Reciprocal Exchange Program (REEP) Timeline  
Spring 2016 Abroad

Select Exchange Program *(Sophomore or Junior Year)*
___ Ensure you meet all requirements: 3.0 GPA, upper-level classification, and not abroad your last semester at TAMU.
___ Visit CIBS website to learn about our partner institutions: [http://cibs.tamu.edu](http://cibs.tamu.edu)
___ Meet with Academic Advisor to discuss courses and for approval.
___ Meet with Katy Lane, Program Coordinator at CIBS, for application instructions and to ensure fit of selected school.

Submit Application *(Due Oct 1)*
___ TAMU Study Abroad Application online at [http://studyabroad.tamu.edu](http://studyabroad.tamu.edu)
___ Application Packet Checklist – turn into CIBS *(must be signed by Academic Advisor)*
___ Official TAMU transcript – turn into CIBS

Approval Process *(within two weeks of application)*
___ If selected, “confirm” participation online.
___ If confirmed, CIBS will nominate you to the Host University.

Additional Applications *(Due Oct 12)*
___ CIBS Reciprocal Exchange Scholarship
___ TAMU Study Abroad Scholarships
___ Complete application from Host University
___ Apply for expedited passport if you do not have one already or if it is expired

Prepare to Go Abroad *(Oct 1 – Dec 15)*
___ Attend 2-3 CIBS pre-departure orientation sessions
___ Receive acceptance letter from Host University with arrival dates (via CIBS)
___ Obtain visa or student residence permit
___ Make arrangements for travel, housing, and overseas orientation
___ Meet with Academic Advisor to discuss course selection at the partner institution.
___ Complete course selection pre-approval form (due to CIBS)
___ Register for 12 hours of IBUS 301 (IBUS 692 or 693 for graduate students).
___ Pay Study Abroad administration fee ($300)
___ Purchase Cultural Insurance Services International (CISI)
___ Complete remaining post-selection items in Study Abroad application

Enjoy your Exchange! *(Spring 2015)*
___ Communicate with Ms. Lane if additional courses need to be approved.
___ Post about your experience on the Mays REEP blog at least once per month.
___ Take photos to share during your trip or upon your return.

Post Requirements *(Aug/Sep 2015)*
___ Complete study abroad program evaluation.
___ Meet with department reviewer(s) for approval of TAMU course equivalencies.
___ Return Course Equivalency form(s) to Ms. Lane for initiation of final exchange course substitutions.