



# TEXAS A&M INTERNATIONAL UNIVERSITY

A Member of The Texas A&M University System

Office of Student Affairs  
Division of Student Success

## STUDY ABROAD APPLICATION

### Application Fees and Deadlines

Application deadlines and fees may vary depending on the program.

Study Abroad Program Type	Deadline	Application Fee
TAMIU Exchange Programs	Fall – April 1; Spring – October 1	\$200 – TAMIU
TAMIU Summer Faculty-Led Programs	February 15	\$200 – TAMIU
TAMIU Winter Faculty-Led Programs	August 15	\$200 – TAMIU
ISEP Exchange Programs	Varies	\$390 – ISEP
ISEP Direct Programs	Varies	\$390 – ISEP & \$200 – TAMIU
Affiliate Programs	Varies	Varies – Affiliate & \$200 – TAMIU

### STUDY ABROAD APPLICATION AND SUPPORTING DOCUMENTS

#### *TAMIU Study Abroad Application and Fee*

The study abroad application form is mandatory and must be completed, signed, and turned in to International Engagement (IE). It must be approved by IE in order to be considered complete. All application fees are non-refundable and must be paid by the application deadline.

#### *Study Abroad Program Application*

For ISEP applications, IE will mail them on your behalf. For affiliate programs, we ask that you submit the on-line application as well as any required supporting documents on your own.

#### *Reference Form and 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).

\*For faculty-led programs, a reference form and letter of recommendation are **NOT** required.

#### *Academic Advisement Form*

TAMIU students are required to meet with their 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 might not be available at the start of their program.

#### *Conduct Form*

The Student Conduct Form must be completed by the Office of Student Conduct and Community Engagement (SC226).

#### *Health and Counseling Form*

The health section of this form must be completed by Student Health Services and the counseling section must be completed by the Office of Student Counseling and Disability Services.

#### *Deferral Form*

Students attending a faculty-led program must visit the Office of Financial Aid for assistance in completing this form.

#### *Acknowledgement Form*

For your application to be considered complete you must carefully read and initial the acknowledgement form.

5201 University Boulevard, Laredo, Texas 78041-1900, (956) 326-2280, Fax (956) 326-2279



# TEXAS A&M INTERNATIONAL UNIVERSITY

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Office of Student Affairs  
Division of Student Success

## STUDY ABROAD APPLICATION

Student Information				
TAMIU ID	Last Name	First Name	MI	Date of Birth
Citizenship		Home Phone	Cell Phone	
TAMIU Email		Alternate Email		

Academic information				
Classification		Major	Minor	Cumulative GPA
<input type="checkbox"/> FR	<input type="checkbox"/> SO	<input type="checkbox"/> JR	<input type="checkbox"/> SR	<input type="checkbox"/> Graduate

Study Abroad Program Information		
Study Abroad Term	Study Abroad Program Name	Program Location

Eligibility Information	
Have you ever been on academic probation?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	(If you answered yes, you must submit a statement detailing the circumstances)

Verification and Signature		
<p>I certify that the information on this application is complete and correct. 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 participants.</p>		
Name	Signature	Date

For Office Use	
Application Documents:	<input type="checkbox"/> Application Form <input type="checkbox"/> Academic Advisement Form <input type="checkbox"/> Reference Form <input type="checkbox"/> Letter of Recommendation <input type="checkbox"/> Conduct Form <input type="checkbox"/> Health and Counseling Form <input type="checkbox"/> Deferral Form <input type="checkbox"/> Acknowledgement Form
<p>Student may participate in listed program and receive credit for courses subject to general regulations and policies of Texas A&amp;M International University, and as approved by the Academic Advisor and College Dean.</p>	
Received By:	Date Received:

# TAMIU STUDY ABROAD REFERENCE FORM

## Student Information

To be completed by applicant:

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

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

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 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

## Reference Information

To be completed by Reference:

The student 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 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.

