



## SEMESTER STUDY ABROAD APPLICATION

OFFICE OF STUDENT AFFAIRS

International Education

Phone: (956) 326.2280 Fax: (956) 326. 2779

E-mail: [studyabroad@tamiu.edu](mailto:studyabroad@tamiu.edu)

URL: [www.tamiu.edu/studentaffairs](http://www.tamiu.edu/studentaffairs)

### DEADLINES

ISEP Programs for a Fall Semester	January 15
TAMIU Exchange and Affiliate Programs for a Fall Semester	April 1
ISEP Programs for a Spring Semester	August 15
TAMIU Exchange and Affiliate Programs for a Spring Semester	October 1

### STUDY ABROAD APPLICATION AND SUPPORTING DOCUMENTS

#### ***TAMIU Study Abroad Application***

The study abroad application form is mandatory and must be completed, signed, and returned before your application is forwarded to your selected study abroad program. It must be approved by International Education, in order to be considered complete.

#### ***Reference Form/Letter of Recommendation***

The Reference Form and Letter of Recommendation have to be written by a person who can attest to your academic abilities, personal maturity and aptitude for the challenges of studying abroad (i.e. professor or employer). Provide pertinent information to your reference far enough in advance for the person to write a thoughtful and informative reference.

#### ***Academic Advisement Form***

TAMIU students are required to meet with an academic advisor to discuss courses to be completed on their chosen program. If information on specific courses is unavailable, general topics and levels of study should be listed. Students should include more courses than they plan to take, as some courses may be unavailable by the start of a program.

#### ***Official Transcripts***

If you are **not** attending TAMIU at the time of your application, you must to submit an official transcript of each College/University you have attended. Expect having to submit official transcript(s) with the foreign school or affiliate program application.

#### ***Foreign School/Affiliate Program Application***

A copy of the Foreign School/Affiliate Program application (with supporting documents) is to be provided to International Education with your TAMIU study abroad application. International Education will mail out all applications for Exchange Programs, and depending on your preference and the application process either International Education or you can mail the application for an Affiliate Program.

# TAMIU STUDY ABROAD APPLICATION

Last Name	First Name	M.I.	TAMIU ID:
Street Name & Number  City, State, Zip Code			Home Phone:  Work Phone:  Cell Phone:
Date of Birth:			Citizenship:
TAMIU Email:		Alternate Email:	
Academic Standing: <input type="checkbox"/> Undergraduate FR / SO / JR / SR <input type="checkbox"/> Graduate <input type="checkbox"/> Other (specify) _____			
Major: _____ Minor: _____			
Total completed hours (TAMIU/Other): _____ Cumulative GPA: _____			
Term for which you are applying: <input type="checkbox"/> Spring 20____ <input type="checkbox"/> Fall 20____ <input type="checkbox"/> Summer 20____			
Program you are applying for (Exchange Host University/Affiliate Name): _____			
City: _____ Country: _____			
Have you ever been on academic probation? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever been on disciplinary probation? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(If answering yes to either of these questions, we will ask you for a statement detailing the circumstances)</small>			
Residency Status: <input type="checkbox"/> In-State (TX Resident) <input type="checkbox"/> Out-of-State (non resident)			
Do you currently receive Financial Aid? <input type="checkbox"/> Yes <input type="checkbox"/> No Type of Aid: _____			
<b>I certify that the information on this application is complete and correct, and I understand that the submission of false information is grounds for rejection of my application. I understand that as part of the application process, I am expected to attend a pre-departure orientation and may be required to complete a language test and interview in the language of the country I have chosen. I have read the Study Abroad Handbook, which outlines academic policy, regulations, and requirements for study abroad.</b>			
Name (print)		Signature	Date
<b>For office use only!</b> <input type="checkbox"/> Reference Form <input type="checkbox"/> Academic Advisement Form <input type="checkbox"/> Letter of Recommendation <input type="checkbox"/> Official Transcript (non-TAMIU student)			
Student may participate in listed program and receive credit for courses subject to general regulations and policies of Texas A&M International University, and as approved by the Academic Advisor and College Dean.			
Assoc. Director, International Education		Date	

# TAMIU STUDY ABROAD REFERENCE FORM

## To be completed by the Applicant

Name: \_\_\_\_\_ Program Name/Location: \_\_\_\_\_

Reference requested from: \_\_\_\_\_

To the applicant:: under U.S. Federal Law (section 438 of Public Law 90-247, as amended) students are permitted access to certain educational records. Section 438(a) (2) (B) provides that a student may waive the right to inspect confidential letters of recommendation. Many applicants have found that recommendation letters may have a greater effect when such letters are written in confidence. If you waive your right to inspect the information requested by this form, please sign below.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

## To be completed by the Referee

To the referee: The student referenced above is applying for an approved Texas A&M International University study abroad program. Because participants serve as representatives of their nation and institution, both academic excellence and personal suitability for participation in the study abroad program should be addressed. Thoughtful and honest letters will help promote not only the student but the program to which the student is applying as well. Your time and effort in personalizing this reference is very important!

