

## BUNAC PROGRAM APPLICATION (download version)

### INSTRUCTIONS

It is very important that you have a thorough understanding of the program you are applying for. Please see the main website at [www.bunac.org](http://www.bunac.org) and check the specific program information and eligibility. We really want to be sure that you know what each program is (and is not) so you can make an informed choice.

We stress, however, that full program details are in our printed brochure. We strongly recommend that you read that first. You can request a brochure online or obtain a copy from your campus Careers/Study Abroad office.

### FLIGHTS

With BUNAC, you always have the choice to book your travel through any agent you wish. Please balance price against flexibility, especially the ability to change the return date and/or routing (most participants do one or the other or both!). Make sure that the airline/agent has a local office in your destination country.

### PROGRAM CANCELLATION CONDITIONS

When you sign the application form, you are agreeing to the published program conditions including cancellations terms. For ease of reference, these are summarized below – please read them carefully.

If you have any questions at all, please call us toll-free during regular (East Coast) office hours at 1-800-GO-BUNAC.

*N.B. In all cases, a cancellation must be received in writing and is only effective from the date we receive it. Remember also that separate cancellation fees and conditions will undoubtedly apply to any flight bookings you make.*

### Work in Britain

*Applications are normally processed within 2 days of receipt, and usually the same day. No refunds are possible after an application is processed and a Blue Card is issued. You may be eligible for a 50% refund if you cancel before your application is processed.*

### Work in Ireland

If you cancel from the program before your work permit has been issued, there will be a \$100 program cancellation fee. However, please note that we will normally process an application as soon as we receive it. If you cancel from the program after your work permit has been issued, there is no refund.

### **Ireland/Britain Combo**

A cancellation before issuance of the visas incurs a \$225 cancellation fee. Cancellation from only one part of the combo incurs a cancellation fee of \$125 and in addition the applicant must pay the full standard program fee for *Work in Britain* or *Work in Ireland* before the appropriate visa can be issued.

### **Work Canada**

If you cancel from the program before your Certificate of Participation has been issued, there will be a US\$100 program cancellation fee. If you cancel from the program after your Certificate of Participation has been issued, there is no refund.

### **Work Australia**

If you cancel from the program before we receive your Step 2 visa application, there will be a cancellation fee of \$100. If you cancel after you have submitted your Step 2 application but before we have submitted your passport to the Australian Embassy, \$200 is forfeit. Once the visa is issued, there is no refund of any program fee or insurance premium.

In the extremely rare event that the Embassy denies you a visa, you forfeit the Embassy fee plus \$100. However, if the visa is denied for reasons which you had not previously declared to BUNAC, you forfeit the Embassy fee plus \$200. In either case of visa denial, the insurance premium is fully refundable.

### **Work New Zealand**

If you cancel from the program before we receive your Step 2 visa application, there will be a cancellation fee of \$200. If you cancel after you have submitted your Step 2 application but before we have submitted your passport to the New Zealand Embassy, \$395 is forfeit. Once the visa is issued, there is no refund of any program fee or insurance premium.

In the extremely rare event that the Embassy denies you a visa, you forfeit \$200 of the program fee. However, if the visa is denied for reasons which you had not previously declared to BUNAC, you forfeit \$395. In either case of visa denial, the insurance premium is fully refundable.

### **Volunteer South Africa**

If you cancel after we have accepted your initial application, but before we have received your Step 2, you will be refunded \$320.

If you cancel after we have received your Step 2, but before you have been placed at a project, you will be refunded 75%

If you cancel after you have been placed at a project, you will be refunded 50%.

A refund is not possible if you cancel less than 8 days prior to your scheduled arrival in South Africa.

**Volunteer Peru**

If you cancel after we have accepted your initial application, but before we have received your Step 2, you will be refunded \$320. If you cancel after we have received your Step 2, but before you have been placed at a project, you will be refunded 75% of the program fee. If you cancel after you have been placed at a project, you will be refunded 50% of the program fee. A refund is not possible if you cancel less than 8 days prior to your scheduled arrival in Peru

**Volunteer Cambodia**

If you cancel after we have accepted your initial application, but before we have received your Step 2, you will be refunded \$320. If you cancel after we have received your Step 2, but before you have been placed at a project, you will be refunded 75% of the program fee. If you cancel after you have been placed at a project, you will be refunded 50% of the program fee. A refund is not possible if you cancel less than 8 days prior to your scheduled arrival in Cambodia.

