

Texas A&M International University

Office of International Education

Study Abroad Application

Submit these forms to the Office of International Education,
Pellegrino Hall 301, Tel. (956) 326.2565

Office of International Education
Pellegrino Hall 301
5201 University Boulevard
Laredo, TX 78041

Tel. 956.326.2565
Fax 956.326.2276
Email: studyabroad@tamiu.edu
www.tamiu.edu/dip/oie

STUDY ABROAD APPLICATION GUIDELINES

TIMING AND DEADLINES

Application deadlines for Study Abroad programs vary widely, and it is your responsibility to know the deadline of your selected program and to have all parts of the application in at OIE early enough to allow for follow-up on anything incomplete before we forward the application. Remember to also allow for mailing time, deadlines are “date of receipt” NOT “date of mailing.”

Application

ISEP Programs for a Fall Semester
TAMIU Exchange and Affiliate Programs for a Fall Semester

Deadline

January 15
April 1

ISEP Programs for a Spring Semester*
TAMIU Exchange and Affiliate Programs for a Spring Semester

August 15
October 1

TAMIU Faculty-Led and Affiliate Programs for Summer

Between February and April,
depending on selected
program.

** If applying for an ISEP Spring program in Spain, it is recommended that your application is submitted to OIE the previous spring semester (January 15)*

STUDY ABROAD APPLICATION AND SUPPORTING DOCUMENTS

TAMIU Study Abroad Application

The study abroad application form is mandatory and must be completed, signed, and returned to OIE before your application is forwarded to your selected study abroad program. A study abroad application, approved and signed by OIE signifies TAMIU approval for study abroad participation. If applying to an ISEP program, you only have to complete the ISEP application and not a TAMIU Study Abroad Application.

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 in the midst of a busy schedule.

Academic Advisement Form

Texas A&M International University students are required to meet with an academic advisor to discuss courses to be completed on their chosen program. The Academic Advisement 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. Students should include more courses than they plan to take, as some courses may be unavailable by the start of a program. The Academic Advisement Form must be signed by the academic advisor and/or department chair, and the College Dean.

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.

Photo

Submit one ID card-size photo with your TAMIU Study Abroad Application. Expect that you will have to include your picture with other applications as well. Therefore it is advisable that you have several made (at least 4). Print your name on the back of each picture.

☐ ***Language Proficiency Report***

If the language of instruction for a study abroad program is not English/Spanish, you may be required to submit a Language Proficiency Report. Ask the OIE director if you are unsure, or if you are a non-native speaker of English or Spanish.

☐ ***Foreign School/Affiliate Program Application***

A copy of the Foreign School/Affiliate Program application (with supporting documents) is to be provided to OIE with your TAMU study abroad application. OIE will mail out all applications for Exchange Programs, and depending on your preference and the application process either OIE 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			Home Phone:
City, State, Zip Code			Work Phone:
Date of Birth:			Cell Phone:
Email Address:		Alternate Email Address:	
<p>Academic Standing: <input type="checkbox"/> Undergraduate FR / SO / JR / SR <input type="checkbox"/> Graduate <input type="checkbox"/> Other (specify) _____</p> <p>Major: _____ Minor: _____</p> <p>Total completed hours (TAMIU/Other): _____ Hours Applied to Degree : _____ Cumulative GPA: _____</p> <p>Term for which you are applying: <input type="checkbox"/> Spring 20____ <input type="checkbox"/> Fall 20 ____ <input type="checkbox"/> Summer 20_____</p> <p>Program you are applying for (Exchange Host University/Affiliate Name): _____</p> <p>City: _____ Country: _____</p>			
<p>Residency Status: <input type="checkbox"/> In-State (TX Resident) <input type="checkbox"/> Out-of-State (non resident)</p> <p>Do you currently receive Financial Aid? <input type="checkbox"/> Yes <input type="checkbox"/> No Type of Aid: _____</p>			
<p>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 received and read the Study Abroad Handbook, which outlines academic policy, regulations, and requirements for study abroad.</p>			
Name (print)		Signature	Date
<p>For office use only! <input type="checkbox"/> Reference Form <input type="checkbox"/> Academic Advisement Form <input type="checkbox"/> Official Transcript (non-TAMIU student)</p> <p><input type="checkbox"/> Letter of Recommendation <input type="checkbox"/> Language Proficiency Report <input type="checkbox"/> Photo</p> <p>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.</p>			
Director, Office of 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:

