



APPLICATION FOR BURBANK SISTER CITY STUDENT EXCHANGE PROGRAM **Summer 2027**

The Burbank Sister City Committee invites high school students to participate in the 2026-2027 Sister City Student Exchange program. The City of Burbank has a rotating student exchange program with Incheon, Korea and with 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 2027, 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 following obligations:

- Join the Burbank Sister City Committee
- Attend monthly meetings and other planning meetings from January 2027-July 2027 in preparation for the trip to Ota, Japan
- 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
- Host an Incheon delegate in your home during Summer 2027, or **provide an alternate host family acceptable to the Committee**
- Prepare for, host, and participate in summer activities for Incheon delegates visiting Burbank
- Participate in fundraising activities
- Promote the Sister City Program
- Submit to a Livescan fingerprinting process as required by the City of Burbank

**ALL DELEGATES AND THEIR FAMILIES MUST COMMIT TO A MINIMUM 2-YEAR PERIOD
IN AN ACTIVE ROLE ON THE SISTER CITY COMMITTEE, FOR EACH TRIP THAT THE DELEGATE COMPLETES.**

While the cost of staying, eating, and traveling to our host countries is covered, the full cost of the airline trip to is the responsibility of the applicant. Scholarship and fundraising opportunities are available to help students who may have difficulty meeting the financial requirements of the program. **Financial circumstances should not discourage interested students from applying. To apply for the scholarship, complete the financial aid form below.**

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 |

Completed applications must be submitted by or before 5:00 pm **Thursday, October 29, 2026** to Burbank Public Library, 110 N. Glenoaks Blvd. Burbank, Attn: Library Administration, 2nd FL. **Incomplete applications or applications after the deadline will not be considered.**

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

BURBANK SISTER CITY STUDENT EXCHANGE PROGRAM
STUDENT APPLICATION – SUMMER 2027

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

Parent/Guardian 2

Name: _____

Name: _____

Cell phone () _____

Cell phone () _____

Email: _____

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 explain: _____

11.) Are there any potential scheduling conflicts you may have for hosting or traveling next summer?

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

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:

- _____ Join the Burbank Sister City Committee
- _____ Attend monthly meetings and other planning meetings from January 2027-July 2027 in preparation for the trip to Ota, Japan
- _____ Prepare for, host, and participate in summer activities for Incheon delegates visiting Burbank
- _____ Participate in fundraising activities
- _____ Host an Incheon delegate in your home during Summer 2027, 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

_____ **ALL DELEGATES AND THEIR FAMILIES MUST COMMIT TO A MINIMUM 2-YEAR PERIOD IN AN ACTIVE ROLE ON THE SISTER CITY COMMITTEE, FOR EACH TRIP THAT THE DELEGATE COMPLETES.**

The selection committee will review all applications. Applicants who pass the paper screening will move on to individual interviews that determine final selection. The Committee will notify you in writing if you have been selected for an interview and provide you with an interview date. Interviews will be conducted in November before the summer of travel (November 2026).

Parents will have a separate informational interview, simultaneous with the student interview. Applicants will be notified within 14 days following the interview of whether they have been selected as a delegate, selected as an alternative, or not selected. **The decision of the selection committee is a conditional acceptance. The host country will make a final determination of whether the student is accepted as a delegate in the late Spring (typically in April or May).** 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/guardian	Signature of parent/guardian	Date
Print name—Name of applicant parent/guardian	Signature of parent/guardian	Date

Applications must be returned by **5:00 pm Thursday, October 29, 2026**, to the following location:

Burbank Public Library
110 N. Glenoaks Blvd.
Burbank, CA 91502
Attention: Library Administration/Burbank Sister City – 2nd Floor
818-238-5603 (Leslie Sandoval, Sister City Liaison)

Incomplete or Late applications will not be considered.

**BURBANK SISTER CITY STUDENT EXCHANGE PROGRAM STUDENT SCHOLARSHIP
FINANCIAL AID—SUMMER 2027**

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

Student Applicant name _____

Last	First	M/I
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Address _____ City _____ Zip _____

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

Parent/Guardian #1	Parent/Guardian #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 26/27 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 do 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 by **Thursday, October 29, 2026 at 5:00 PM and submit with your application.** **No monies will exchange hands.** Scholarship monies are applied directly to the purchase of airline tickets only.