How long and in what capacity have you known the applicant?

Please indicate the applicant's ability and academic competence in comparison with other individuals whom you have known at a similar stage in their academic careers

	Above Average	Average	Below Average	Inadequate Opportunity to Observe
Knowledge in area of specialization				
Motivation and seriousness of purpose				
Ability to plan and carry out research, independent study				
Ability to express thoughts in speech and writing				
Emotional stability and maturity				
Self-reliance and independence				

In letter format, on a separate piece of paper, please comment specifically on the applicant in terms of the following: a) academic suitability, b) personal suitability for living abroad, c) how participation in the study abroad program will be of benefit, both academically and personally, d) weaknesses, e) linguistic preparation, is applicable, f) any other factors which you believe may affect a successful experience abroad

Referee's Printed Name \_\_\_\_\_

Referee's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return this form and accompanying reference letter to:**

Student Affairs ♦ International Education ♦ Texas A&M International University, Student Center 226, 5201 University Boulevard, Laredo, TX 78041  
Tel. (956) 326 2280 ♦ Fax (956) 326 2279 ♦ Email: studyabroad@tamiu.edu

# TAMIU ACADEMIC ADVISEMENT FORM

Name of Student \_\_\_\_\_

Name Study Abroad Program \_\_\_\_\_

EXCHANGE / AFFILIATE / FACULTY-LED PROGRAM (circle one)

Length of Program: \_\_\_\_\_

**To the student:** students participating in a TAMU approved study abroad program are required to meet with an academic advisor to discuss courses to be completed on their chosen program. This form serves as a TENTATIVE approval for your plan of study. If information on specific courses is unavailable, general topics and levels of study should be listed. If possible, students should include more courses than they plan to take, as some courses may be unavailable by the start of the program. This document does NOT constitute a pre-approval of courses and/or acceptance of credits. Course work completed abroad must be evaluated by the academic units granting equivalent credit at Texas A&M International University upon the student's return to campus.

It is the student's responsibility to follow-through with the program at the study abroad site. If the student is not able to take the courses initially selected, the student should select courses that are similar to those first selected and advise the academic advisor at TAMU of the substitutions. Approval of study abroad course work must be determined when you return. Students are required to submit syllabi, papers and notes to be evaluated by faculty in the departments that grant credit similar to that of the course taken abroad.

**To the academic advisor:** the student named above is applying to participate in a TAMIU approved study abroad program. The student should provide you with a description of the courses s/he plans to take on the program, as well as information about the program. Please note that in some courses, students may have access to course descriptions and even course syllabi for their chosen program. However, in many university systems, course descriptions and catalogs are unavailable. In such cases, this advisement form may contain only very general statements such as "upper-level course work in (name of subject) not to duplicate any course previously taken at TAMIU."

Please try to indicate for the student, to the best of your ability, how credit should be awarded for these courses. Your determination is not binding, but is meant to guide the student in his/her course of study. Please note that credit equivalencies are ultimately determined in the department where similar courses are offered at TAMU. Your determination on this form is meant to serve as a guide for the student. This form is NOT meant as a pre-approval. Approval of course equivalencies and degree credit is determined upon a review of materials once the student has completed the study abroad program.

## IMPORTANT: EUROPEAN CREDIT TRANSFER SYSTEM (ECTS) EQUIVALENCIES

Students who will be enrolled in a European University will receive ECTS credits. The equivalency of an ECTS credit is 2:1. For example, a 6 ECTS course is the equivalent of the 3 SCH course. Exemptions to this rule can be made by decision of the College Dean only. Please contact the Office of International Education should you have any questions about credit equivalencies.

[illegible]

**Academic Advisement Notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPROVALS**

Advisor's Printed Name	Advisor's Signature	Date
Dean's Printed Name	Dean's Signature	Date

**STUDENT SIGNATURE**

I have read and understand the information contained in this form. I agree, to the extent possible, to follow through with my proposed plan of study. It has been explained to me that there is no guarantee that I will be able to register abroad in every course I wish to take, and all courses may not be accepted or transfer to Texas A&M International University, or count towards my degree program.

Student's Printed Name	Student's Signature	Date
------------------------	---------------------	------