Area Observed	Above Average	Average	Below Average	N/A
Knowledge in area of specialization				
Motivation and seriousness of purpose				
Ability to plan and do 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. Benefits of program participation
- d. Weaknesses
- e. Linguistic preparation – if applicable
- f. Any other factors that might impact the experience

Printed Name of Reference

Signature

Date

Please return this form along with reference letter to International Engagement.

# ACADEMIC ADVISEMENT FORM

**Student Name:** \_\_\_\_\_ **Program Name/Location:** \_\_\_\_\_

**To the student:** Students participating in a TAMIU 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 course 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 TAMIU of the substitution (s). Approval of study abroad course work must be determined when you return. **Students are required to submit syllabi, papers and notes to International Engagement for evaluation by faculty.**

**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 he/she plans to take on the program, as well as information about the program. Please note that in some cases, 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 to the student, to the best of your ability, how credit should be awarded for the 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 TAMIU. 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.

Foreign School Course	TAMIU Course/Equivalent	Course to Apply as	SCH
		__ major            __ extra cr. __ minor            __ elective	
		__ major            __ extra cr. __ minor            __ elective	
		__ major            __ extra cr. __ minor            __ elective	
		__ major            __ extra cr. __ minor            __ elective	
		__ major            __ extra cr. __ minor            __ elective	
		__ major            __ extra cr. __ minor            __ elective	

**Approvals**

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Program Instructor's Name (Print)                      Program Instructor's Signature                      Date

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Academic Advisor's Name (Print)                      Academic Advisor's Signature                      Date

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Dean's Name (Print)                      Dean's Signature                      Date

I have read and understand the information 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 transferred to TAMIU, or count towards my degree.

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Student's Name (Print)                      Student's Signature                      Date

## CONDUCT FORM

### To the TAMIU Study Abroad Applicant:

Student Name \_\_\_\_\_ TAMIU ID # A \_\_\_\_\_  
Last First Middle

Program Duration \_\_\_\_\_ Program Location \_\_\_\_\_

I hereby consent to the Student Conduct and Community Engagement Representative of the institution I am currently attending to provide Texas A&M International University with the information on the form below and I hereby waive my right of access to any statements said by the Student Conduct & Community Engagement Representative evaluating me and my activities.

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

### To the Student Conduct & Community Engagement Representative:

The student named above has applied to participate in a study abroad program at Texas A&M International University. We will be grateful for your comments that will be kept confidential.

1. Has this student been subject to any disciplinary action which the outcome was suspension or expulsion? Yes \_\_\_ No \_\_\_ If yes, please explain. If no, do not complete question three.
  
2. Are any disciplinary charges pending? Yes \_\_\_ No \_\_\_ If yes, please explain.
  
3. Is this student eligible to re-enroll at the University? Yes \_\_\_ No \_\_\_ Conditionally \_\_\_ If no or conditionally, please explain.
  
4. Does this student have a record on file? Yes \_\_\_ No \_\_\_

Name (Please Print) \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Institution \_\_\_\_\_

Phone \_\_\_\_\_

*Thank you for taking time to complete this form and returning it as soon as possible to:*

**International Engagement  
Office of Student Affairs  
Texas A&M International University  
5201 University Blvd SC226  
Laredo, TX 78041-1900**

## Health and Counseling Form

Student Name \_\_\_\_\_ TAMIU ID # A \_\_\_\_\_  
Last First Middle

Program Duration \_\_\_\_\_ Program Location \_\_\_\_\_

### Student Health Services:

Please visit Student Health Services to complete this form. TAMIU Student Health Services is located at Student Center 125. Limited appointments are available each week. Schedule an appointment by calling (956) 326-2235 at least ONE MONTH prior to your departure date.

- Visit the website, Travel Health Online at <https://www.tripprep.com/scripts/main/default.asp> which provides free, up-to-date information about health concerns and recommended/required vaccines for each country you plan to visit (registration required). Please print out the travel information based on destination and bring with you to your scheduled appointment for review.
- Bring a copy of your complete immunization record with you to your scheduled appointment.
- Bring a list of any current medications (including rescue medications such as Inhalers or Epi-pens) to your appointment for review and planning for individual health needs while abroad.

