STUDY ABROAD APPLICATION

Application Fees and Deadlines
Application deadlines and fees may vary depending on the program.

<table>
<thead>
<tr>
<th>Study Abroad Program Type</th>
<th>Deadline</th>
<th>Application Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAMIU Exchange Programs</td>
<td>Fall – April 1; Spring – October 1</td>
<td>$200 – TAMIU</td>
</tr>
<tr>
<td>TAMIU Summer Faculty-Led Programs</td>
<td>February 15</td>
<td>$200 – TAMIU</td>
</tr>
<tr>
<td>TAMIU Winter Faculty-Led Programs</td>
<td>October 1</td>
<td>$200 – TAMIU</td>
</tr>
<tr>
<td>ISEP Exchange Programs</td>
<td>Varies</td>
<td>$395 – ISEP</td>
</tr>
<tr>
<td>ISEP Direct Programs</td>
<td>Varies</td>
<td>$395 – ISEP &amp; $200 – TAMIU</td>
</tr>
<tr>
<td>Affiliate Programs</td>
<td>Varies</td>
<td>Varies – Affiliate &amp; $200 – TAMIU</td>
</tr>
</tbody>
</table>

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.
# STUDY ABROAD APPLICATION

## Student Information

<table>
<thead>
<tr>
<th>TAMIU ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Country of Citizenship</th>
<th>Home Phone</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TAMIU Email</th>
<th>Alternate Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Academic Information

<table>
<thead>
<tr>
<th>Classification</th>
<th>Major</th>
<th>Minor</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>FR</td>
<td>SO</td>
<td>JR</td>
<td>SR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expected Graduation Date:</th>
<th>(Month/Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

## Study Abroad Program Information

<table>
<thead>
<tr>
<th>Study Abroad Term</th>
<th>Study Abroad Program Name</th>
<th>Program Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Eligibility Information

Have you ever been on academic probation?

- [ ] Yes
- [x] No

(If you answered yes, you must submit a statement detailing the circumstances)

## Verification and Signature

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.

Name: ____________________________ Signature: ____________________________ Date: ____________

## For Office Use

Application Documents:

- [ ] Application Form
- [ ] Reference Form
- [ ] Conduct Form
- [ ] Deferral Form
- [ ] Academic Advisement Form
- [ ] Letter of Recommendation
- [ ] Health and Counseling Form
- [ ] Acknowledgement Form

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.

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 a 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.

<table>
<thead>
<tr>
<th>Area Observed</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge in area of specialization</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motivation and seriousness of purpose</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Ability to plan and do research, independent study</td>
<td></td>
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<tr>
<td>Ability to express thoughts in speech and writing</td>
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<tr>
<td>Emotional stability and maturity</td>
<td></td>
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<tr>
<td>Self-reliance and independence</td>
<td></td>
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</table>

On a separate piece of paper, in letter format, 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 – STC 226
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. Students should include more courses then they plan to take, as some courses may be unavailable by the start of the program. This document does NOT constitute as 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 TAMIU upon the student’s return to campus.

Students participating on a study abroad program must register at TAMIU for the term(s) they will be abroad. On the registration form the student must indicate how many credit hours they would like to be registered at TAMIU for that term. It is the student’s responsibility to follow through with the program at the study abroad site. The student must enroll at the host institution for the equivalent amount of hours they have registered at TAMIU. If the student is not able to take the courses initially selected, the student should select courses that are similar and advise International Engagement and their academic advisor at TAMIU of the substitution(s). It is the student’s responsibility to familiarize themselves with the credit hour and grading system at their host institution. Approval of study abroad course work will be determined upon return. Students are required to submit syllabi, papers and notes to International Engagement for evaluation by faculty within a month of program completion. Student will receive a letter grade for all coursework completed abroad. If student does not complete the equivalent amount of credit hours enrolled at TAMIU while abroad the student will receive an “F” for the missing courses and will not be able to retake the course(s). If a student fails to submit his/her coursework and syllabi within a month of program completion they will receive an “F” for every course taken abroad until coursework is submitted.

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 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 advisement 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. 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.

<table>
<thead>
<tr>
<th>Foreign School Course</th>
<th>TAMIU Course/Equivalent</th>
<th>Course to Apply as</th>
<th>SCH</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>__ major ___ extra cr.</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>__ minor ___ elective</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>__ major ___ extra cr.</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>__ minor ___ elective</td>
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<td></td>
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<td>__ major ___ extra cr.</td>
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<td>__ minor ___ elective</td>
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<td>__ major ___ extra cr.</td>
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<td>__ minor ___ elective</td>
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<td></td>
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<td>__ major ___ extra cr.</td>
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<tr>
<td></td>
<td></td>
<td>__ minor ___ elective</td>
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</tbody>
</table>

Approvals

Program Instructor (Print) Program Instructor’s Signature Date

Advisor’s Name (Print) Advisor’s Signature Date

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.

Student’s Name (Print) Student’s Signature Date
**TEXAS A&M INTERNATIONAL UNIVERSITY**

A Member of The Texas A&M University System

Office of Student Affairs

Study Abroad Financial Aid Deferral Request

<table>
<thead>
<tr>
<th>Banner ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Date of Birth</th>
</tr>
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<tbody>
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<table>
<thead>
<tr>
<th>E-Mail</th>
<th>Phone Number</th>
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<table>
<thead>
<tr>
<th>Program</th>
<th>Semester/Year</th>
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</table>

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 program 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.

<table>
<thead>
<tr>
<th>Type of Aid</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
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</table>

_________________________ __________________________
Financial Aid Representative Signature Date

---

To be completed by the Office of Student Affairs

- [ ] Completed Form
- [ ] Approved
- [ ] Not Approved Reason:

Date student notified: __________________________

---

5201 University Boulevard, Laredo, Texas 78041-1900, Student Center 226, (956) 326-2280, Fax (956) 326-2279
**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](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
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

5201 University Boulevard, Laredo, Texas 78041-1900, (956) 326-2282, Fax (956) 326-2279
### Acknowledgement Form

**Student Name:** ______________________________  **TAMIU ID:** ____________________________

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

- [ ] Read and understand the Academic Advisement Form.
- [ ] Meet with my academic advisor to discuss my course(s) abroad.
- [ ] Research and understand the course credit and grading system at my host institution.
- [ ] 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 within a month upon program completion.

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 _______________________________

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*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