant (scholarship only): On a separate page, please answer the following question in 150-200 words:

What ideas to you have for sharing what you learn from your trip upon your return?

Complete and submit this page, financial eligibility info, your short essay and any other circumstances you would like considered along with your Student Application by the due date. **No monies will exchange hands. NOTE: Scholarship monies are applied directly to the purchase of airline tickets only.**