For which country are you applying? *(please circle)*

Britain / Ireland / Canada / Australia / New Zealand / Cambodia / Peru / South Africa

## 1 Personal Details *(please print or type)*

*to be completed by the applicant*

Last name (as in passport):.....First name(s):..... Mr/Ms  
Birth date: month ..... day ..... year ..... I am a US citizen: yes  no   
If not a US citizen, which country?..... I am a US permanent resident (Green Card holder) yes  no   
*(If yes, please contact BUNAC now.)*  
Place of birth (city, state, country) .....

Current U.S. address to which documents should be sent: *(- signature required on receipt)*  
*- no PO boxes*

Street.....  
Town..... State..... Zip.....  
Telephone.....

Permanent address (if different):

Street.....  
Town..... State..... Zip.....  
Telephone.....

I will be at my current U.S. mailing address until (date) .....

Please provide valid e-mail addresses: .....

For Australia/New Zealand: please indicate if you are able to receive Step 2 by e-mail yes  no

For Australia, please indicate which visa you are applying for: 416  Work and Holiday

Do you currently hold a US passport with at least 3 empty pages (excluding amendment pages)? yes  no  (I am applying for one.)

If yes, what date does your passport expire? month ..... day ..... year ..... Passport number .....

(Passport must be valid for at least 6 months after the date you plan to leave the country you are applying to go to.)

Are you currently a student or have you been one within the last 6 months? yes  no

University/college:..... Field of study/major: .....

Year of study..... freshman  sophomore  junior  senior  graduate  post graduate student

Expected date of departure from the US: month ..... day ..... year .....

Are you traveling directly to the country where you are working? yes  no

I will enter the country on ..... and plan to stay for ..... weeks or ..... months.

Please provide the names of anybody traveling with you on the program .....

Britain, Canada, Ireland applicants: Was your 'semester of eligibility' a study abroad program? yes  no

If yes, through which school?..... In which country? .....

Do you have a pre-arranged job? yes  no  Means by which job was secured: .....

If yes, please give name/address of employer:.....

Have you participated previously on a BUNAC Work Abroad program? yes  no  If yes, which one? .....

If yes, previous length of stay from: month ..... day ..... year ..... to: month ..... day ..... year .....

How did you hear about BUNAC Work Abroad programs?.....

Have you ever been denied a visa or refused entry to any country? yes  no  *(If yes, attach a separate sheet with explanation.)*

Have you ever overstayed a visa or been deported from any country? yes  no  *(If yes, attach a separate sheet with explanation.)*

Have you ever been charged or convicted, or are you under criminal investigation for offenses against the law in any country? yes  no

If yes, please give details .....

*NB: any pending charges or convictions may delay the processing of your visa and the embassy may refuse to grant you a visa.*

Applicant's emergency contact:..... Telephone: .....

### Declaration

I have read and understand all the program rules, guidelines and eligibility requirements as set out in the BUNAC Work Abroad brochure or on the website at: [www.bunac.org](http://www.bunac.org) and understand and agree that BUNAC reserves the right to reject an application at any stage. To the best of my knowledge, I am eligible for my chosen program. I enclose a money order or cashier's check in the correct amount for the program fee. I further declare that all of my statements on this form are true and I recognize that any false declaration on my part, or submission of documents which I know to be inaccurate, may result in the forfeiture of my place on the program with no refund of my fee or of any consequential expenditure. I also agree to abide by the program insurance requirements, to take with me the requisite amount of personal funds and to have immediate access to more funds as stipulated under the program conditions. I agree to attend an orientation on arrival and to abide by all program rules including those written in this brochure and in the program materials provided in the USA and by my host organization on arrival. In addition, I know of no reason why I would be refused a visa for the country I am going to on the BUNAC program.

Signature of applicant:..... Date .....

## 2 College/University Declaration

### Work in Britain/Work in Ireland/Work Canada Applicants

SSN: \_\_\_\_\_

To be completed only for current students who are physically present and studying at a university/college in the US.  
(Other applicants see How to Apply.)

Name of College/University: .....

Registrar's telephone number: .....

I hereby certify that ..... is/was enrolled and expected to complete at least eight credit hours at the above named institution during  Fall 2007 Semester  Spring 2008 Semester or  Fall 2008 Semester, and is/was pursuing coursework leading to a degree. (Registrar, please check current and any completed semesters.)

Please note that applicants not on a semester system, or those on a semester abroad, must submit a copy of their official transcript.

Registrar's signature: ..... Date: .....