Office of International Education ♦ Texas A&M International University, 301 Pellegrino Hall, 5201 University Boulevard, Laredo, TX 78041
Tel. (956) 326 2565 ♦ Fax (956) 326 2279 ♦ Email: studyabroad@tamiu.edu

<i>EXTRA COURSES</i>			
Foreign School Course	TAMIU Course/Equivalent	Course to Apply As	SCH
		<input type="checkbox"/> major <input type="checkbox"/> general <input type="checkbox"/> minor <input type="checkbox"/> elective	
		<input type="checkbox"/> major <input type="checkbox"/> general <input type="checkbox"/> minor <input type="checkbox"/> elective	
		<input type="checkbox"/> major <input type="checkbox"/> general <input type="checkbox"/> minor <input type="checkbox"/> elective	
		<input type="checkbox"/> major <input type="checkbox"/> general <input type="checkbox"/> minor <input type="checkbox"/> elective	

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

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TAMIU LANGUAGE PROFICIENCY REPORT

This report is required for applicants planning to pursue course work abroad (other than language courses) in a language other than English or Spanish for non-native speakers.

To be completed by the applicant

Name: _____ Program Applying For: _____

Native Language: _____ Language of Host Country: _____

1. What course work have you pursued in, or related to, the required language? Include courses in progress. List name of course, give a brief description, and report grade received. Attach supporting documentation is necessary.

2. What other experiences have you had in the required language?

___ spoken at home ___ read journals/magazines ___ TV/Radio ___ Intensive Language Course (date: _____). Other: _____

To be completed by a Professional Language Instructor

To the instructor: students who participate in this study abroad program should be able to conduct conversations in the foreign language, follow university lectures, participate in seminar discussions, take notes and understand written material in their field. It is important that your comments be detailed and frank. Your time and effort in personalizing this reference is very important.

AURAL COMPREHENSION

- None
- Limited to slow, uncomplicated sentences
- Understands simple conversation
- Understands conversations on simple academic topics
- Understands sophisticated discussion of academic topics

SPEAKING ABILITY

- None
- Able to complete structurally simple, short phrases
- Uses basic grammatical structure, speaking with limited vocabulary
- Uses structural patterns; adequate for simple conversation
- Has control over structural patterns, can handle wide range of situations

READING ABILITY

- None
- Limited to simple vocabulary and sentence structure
- Understands conventional topics and non-technical subjects
- Understands materials which contain idioms and specialized terms
- Understands sophisticated materials, including those in field of study

WRITING ABILITY

- None
- Writes simple sentences on conventional topics, some errors
- Writes on academic topics w/few errors in spelling/structure
- Writes with idiomatic ease of expression and feeling for the style of language

What is your opinion of the applicant's ability to pursue university-level course work in this language?

- Will require considerable language training
- Will require additional language training
- Should be able to manage adequately after adjustment period
- Should have no difficulty

How was the evaluation determined?

- Based on knowledge of applicant's course work in language at TAMIU
- Written examination; name and date test administered: _____
- Oral examination; date administered _____

Please add any comments relating to the applicant's linguistic ability:

Please mark as appropriate:

- I DO NOT approve the applicant for study abroad in this language
- I CONDITIONALLY approve the applicant for study abroad in this language
- I UNCONDITIONALLY approve the applicant for study abroad in this language

In case of conditional approval, which are the conditions the applicant must satisfy to receive clearance for study abroad?

Print Name Instructor

Signature Instructor

Date

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