### Health Services Representative:

Discuss and review the student's health history paying particular attention to current medications, allergies the student may have, and all active health issues. Assess the need for any continued health care while abroad so the student can determine the availability of adequate facilities at the program site.

I certify that the student named above has visited our office and received guidance.

Name (Please Print) \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Institution \_\_\_\_\_

### Student Counseling and Disability Services:

Please visit Student Counseling and Disability Services to complete this form. TAMIU Counseling and Disability Services are located at Student Success Center 138. We recommend that you schedule an appointment by calling (956) 326-2230.

### Counseling and Disability Service Representative:

Discuss any stressors (environmental/relational) that the student might encounter during their study abroad program. Provide coping strategies and counseling as necessary.

I certify that the student named above has visited our office.

Name (Please Print) \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Institution \_\_\_\_\_

*Please return this form to:*

**International Engagement  
Office of Student Affairs  
Texas A&M International University  
5201 University Blvd SC 226  
Laredo, TX 78041-1900**



# TEXAS A&M INTERNATIONAL UNIVERSITY

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## Office of Student Affairs Study Abroad Financial Aid Deferral Request

Banner ID	Last Name	First Name	MI	Date of Birth
E-Mail		Phone Number		
Program		Semester/Year		

I \_\_\_\_\_ (Name) \_\_\_\_\_ (ID), request a deferred payment schedule for my planned study abroad program. In doing so I acknowledge and accept the following conditions as set forth by the office of student affairs.

\_\_\_\_ I understand that I am responsible for the full cost of the study abroad program I have been accepted for.

\_\_\_\_ I understand that I am responsible for submitting payment for any balance by the deadline that is not covered by my financial aid award.

\_\_\_\_ I understand that if my financial aid changes or if I choose to withdraw from my program after being approved for a deferment I am responsible for any outstanding fees.

\_\_\_\_\_ Student Signature

\_\_\_\_\_ Date

To be completed by the Office of Financial Aid. Please estimate type of aid and award amounts for the term indicated above.

Type of Aid	Amount
<p>_____ Financial Aid Representative Signature</p> <p>_____ Date</p>	

**To be completed by the Office of Student Affairs**

Completed Form

Approved

Not Approved Reason: \_\_\_\_\_

Date student notified: \_\_\_\_\_

## Acknowledgement Form

Student Name: \_\_\_\_\_

TAMIU ID: \_\_\_\_\_

**I understand that in order to participate and receive credit for my study abroad it is my responsibility abide the following:**

\_\_\_\_\_ Meet with the appropriate academic advisor to discuss my course(s) abroad.

\_\_\_\_\_ Complete all required study abroad forms by their deadline.

\_\_\_\_\_ Know the payment due date for my program.

\_\_\_\_\_ Know the program withdrawal date and process.

\_\_\_\_\_ Notify International Engagement if withdrawing from the program.

\_\_\_\_\_ Attend the mandatory Study Abroad Pre-Departure Orientation.

### **For Faculty-Led Programs**

\_\_\_\_\_ Register for the approved program course(s) prior to departure.

\_\_\_\_\_ Pay TAMIU tuition and fees for my semester abroad by the deadline.

\_\_\_\_\_ If applicable, complete all requirements assessed by affiliate company.

### **For Non-Faculty Led Programs**

\_\_\_\_\_ Complete the application for the exchange university or affiliate program.

\_\_\_\_\_ Retain and submit coursework to International Engagement upon return.

I understand that in order to complete my application and maintain my status as a study abroad participant, I must comply with the acknowledgement statements above.

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

*Thank you for taking time to complete this form and returning it as soon as possible to:*

**International Engagement  
Office of Student Affairs  
Texas A&M International University  
5201 University Blvd  
Laredo, TX 78041-1900**