College/University Seal:

## 3 Program Reference (all applicants)

For which country are you applying? (please circle) Britain / Ireland / Canada / Australia / New Zealand / Cambodia / Peru / South Africa

To be completed by a recent employer or current college instructor or counselor who has known you for at least six months (cannot be a family member)

Name of applicant for BUNAC program: .....

How long have you known the applicant?..... In what capacity?.....

General comments: .....

Please evaluate the applicant as to:

Ability to accept supervision:	excellent <input type="checkbox"/>	good <input type="checkbox"/>	fair <input type="checkbox"/>	poor <input type="checkbox"/>
Ability to get on with others:	excellent <input type="checkbox"/>	good <input type="checkbox"/>	fair <input type="checkbox"/>	poor <input type="checkbox"/>
Ability to adapt to new situations:	excellent <input type="checkbox"/>	good <input type="checkbox"/>	fair <input type="checkbox"/>	poor <input type="checkbox"/>

Would you recommend this person as a suitable participant on an international exchange program? yes  no

Please explain: .....

Referee's details: Name: ..... Mr/Ms:.....

Telephone: ..... Job title:.....

Institution/company:..... E-mail address: .....

Address: .....

Referee's signature: ..... Date:.....

If possible, please endorse with a company/college stamp.

Please address the envelope to the program of your choice (e.g. Work in Britain) and send your complete application to:  
**BUNAC, PO Box 430, Southbury CT 06488**

If you are using courier or overnight mail, send to:  
**BUNAC, 88 Main Street South, Suite A101, Southbury CT 06488**

# APPLICATION CHECKLISTS

BUNAC aims to process all program applications in a timely fashion. To enable us to do this, we need to have complete information at the application stage. You can use the program checklists below to ensure that you have included all the necessary documentation. We are unable to issue any visa documents without a complete application. If you have any questions about any aspect of the application process, please call BUNAC on: 1-800-462-8622.

## Work in Britain

### Send:

- Completed Work Abroad Application Form
- Proof of Student Status (Part 2 – opposite) with raised seal, or official transcript
- Reference (Part 3 – opposite)
- 2 passport style and size photos signed on the back
- Program Fee of \$290 in the form of a money order or cashier's check made payable to BUNAC USA\*
- Insurance Declaration (if applicable).

## Work in Ireland

### Send:

- Completed Work Abroad Application Form
- Proof of Student Status (Part 2 – opposite) with raised seal, or official transcript
- Reference (Part 3 – opposite)
- 2 passport style and size photos signed on the back (you should take 2 more photos with you to Ireland to use when you register with the Garda)
- Program fee of \$400 in the form of a money order or cashier's check made payable to BUNAC USA\*
- Insurance Declaration (see overleaf), signed and completed and Insurance Premium enclosed if applicable.

## Work Canada

### Send:

- Completed Work Abroad Application Form
- Proof of Student Status (Part 2 – opposite) with raised seal, or your unofficial transcript, an official transcript or a signed letter from your school on official stationery
- Reference (part 3 – opposite)
- Program fee of \$250 in the form of a money order or cashier's check made payable to BUNAC USA\*
- Proof of \$700 support funds in form of bank statement which is either your own and shows name, date and balance, or a parent's along with a statement from them confirming that funds will be available to you on request
- Insurance Declaration (overleaf), signed and completed and the appropriate Insurance Premium enclosed.

\* Applicants located in Alaska, Canada, Hawaii or Puerto Rico need to send an additional \$10 to cover extra courier fees.



## Work Australia

### Send:

- Completed Work Abroad Application Form
- Reference (Part 3 – opposite)
- Program fee of \$595 in the form of a money order or cashier's check made payable to BUNAC USA\*

Step 2 information (including insurance) will be sent out when you have been accepted on the program. Applicants should not apply more than six months before the proposed departure date.

## Work New Zealand

### Send:

- Completed Work Abroad Application Form
- Reference (Part 3 – opposite)
- Program fee of \$495 in the form of a money order or cashier's check made payable to BUNAC USA\*

Step 2 information (including insurance) will be sent out when you have been accepted on the program. Applicants should not apply more than six months before the proposed departure date.

## Volunteer South Africa/Volunteer Peru/Volunteer Cambodia

### Send:

- Completed Work Abroad Application Form
- Student Status in the form of an official transcript indicating that you are, or have been, enrolled full time (at least eight credits) at an accredited US university
- 2 passport style and size photos
- Reference (Part 3 – opposite)
- Initial program fee of \$420 in the form of a money order or cashier's check and made payable to BUNAC USA\*
- Brief answers to the following essay-type questions, typed on a separate sheet:
  - a) Please describe any previous participation in similar volunteer or travel, work, study abroad programs.
  - b) How do you feel that your past experiences at home and abroad might have prepared you for an overseas volunteer program?
  - c) Please outline what you feel you could contribute to the program and how you feel that you would benefit from this experience. Are there any other details which you feel would enhance your application?

Step 2 information will be sent out after you have been accepted on the program.

Britain/Canada/Ireland applicants – please turn to next page for Insurance Declaration.

Full policy details can be viewed and downloaded from [www.bunac.org/forms/insurance.aspx](http://www.bunac.org/forms/insurance.aspx)

Please read the instructions below for your program.

**Work in Britain:** Minimum purchase is 3 months; maximum purchase is 10 months. Fill out Section 1 and sign/date the Warranty. Insurance is not mandatory but is highly recommended. If you are applying for *Work in Britain* and **you're not purchasing the insurance**, you can leave this page blank.

**Work in Ireland:** Minimum purchase is 4 months; maximum purchase is 8 months. Fill out section 1 and sign/date the Warranty. Insurance for this program is mandatory. However, you do not have to purchase BUNAC's insurance. If you choose to provide your own coverage, fill out the **Insurance Indemnity**, Section 4, below. Your effective date of coverage should be the date you decide to leave America.

**Work in Britain/Ireland Combo:** Minimum purchase is 4 months, maximum is 12 months.

**Work Canada:** Minimum purchase is 4 months regardless of the length of your stay; maximum is 6 months. BUNAC insurance is mandatory for *Work Canada* participants. Fill out Section 1, sign/date the Warranty, and sign/date Section 3 below – *Work Canada* applicants.

## Section 1. Insurance Purchase

Please indicate below how many months of travel insurance you wish to purchase and enclose the corresponding insurance premium. You can purchase insurance to cover travel outside the US – prior to (one month maximum for pre-program travel originating from the USA) or after (three months maximum) your time on your BUNAC program. Payment should be in the form of a money order or cashier's check made payable to BUNAC USA (no personal checks please!). A single money order or cashier's check covering both the program fee and the insurance premium is acceptable.

<input type="checkbox"/> 3 months	\$189	<input type="checkbox"/> 6 months	\$329	<input type="checkbox"/> 9 months	\$419
<input type="checkbox"/> 4 months	\$239	<input type="checkbox"/> 7 months	\$379	<input type="checkbox"/> 10 months	\$449
<input type="checkbox"/> 5 months	\$289	<input type="checkbox"/> 8 months	\$399	<input type="checkbox"/> 11-12 months	\$479

Premiums are valid for departures up to December 31, 2008.

Name (please print): .....

E-mail: .....

I am purchasing ..... months travel insurance to cover me while on the *Work in Britain/Ireland/Canada* (circle which one) program (and any prior or subsequent travels outside the USA). Please make my policy effective: month ..... day ..... year .....

Enclosed is my money order/cashier's check made payable to BUNAC USA in the amount of \$..... in full payment of the premium.

## Section 2. Warranty (this section must be completed by all applicants purchasing travel insurance)

I hereby confirm that I am not traveling against the advice of a medical practitioner or for the purpose of obtaining medical treatment.

Signature: ..... Age (at date of travel).....Date: .....

Signature of Parent/Guardian (if applicant is under 21):.....Date .....

## Section 3. Work Canada Applicants

If I extend my stay beyond this period, I hereby guarantee I will purchase additional coverage from BUNAC to cover the duration of my time in Canada. If my existing policy expires and I fail to extend my coverage, I understand that my work permit will be void and my participation on the program will terminate. I further indemnify BUNAC and SWAP against any liability whatsoever. Moreover, I accept full personal financial responsibility for any incident which may arise and would otherwise be covered under the *Work Canada* insurance policy.

Signature: .....Date: .....

## Section 4. Insurance Indemnity (for Work in Ireland applicants who are providing their own coverage)

I do not wish to purchase the BUNAC Insurance Policy. I will provide my own coverage.

Agency Name ..... Policy/ID Number: .....

I hereby indemnify BUNAC against any and all consequent claims or costs.

Signature: .....Date: .....

Signature of Parent/Guardian (if applicant is under 21): .....Date .....

Please sign and return this form, along with your program application documents to:  
**BUNAC USA, PO Box 430, Southbury CT 06488**

If sending by courier or overnight mail send to:  
**BUNAC, 88 Main Street South, Suite A101, Southbury CT 06488**  
Telephone: 1-800-462-8622, Fax: (203) 264-0251.